SOLENT Academies Trust

REDWOOD PARK ACADEMY

Our vision is that all pupils Redwood Park Academy will be confident communicators, who are growing to be more independent, so that they are happy and healthy young adults who make positive contributions to their community

VISITING SPEAKERS POLICY

Scope:	Academy policy
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Name of Responsible Officer:	Louise Quaid
Approving Committee:	Trust Board
Statutory Basis:	Non-statutory
Requirement to publish on website:	No
Date Reviewed:	February 2026
Date ratified by approving committee:	18th May 2026
Review Period:	Biennial
Review date:	February 2028

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Introduction:
Luminous Oak Academy ('the academy') invites speakers from the wider community to give talks to enrich our pupils' experience. The academy recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the academy and pupils greatly appreciate the time and effort that visiting speakers put into their presentations.

The purpose of this policy is to set out the academy's legal obligations when using visiting speakers and to set out the standards of behaviour expected from visiting speakers.

This policy should be read in conjunction with the Trust Safeguarding and Child Protection Policy.

Overview

The Prevent statutory guidance expects schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. This policy was therefore drawn up having had regard to the Government's Prevent Duty guidance and the academy's wider safeguarding obligations.

The academy's responsibility to pupils is to ensure that they information they receive is appropriate to their age, stage and level of development, that they can appreciate the information that they receive as to its value to themselves, and that such information is aligned to the ethos and values of the Trust and British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

Academy Protocol

All requests for outside speakers must first be discussed with the Head of School or the Executive Principal.

The academy will undertake a risk assessment (see Appendix 2) before agreeing to a visiting speaker attending the academy. This will consider any vetting requirements considered appropriate in the circumstances and may include a DBS check if relevant. The academy may also conduct research on the visiting speaker and/or their organisation, as appropriate. The academy will not use a visiting speaker where any link is found to extremism, such as extremist groups and movements.

The academy will obtain an outline of what the speaker intends to cover in advance of the visit. In some cases, the academy may also request a copy of the visiting speaker's presentation and/or footage in advance of the session to ensure it is appropriate to the age and level of development of the pupils to be in attendance and does not undermine British values or the ethos and values of the Trust.

A member of academy staff will be present during the visit/talk and will monitor what is being said to ensure that it aligns with the values and ethos of the Trust and British values. In the unlikely event that the talk/presentation does not meet this requirement, visiting speakers will be informed that academy staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to the Executive Principal as soon as reasonably practicable after the talk/visit.

Visiting speakers will be supervised by a academy employee whilst on site. At no point will a visiting speaker be left unsupervised on academy site whilst pupils are present.

On arrival at the academy, visiting speakers will be required to show an original current identification document including a photograph such as a passport or photo card driving license and will be asked to sign in on the electronic system. The visiting speaker will be issued with a visitors' badge with an appropriate lanyard which they must wear at all times whilst on the academy site. Visiting speakers will also be briefed on the academy's safeguarding arrangements.

The academy will keep a formal register for visiting speakers. Any information gathered will be kept in accordance with the academy's Data Protection Policy.

APPENDIX 1 - Checklist for Visiting Speakers

	Action	Details
	Details of the arrangements	
1.	Name of the staff member responsible for booking the Visiting Speaker.	
2.	Name of Visiting Speaker.	
3.	Visiting speaker contact details.	
4.	Date of presentation.	
5.	Audience details.	
6.	Confirm that: • the Visiting Speaker Policy has been sent to the Visiting Speaker • the Visiting Speaker has been briefed on the Academy's Safeguarding Policy	
	Checklist	
7.	Visiting Speaker biography, to include speaker's organisation and other affiliations.	
8.	Details of presentation to be provided.	
9.	Details of research undertaken on visiting speaker (i.e., check the internet for any recent published reports, statements or speeches made by the individual, any retractions or public apologies etc).	
10.	Are you satisfied that the content seen in response to 9 above is not in any way contrary to the Academy's Equality Policy, the ethos of inclusion of the Academy, British values or any concern in relation to the Prevent Duty?	Yes No (refer to DSL)

	If such concerns exist, refer the matter to the designated safeguarding lead (DSL).	
11.	Will the Visiting Speaker be left alone with pupils and undertaking a regulated activity? If yes, complete 12 below and inform the DSL.	Yes (refer to DSL**)** No
12.	Enhanced DBS certificate details:	DBS number: Date of issue: (registered with DBS update service)
13.	Name of person responsible for supervising the Visiting Speaker whilst they are on site.	
14.	Confirm the Risk Assessment form been completed, and a copy provided to the DSL	
15.	Confirm a copy of this form has been provided to [NAME] for inclusion on the Single Central Register.	

Signed Date

Countersigned by Principal

Signed Date

APPENDIX 2 - Visiting Speaker Risk Assessment

RISK	CONTROL MEASURES (add control measures as necessary)	RESULT	INITIAL
Unvetted speaker with inappropriate content	• Require all speakers to be pre-approved by SLT. Conduct thorough background checks. • Review speaker's content in advance. •	Low Medium High	
Inadequate supervision during the event	• Ensure that academy staff members are present during the entire event. • Brief staff on procedures to intervene if necessary.	L/M/H	
Speaker deviates from approved content	• Provide clear guidelines to speakers on what content is appropriate. • Have a designated staff member monitor the presentation. • Pre-approve all materials used.	L/M/H	
Disruption by students or external individuals	• Implement strict access control to the event/ workshop/ assembly. • Have staff present. • Brief students on expected behaviour.	L/M/H	
Safeguarding concerns (e.g., speaker contacting students' post-event)	• Prohibit any unsupervised contact between students and speakers. • Ensure all communications are through the academy.	L/M/H	
Cultural or religious insensitivity	• Review content for potential insensitivities. Share • BPS Safeguarding Handbook.	L/M/H	
Inadequate emergency procedures	• Ensure all staff and speakers are briefed on emergency procedures. • Have a first aid trained staff member present/ access to Matron. • Check that emergency exits are accessible.	L/M/H	
Technical failures (e.g., AV equipment)	• Test all equipment before the event. • Have a nominated member of staff as technical support on standby during the event. • Prepare backup equipment if available.	L/M/H	
Unauthorized recording or sharing of content	• Prohibit unauthorised recording of the event.	L/M/H	
Reputational risk to the academy	• Carefully select and vet speakers.	L/M/H	