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VISITING SPEAKER POLICY

Version: 11.0
Issued Date: Sept 2025
Next Review Date: Sept 2026
Approved By: Abdul Jabbar Ahmed
(Chair of Governing Body)
Suleman Collector
(Head Teacher)

We often welcome speakers from our wider communities into our School to speak to students. This enriches their experience of School providing them with information that can help them to: make decisions at different phases of their education, remain safe and gain a wider understanding of cultural, world and global issues. It can also provide motivational inspiration through the sharing of a speaker's experience.
Our responsibility to our students is to ensure that the information they receive is aligned to the values of the School and to British Values which include democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
The 'PREVENT' statutory guidance *(The Prevent Duty: Departmental advice for schools and childcare providers' DfE, June 2015)* requires schools to have clear protocols for ensuring that any visiting speakers to the School are suitable and appropriately supervised.
NHCS protocols are as follows:

- All visiting speakers to have a nominated point of contact within the School (the organiser), agreed prior to the visit and recorded when the visitor signs in at reception
- The Designated Safeguarding Officer is informed of all speakers invited in to the School.
- The visiting speaker is requested to complete the "Visiting Speakers" form, which asks them to outline the information they wish to communicate and to agree to the Guidelines for Visiting Speakers (attached).
- All PowerPoint slides and handouts to be used by the speaker are provided to the School in advance of the visit, to be checked for suitability.
- Research on the visiting speaker/organisation to establish whether they have demonstrated extreme views/actions which are clearly contrary to the values of the School and British Values outlined in our policies, to be conducted prior to the visit.
- Refusal to allow visiting speakers/organisations to use the School premises if they have or had links to extreme groups or movements which espouse, promote or encourage views and actions which are contrary to the values of the School and British Values. Justification of the School's decision will be provided to the person/ organisation in writing. The final decision rests with the Headteacher.
- A formal register of all visiting speakers will be maintained.
- Visiting speakers will be accompanied at all times and not left unsupervised with students at any point.
- A post-event evaluation of how the visit met the needs of our students will be conducted.

VISITING SPEAKERS AT CSS

Name of Speaker/Organisation	
Date of Proposed Visit	
Name of NHCS Contact	
Reason for visit	
Please outline below the information you wish to communicate to students within the School during your visit	
Please sign below to confirm: • **That the information you have provided is true and accurate** • **That you agree to the 'Guidelines for Visiting Speakers' overleaf**	
Date:	

1. VERSION HISTORY

Issue Date	Version Number	Approved By
July 2019	5.0	Head Teacher & Governing Body
Sept 2020	6.0	Head Teacher & Governing Body
Sept. 2021	7.0	Head Teacher & Governing Body
Sept. 2022	8.0	Head Teacher & Governing Body
Sept 2023	9.0	Head Teacher & Governing Body
Sept 2024	10.0	Head Teacher & Governing Body
Sept 2025	11.0	Head Teacher & Governing Body