

	<b>Title</b>	External Speaker/ Visitor Guidance
	<b>Date</b>	17.06.26
	<b>Author</b>	SBO
	<b>Reviewed by</b>	T & L Committee
	<b>Review cycle</b>	Annually or when significant changes are required
<b>Version 1.0</b>	<b>Next Review Date</b>	06.2027

### 1.0 Why do we need this policy?

External visitors can enrich the curriculum and pupil experience. The school ensures all visitors support safeguarding, curriculum, and ethos.

### 2.0 Key Safeguarding Principles

External contributors/speakers should not be left in sole charge of pupils, or take groups of pupils/students out and away from a supervisor/staff member/teacher who has the DBS and related checks.

In all instances, whether or not the external contributor is DBS-checked, a staff member/teacher must

be present in the classroom or agreed venue for the whole of the visit/event:

- To ensure safeguarding processes are met;
- To maintain responsibility for class discipline;
- To deal with any need for a pupil/student who may need advice/support;
- To ensure aspects of confidentiality dependent upon the activity/event;
- To devise follow-up work to reinforce pupils' learning.

It would not be usual for any external contributor/speaker to require details of the participants and their contacts. If they are requesting information and contacts this will need careful consideration, and as to the purpose and motivation for such a request.

Schools/settings are also requested to consider extremely carefully any unsolicited approaches from individuals or groups offering on line websites, resources and programmes. If there are reasons to be specifically concerned about an approach, a school/setting should be contacting the police to report the concerns.

The Derby City and Derbyshire Safeguarding Children Board quality assures training providers and publishes a list (on the Derby City website but applicable for Derbyshire

too) of trainers and organisations who have demonstrated both their suitability and that they meet standards in the

materials delivered.

- Visitors are never left alone with pupils.
- A staff member must always be present.
- DBS checks required where appropriate.

### 3.0 Staff Responsibilities

When involving external contributors, staff will ensure that:

- They are clear about the objectives before deciding who is best able to help achieve them;
- The external contribution is integrated into the school's programme and is supported by staff to enrich and support the visit/event;
- Where possible, pupils are involved in preparatory and follow-up work;
- The content is planned/ known to ensure that it meets the needs of pupils and is consistent with school policy, curriculum and ethos;
- They are aware of appropriate school policies relating to handling sensitive issues and confidentiality.
- The school is fully aware of the external agencies aims and objectives for delivering to the school;
- They are aware of good practice of national and local approaches and support to Personal, Social and Health Education (PSHE);
- It is not appropriate to encourage pupils to reveal any personal information that may incriminate themselves or others or that they wish to remain confidential.
- All external contributors/speakers are aware of their roles, responsibilities and boundaries, i.e. that they work to the professional boundaries of the teacher when taking part in the curriculum.

The value of the external contribution is assessed through appropriate feedback and evaluation. This information should be shared and used to inform future work.

All staff considering using external contributors/speakers should complete the recommended forms and agreements:

- Checklist for schools/Educational settings using external contributors/speakers;

- Checklist for the external contributor/speaker to use and discuss with the organiser;
- Service level Agreement and contract.

The forms and agreements should be submitted to the appropriate member of the Senior Leadership Team prior to the visit. This should also include a discussion with the senior Designated Safeguarding Lead of the school/setting, and be approved. The school/setting may also require an appropriate risk assessment dependent upon the activity/event and retain this for their records.

#### 4.0 Management

The guidance should be made known to all staff, volunteers and governors. It should be used in all cases. The school/setting should keep copies of the activity, the checklists and records used and store these securely with the personnel records held in the school.

The Headteacher will report on issues or impact on the school/setting in relation to this activity to the

Governing body.

#### 5.0 Checklist for Staff

- Objectives agreed
- Content age-appropriate
- DBS checked
- Staff present
- Evaluation planned

#### 6.0 Checklist for Visitors

- Clear session plan
- Age-appropriate content
- Teacher present
- Awareness of safeguarding and confidentiality