

Procedure – External Speakers

Current Status:	Operational	Last Review:	September 2025
Policy Owner:	Group Head of Welfare and Safeguarding	Next Review:	July 2027
Roles Responsible for Review:	Principals and Heads of School	Originated:	July 2010
Approved by:	Resources SET	Committee:	-
Type of policy:	Staff	Quality Assured by:	Policy team

1. Summary

1.1. This policy applies to all staff and any other personnel associated with Eastern Education Group (EEG), which includes:

- Abbeygate Sixth Form College
- Chalk Hill Academy
- Duke of Lancaster School
- Exning Primary School
- Stanton Primary School
- One Sixth Form College
- Priory School
- Stanton Primary School
- Stone Lodge Academy
- Sunrise Academy
- West Suffolk College (including PPL centres)

1.2. This policy seeks to clarify the arrangements that need to be put in place for external speakers delivering talks at our school or college sites.

2. General Statement

2.1. **EEG is committed to creating an environment where everyone is treated with dignity and respect and where diversity is valued.**

2.2. External Speakers are:

- Visiting lecturers
- Conference delegates
- Anybody not on a fixed term or hourly paid or permanent contract
- Anybody who volunteers or is paid by invoice

3. Purpose

3.1. To provide:

- an environment where freedom of expression and speech are protected, balanced with the need to ensure that our community is free from harm and that incitement to hatred is never acceptable.

- a supportive, inclusive and safe space for students.
- clearly defined and effective procedures to ensure that the law is upheld.

3.2. To collaborate with others to reach sound, evidenced judgements about proposed external speakers ensuring that the college can meet its legal obligations.

3.3. To encourage and provide a balance of opinion at any academic discussion or debate.

3.4. To communicate to all members, volunteers, staff and visitors, that it is our mutual responsibility to comply with anti-discrimination, anti-bullying or anti-harassment legislation and that college and the individual can be held liable if they contravene the law.

3.5. To challenge behaviour and change practice that directly or indirectly result in discrimination. This includes actions taken while on our site as well as inappropriate speech.

4. Freedom of Expression

4.1. Freedom of expression and speech are basic human rights that are protected by law. Freedom of speech and freedom of expression are not absolute freedoms but freedoms within the law. 'Academic freedom' is a term used to describe the law that allows for open and honest debate in an academic context.

4.2. EEG has a legal duty (Education Act (no. 2) 1986 sec 43) to secure the development of students' ideas and understanding in the form of academic freedom.

4.3. Safety and welfare is at the heart of EEG policies and practices. The freedom to express views needs to be balanced with the need to secure freedom from harm for students and communities. We want all of our students, staff and external speakers to be safe and without risk to the reputation of EEG in compliance with our Equality and Diversity policy

5. Procedure for Due Diligence

5.1. Initial contact between EEG staff and external speakers can be made in two ways:

1. Direct invitation from EEG, or
2. Approach by the external speaker or an organisation with which the external speaker is associated.

In both cases preparatory work has to be carried out before a visit is agreed. In the case where EEG is initiating the invitation it is likely that a member of EEG staff knows the external speaker and has had successful arrangements in the past. It is still important to keep updated by visiting the relevant website(s) to ensure there has been no significant changes which might need further consideration before an invitation is agreed.

5.2. The member of staff preparing the visit should ensure:

- The work and values of the organisation represented by the external speaker are compatible with the aims and ethos of EEG.
- The focus of the work and presentation complements the curriculum or educational experience of the students involved.
- The external speaker has the necessary skills, experience and knowledge and that the delivery and outcomes are age appropriate to the students attending
- The aims and outcomes are clear, achievable and agreed between the member of staff and the external speaker
- The external speaker shares with the member of staff any materials or resources to be used. It should be made clear at this stage EEG has the veto or any materials or resources it considers unacceptable.

5.3. **This check of due diligence must be documented.** At West Suffolk College this is recorded via our external visitors booking system, where the member of staff making the booking is asked to confirm that due diligence has been carried out. At our schools it should be added to an external speakers excel spreadsheet and logged via reception.

5.4. Once the visit has been agreed the staff member should:

- Contact the external speaker to confirm arrangements
- Provide the external speaker with information about EEG, its aims and values.
- Ensure any staff that need to know about this visit are told including reception.
- Inform parents/carers with details of the purpose of the external speaker -depending on age and content.
- Prepare students (for example, pre-work may be needed)

6. The day of the visiting external speaker

6.1. To make sure that everything goes well, the staff member should ensure:

- Reception staff know the name of the external speaker and their time of arrival.
- Reception staff marks the visitor as 'signed in' in accordance with EEG procedures and is given a visitor badge to wear along with any necessary documents.
- The member of staff must meet the external speaker at Reception and explains all 'domestic' arrangements and holds a briefing meeting with the external speaker before the session to make sure that what has been agreed previously will still take place (i.e. nothing new/unagreed will be presented – as all materials should have been agreed in advance).

- The external speaker should be introduced to the students with a short explanation of why the visitor is working with or speaking to them.
- A member of the teaching staff (not a teaching assistant) must be present throughout the session to conform to child safeguarding arrangements.
- That the external speaker is thanked by the member of staff at the end of the session.
- That all departure procedures are followed according to EEG procedures, for example, signout, hands in badges.

7. After the visit

- 7.1. **With the view to establishing relationships for the future the staff member should write a letter of thanks to the visitor/organisation and ensure that any 'follow up' is carried out e.g. sending an example of students' work following the session.**
- 7.2. Staff must maintain a record of the visit for EEG records and information for governance members.

8. Key points

- 8.1. Only materials and resources agreed in advance can be used with or given to students. It is the responsibility of the staff member to ensure that there is compliance with copyright and intellectual property requirements.
- 8.2. The external speaker is accompanied by a member of staff at all times whilst on the premises.
- 8.3. The external speaker is never alone with a student.

9. What happens if things go wrong?

- 9.1. In almost all visits both the students and the external speaker gain a lot from the visit but there are very rare occasions when things go wrong, for example:
 - The behaviour of the students is not what is expected

The teacher is responsible for discipline, just as they would be in a classroom, the external speaker is not in charge of discipline)
 - The content and/or delivery of the session is not age appropriate

The teacher should give a 'break' for student and use the time to make suggestions to the external speaker which could include the teacher taking part in the delivery

- The materials or resources are not the ones agreed and are unsuitable for the students present

The teacher should give a 'break' and inform the external speaker that the materials cannot be used or distributed

- There is content in the visitor's presentation which the teacher believes to be unsuitable

The teacher should give a 'break' and inform the Designated Safeguarding Lead (DSL) as soon as possible.

- If there is a decision to curtail the session the visitor and the organisation should be informed as to the reasons why

If at any time the Principal, Head of School or senior member of staff believes that the content, material or resources are a risk to the wellbeing or safeguarding of the students or if any views expressed are considered to be discriminating or extreme, then the DSL team should be informed.

10. Prescribed terrorist groups or organisations

10.1. We recognise our duty to inform the Home Office Prevent Co-Ordinator should we be approached by Extinction Rebellion or by any known/recognised group or organisation on the government's list of [Proscribed terrorist groups or organisations - GOV.UK](#).

Appendix 1 – Check List

Revision History – External Speakers Procedure

Revision date	Reason for revision	Section number	Changes made
Sept 2025	Review	All	Amendment - WSC PROCEDURE 2010 SAT Appendix to safeguarding procedure 2021

Appendix 1 - Check List

Below is a tool to ensure the external speaker due diligence is successfully completed.

Name of Speaker			
Question	Answer	Actions needed/Comment	
Will the Speaker be supervised at all times during their visit? If not, why not?	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>		
Have you carried out safeguarding checks for the speaker and have these been recorded in line with EEG's safeguarding procedures?			
Has the speaker understood and confirmed that their communications in EEG will: <ul style="list-style-type: none">• Not engage pupils in political activity and• Not cover certain partisan political views which are not deemed relevant or appropriate (provide details if applicable)• Be delivered in accordance with the requirements set out in the DfE's guidance on political impartiality in schools/colleges (if appropriate)	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>		
Have you reviewed the resources/materials that will be used by the speaker?	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>		
Have you reviewed other resources produced by the speaker (and by any organisation the speaker represents) even if they will not form part of the speaker's activities at the school / college?	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>		
Have you conducted a general internet search using the speaker's name (e.g. a google search)? If parents or children and young people conducted a similar search are any concerns likely to arise?	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>		
Can you confirm that the political views espoused by the speaker/speaker's organisation are in compliance with British values	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>		

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Question	Answer	Actions needed/Comment
and do not involve taking an extreme political position?		
Have school policies and procedures applicable to the speaker been explained to and understood by the speaker?	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>	
Are there any other outstanding issues or concerns with the speaker and/or their suitability?	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>	
Will the speaker deliver content of a high quality that is appropriate to the age and maturity of the children or young people in the audience?	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>	
Staff Signature		
Date		

Form to be kept in the school office / college office and external speaker should be added to a due diligence spread sheet.