



Visiting Speaker Policy

OJSB

Last updated September 2026

Review and amendment record

Date	Person Conducting the Review	Changes Made
September 2017	MJF	New policy.
September 2018	MJF	None.
September 2019	MJF	
September 2020	DRW	Clarification that no additional speakers to be allowed into school until further review as a result of COVID-19 restrictions.
September 2021	DRW	Review and update for the 2021-22 academic year, including confirmation that from the start of the academic year no restrictions on visiting speakers were in place.
September 2022	DRW	Review and update for the 2022-23 academic year with specific reference to the change in the National Minimum Standards for Boarding.
January 2023	DRW	Clarification of the type of photo ID required for visiting speakers to provide on arrival (to be photocopied as part of the signing in process).
September 2023	DRW	Review and update for the 2023-24 academic year.
January 2024	DRW	Clarification of the web research to be undertaken before the attendance of visitors and the need for visitors to provide a professional CV if they do not have a relevant professional biography available online.
September 2024	DRW	Review and update for the academic year 2024-25.
September 2025	DRW	Review and update for the academic year 2025-26, including the addition of the safeguarding outline for visitors to the checklist in Appendix A (visitor summary form) as Appendix B.
February 2026	DRW	Renaming of the policy from Visitor Policy to Visiting Speaker Policy, clarifying the purpose of the policy in relation to the Access to Premises - Security and Visitors Policy.
September 2026	OJSB	Review and update for the academic year 2026-27.

1. Introduction

- a. This policy supports the school's compliance with standard 9 of the National Minimum Standards for Boarding "Safety of boarders".
- b. Summer Fields often invites speakers from the wider community to give talks to enrich our pupils' experience.
- c. The school recognises the enormous benefit gained by pupils from speakers from all walks of life; this includes those who are invited into school to contribute to curriculum lessons.
- d. Both the school and pupils greatly appreciate the time and effort that visitors put into their contribution to school life.
- e. The purpose of this policy is to set out the school's legal obligations when using visitors and to set out the standards of behaviour expected from them.
- f. This policy should be read in conjunction with the school's Safeguarding Policy and the Access to Premises - Security and Visitors Policy.

2. Overview

- a. Keeping Children Safe in Education and the school's Safeguarding Policy both require careful consideration be given to the identity and purpose of visitors invited into school.
- b. In addition, the Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>) expects schools to have clear protocols for ensuring that all visitors are suitable and appropriately supervised.
- c. This policy has regard to the school's obligations under both Keeping Children Safe in Education and Prevent.
- d. The school has a further responsibility to pupils is to ensure that they can assess the information they receive is aligned to the ethos and values of the school and to the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

3. School Protocol

- a. All requests for outside visitors who will talk to pupils on area of specific interest and/or expertise must firstly be discussed with the Deputy Headmaster (if the visitor is coming in to the prep school) or Head of Pre-prep (if the visitor is coming in to the Pre-prep).
- b. The Deputy Headmaster/Head of Pre-prep will undertake a web search of each proposed visitor to the school. If the visitor does not have a relevant professional biography available online, the member of staff co-ordinating the visit will supply the Deputy Headmaster/Head of Pre-prep with a brief copy of the visitor's professional CV.
- c. Points 1-11 of the Visitor Summary (Appendix A to this policy) must be agreed with the Deputy Headmaster/Head of Pre-prep before any visitor may be allowed into the school. Once the visit has been agreed in principle, the member of staff organising the visit will:
 - i. Obtain an outline of what the visitor intends to talk about in advance of their visit to ensure the content is appropriate for the pupils participating (with reference to their age and maturity) and does not undermine fundamental British values or the ethos and values of the school. In some cases, the school may also request an advance copy of any presentation to be used (if applicable).
 - ii. Ensure that, on arrival, the visitor signs in with the front office as a visitor and is issued with a visitors' badge (which they must always wear whilst on the school site.). As part of the signing in process, all visiting speakers will be required to provide proof of ID which will be photocopied upon their arrival. This should be an original current identification document including a photograph such as a passport or photo card driving licence.
 - iii. Arrange for the visitor to be supervised by a school employee whilst on the school site. If the visitor is scheduled to talk to pupils on area of specific interest and/or expertise on their own, enhanced DBS certificate details must be detailed in point 10 of the Visitor Summary (Appendix A to this policy).
 - iv. In the case of a talk/presentation, be present for the duration, monitoring what is said to ensure the content aligns with the values and ethos of the school and fundamental British values.
 - v. After the visit, complete a review of the visit (section 14 of the "Visitor Summary" document in Appendix A to this policy) and forward the review to the Deputy Headmaster or Head of Pre-prep (as appropriate).

APPENDIX A - Visitor Summary form

	Action	Details
	Details of the arrangements	
1	Name of the staff member responsible for co-ordinating the visit.	
2	Name of visitor.	
3	Visitor contact details.	
4	Date of visit.	
5	Audience details.	
6	Cost? Is it chargeable?	
	Checklist	
7	Details of research undertaken on visitor The Deputy Headmaster/Head of Pre-prep will undertake a web search of each proposed visitor to the school. If the visitor does not have a relevant professional biography available online, the member of staff co-ordinating the visit will supply the Deputy Headmaster/Head of Pre-prep with a brief copy of their professional CV	
8	Are you satisfied that the content of the visit will not, in any way, run contrary to any of the school's policies - particularly our responsibilities under KCSIE, the 2010 Equalities Act and Prevent – and that it will not, in any way, undermine the school's ethos of inclusion or promotion of fundamental British values?	Yes No (visitor must not be invited to the school)
9	Has the visitor been provided with the safeguarding outline for visitors (see Appendix B)?	Yes No (visitor must not be invited to the school)
10	Is there a possibility the visitor will be left alone with pupils? If yes, complete 11 (below) and inform the DSL.	Yes No
11	Enhanced DBS certificated details:	DBS number: Date of issue: Name of Employer:
12	Name of person responsible for supervising the visitor whilst they are on site	
13	Has the visitor been informed they will be required to provide proof of ID as part of the signing in process and that this will be photocopied upon arrival?	Yes No
14	General comments / review of visit	

Signed:..... (Teacher organising the visitor)

Date:.....

Countersigned:.....(Deputy Headmaster/Head of Pre-prep) Date:.....



SAFEGUARDING & SAFETY INFORMATION FOR VISITORS



SAFEGUARDING STATEMENT

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both children and adults feel secure, able to talk and believe that they are being listened to.

We maintain an attitude of 'it could happen here' where safeguarding is concerned.

Mrs Joanna Blacsktone, the named DSL, is on maternity leave from September 2026 so please see safeguarding team as below



Headmaster
and DDSL -
Mr John Floyd



DSL
(maternity
cover) - Mr
Ollie Bishop



Deputy DSL -
Mr Charlie
Langley



Deputy DSL -
Mrs Claire
Coolin



Deputy DSL -
Miss Ellie
Harris



Deputy DSL -
Mrs Colette
Cawthra



WHAT TO DO:

If you have a safeguarding concern during your visit, you have a responsibility to act.

Please ask to speak with a member of our Safeguarding team (pictured above) who are all trained Designated Safeguarding Leads.

Where you have concerns about the conduct of a member of staff following an observation, or disclosure, then you must immediately inform the Headmaster or, in their absence, the Deputy Head.

If you have any concerns about the headmaster, you should contact the chair of Governors (Mr J Rooth) via the Clerk to Governors (djjk@summerfields.com)



safeguarding@summerfields.com



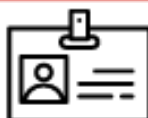
IF A PUPIL MAKES A DISCLOSURE TO YOU:

- React calmly.
- Listen carefully.
- Do not promise confidentiality; explain that you may need to tell somebody if the pupil's safety is at risk.
- Reassure the pupil that they have done the right thing.
- Take a record of what the pupil has said, including the date, time and how and when the information was received.
- Ask to speak with the Designated Safeguarding Lead (DSL), or a deputy, immediately.



PLEASE DO NOT:

- Give any personal information to any pupils
- Contact pupils or parents through social media.
- Discuss the school, its teachers, or its pupils across social media platforms.
- Enter classrooms or teaching areas without prior arrangements.
- Use a mobile phone and/or camera enabling device where students are present without the permission of a member of SLT.
- Smoke onsite, or within 50m of the school perimeter.



VISITOR PROCEDURES:

- Visitors must sign in at the Main Office.
- Visitor badges must be worn at all times whilst on the school site.
- Visitors should remain under the supervision of a designated member of staff whilst on site.
- All visitors must sign out at the main office and return their visitor pass before leaving the site.
- Let reception or your host know of any additional needs.
- Report any illness, injury or accident to Reception.
- In case of fire, leave the building by the nearest exit and report to the assembly point identified by poster or as directed by staff members wearing high-vis vests.
- Report any unacceptable behaviour from a student to the closest staff member or Senior Leadership Team (SLT).



For more information, including our safeguarding policies, please visit our website: www.summerfields.com