



TRINITY SCHOOL

Visiting Speaker Policy and Procedure

Trinity School (hereafter referred to as 'the school') regularly invites speakers from the wider community to present to our students. Our hope is that these speakers will provide our students with information that helps them make informed academic and personal decisions at different stages of their school career, broadens their understanding of national and global issues and provides inspiration through the sharing of a speaker's experiences. Please be aware that this policy relates to speakers who deliver remotely as well as physically.

The school recognises its responsibility to:

- Equip our students with the skills needed to critically assess the educational value of speakers' presentations
- Ensure that the material contained in these presentations is aligned with the fundamental British values of democracy, the rule of law, individual liberty and tolerance of those with different faiths and beliefs.
- Prevent students being exposed to material which may see them being drawn to extremist ideologies and/or terrorism.

The key documents informing this policy are '*Prevent duty guidance: England and Wales (2023)*' (updated March 2024) and '*The Prevent duty: safeguarding learners vulnerable to radicalisation*' (updated Sept 2023). This policy should be read in conjunction with the School's Safeguarding and Child Protection Policy.

When arranging for a guest speaker to visit the school, the following procedure should be adhered to:

1. The organiser must complete the [Visiting Speaker Authorisation form](#) and submit it to the Headmaster's PA at least two weeks in advance of the visit. The request will be reviewed by the Headmaster or, in his absence, the Senior Deputy Head. The Headmaster's decision will be communicated to the organiser well in advance of the visit.
2. The organiser must brief the visiting speaker(s) on the age range and maturity of the audience they will be addressing
3. The organiser must conduct research on the visiting speaker(s), and the organisation(s) to which he/she/they are affiliated, to establish whether they have demonstrated extreme views/actions.

4. All visiting speakers are to have a nominated point of contact at the school. The point of contact would usually be the organiser of the event but, if the organiser is unable to perform this role, the responsibility will be delegated to another member of staff)
5. Visiting speakers are to provide photo ID upon arrival at the school, the organiser should check this and verify the Speaker's identity.
6. Visiting speakers are to be always accompanied and are not to be left unsupervised with pupils at any point.
7. If the presentation does not meet with the expectation listed below, staff have the right and responsibility to interrupt and/or stop a presentation. Should the supervising member of staff feel this course of action to be necessary, they will emphasise to the audience that the school supports and promotes the fundamental British values.

Expectations in relation to the content of presentations made by visiting speakers:

1. The presentation must not incite hatred, violence, or call for the breaking of the law.
2. The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
3. The visiting speaker must not spread hatred and intolerance of any minority group/s in the community. The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
4. The school takes a strong stance against misogyny as well as adopting an anti-racist position. Visiting speakers who have views contrary to these positions are not permitted to speak at Trinity.
5. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Headmaster or, in his absence, the Senior Deputy Head.

Author / Reviewer:	Tuki Rounds (Senior Deputy Head) Sam Cater (Assistant Head – Safeguarding)
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