



REIGATE GRAMMAR SCHOOL

---

## Visiting Speaker Procedure

---

<b>Policy Author:</b>	Sarah Arthur, Deputy Head and Michelle Pope, Deputy Head
<b>Date Reviewed:</b>	June 2025
<b>Next Review Due:</b>	June 2027
<b>Date Approved by Governing Body:</b>	16 June 2025
<b>Next Review by Governing Body Due:</b>	June 2027

---

## Introduction

Reigate Grammar School has regard for their duty “to prevent people from being drawn into terrorism”<sup>1</sup> and that this duty needs to be at the forefront when inviting visiting speakers to the school, or indeed when encouraging pupils to attend lectures or events arranged externally.

### Preventing political indoctrination of pupils

*“RGS does not seek to prevent pupils from learning about political views or discussing political issues in school. On the contrary, this is an important part of pupils’ development towards becoming independent thinkers with clear awareness of their place in society. However, we have a duty to seek to prevent negative outcomes through any one-sided discussion of political or social viewpoints.*

*Accordingly, we ensure that we do not encourage pupils to support particular political viewpoints through our teaching of the curriculum. Where a particular political viewpoint is represented, we take all reasonably practicable steps to ensure that pupils are offered a balanced presentation of opposing views. Examples of this can be found in the curriculum for subjects such as History, Politics and T&P, as well as in extra-curricular activities such as Model United Nations, Politics talks and in assemblies.”*

*(taken from the RGS Policy for the Spiritual, Moral, Social and Cultural development of pupils, including the active promotion of Fundamental British Values)*

We encourage students to broaden their learning perspectives by attending regional lectures and events accompanied by staff and by participating in talks delivered by invited speakers and guests. The latter are arranged by colleagues and often involve repeat visitors, former students, parents, professional acquaintances and those seen at various events. Visiting speakers are considered for suitability in accordance with the Prevent Duty.

## Procedures

If a member of staff wishes to arrange a visiting speaker, including an online speaker, then this procedure must be followed. **If at any point a member of staff has concerns about the suitability of the speaker, then they must raise this with the DSL.**

The procedure for inviting in a guest who has been checked for suitability is:

**Information gathering which should be recorded on a word document and shared via the [Visiting Speaker Form](#)**

- Appropriate checks on the suitability of the person, which may include internet searches and/or contacting other schools where the person has spoken previously
- Although not always possible, it is useful to invite speakers from an established company, charity or other group whose aims are well-documented
- An understanding that the speaker will be expected to talk with staff about the content of the presentation before the event; speakers and staff must allow time for this discussion
- Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable.

**Once the suitability of the speaker has been established:**

- Confirm a date with Deputy Head i/c calendar
- Complete the [Visiting Speaker Form](#) **at least 7 working days prior to the event.** This will allow checks to be made by the DSL and HR. You will be contacted by the DSL and/or HR if there are any concerns.
- The reception team has oversight of the visiting speaker form and a member of the team will confirm that the check has been completed and is satisfactory.
- ID check should be conducted on arrival at reception and the speaker should be given the Safeguarding Leaflet to read. They will be issued with a temporary ID on a red lanyard
- Guests are accompanied at all times by a member of RGS staff.

---

<sup>1</sup> KCSIE