



External Speakers Policy

| Version 2.0 |

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1. Introduction

1.1 The purpose of this policy is to ensure that all external speakers invited to participate in activities organised by Staff Power Training (SPT) do so in a manner that upholds our values, supports a safe and inclusive learning environment, and complies with all relevant legislation and regulatory requirements.

1.2 This policy applies to all events, teaching sessions, workshops, enrichment activities, online sessions, and public-facing engagements that include external individuals or organisations presenting to our learners, staff, or visitors.

2. Scope

2.1 This policy applies to:

- *All staff, contractors, and associates arranging events involving external speakers.*
- *All learners participating in events featuring external speakers.*
- *All external speakers invited to attend, whether in person or remotely.*
- *All programmes delivered on-site, off-site, or through partner venues.*

3. Definitions

3.1 External Speaker: Any individual or organisation who is not employed by SPT but is invited to speak, present, deliver a session, or participate in an event.

3.2 Event Organiser: A staff member responsible for arranging the session and ensuring compliance with this policy:

4. Principles

SPT is committed to:

- Promoting freedom of speech within the law while safeguarding the welfare and rights of learners and staff.
- Preventing extremist or discriminatory content that may violate the Equality Act 2010 or safeguarding legislation.
- Ensuring non-biased, educationally valuable content that aligns with curriculum and organisational values.
- Maintaining a safe, respectful, and inclusive environment for all participants.

5. Responsibilities

1. Staff / Event Organisers

- Ensure the speaker request process is followed.
- Conduct a risk assessment where applicable.
- Provide accurate session details to the Quality, Safeguarding, or Senior Leadership Team if required.
- Monitor the session to ensure compliance.

2. External Speakers

- Agree to abide by this policy and any associated codes of conduct.

- Provide an overview of session content on request.
- Avoid promoting extremist, discriminatory, or inappropriate material.
- Adhere to safeguarding expectations.

3. Safeguarding / Prevent Lead

- Review higher-risk requests.
- Provide guidance and support on potential risks.
- Maintain records of escalated cases.

4. Senior Leadership Team

- Make final decisions on high-risk or contentious speaker approvals.

6. External Speaker Request Process

Step 1 - Initial Request:

Staff must complete an External Speaker Request Form at least 10 working days prior to the event.

Step 2 - Information Required:

- Speaker name, organisation, and contact details
- Purpose of the session
- Brief outline of content and intended outcomes
- Audience details (*age group, programme, group size*)
- Format (*in-person, online, recorded*)

Step 3 - Review:

- The Event Organiser and appropriate manager review the request and assess the risk level.

Step 4 - Approval:

Low-risk sessions = may be approved by the department manager.

Medium or high-risk sessions = must be referred to the Safeguarding/Prevent Lead.

High-risk or controversial speakers = require Senior Leadership approval.

Step 5 - Communication:

Speakers will be informed of approval, conditions, or rejection.

7. Conduct Expectations

7.1 External speakers must:

- Deliver factual, balanced, and educationally appropriate content.
- Respect the cultural, religious, and personal diversity of learners.
- Avoid behaviour or language that may be offensive, harmful, or discriminatory.
- Not promote political parties, extremist viewpoints, or commercial products unless agreed beforehand.
- Follow all safeguarding and Prevent duty requirements.

8. Refusal of External Speakers

SPT reserves the right to refuse a speaker if:

- Their content or behaviour conflicts with the Equality Act 2010, Safeguarding, or Prevent duty
- They pose reputational risk
- They refuse to share session content or cooperate with the process
- They present safety or welfare concerns for learners or staff

9. Monitoring and Session Oversight

A member of staff must be present at all sessions to monitor compliance. Any concerns arising during the session must be reported immediately to the Safeguarding Lead.

10. Records and Documentation

SPT will retain:

- Speaker request forms
- Risk assessments
- Approval/Refusal decisions
- Notes regarding issues, conditions, or post-event feedback

These will be stored in accordance with data protection requirements.

11. Policy Review

This policy will be reviewed annually, or more frequently if there are significant changes in legislation, working practices, or following any related incidents.

Annex A

EXTERNAL SPEAKER PREVENT RISK ASSESSMENT FORM v1.0

To be completed prior to approval of any external speaker

SECTION 1 – EVENT DETAILS

Name of Speaker	
Organisation <i>(if applicable)</i>	
Contact Details	
Date of Event	
Location / Platform <i>(if online)</i>	
Title of Session	
Curriculum Area	
Intended Audience	
Number of Learners	
Organising Staff Member	

SECTION 2 – PURPOSE AND CURRICULUM LINK

1. What is the purpose of this session?

- Curriculum enhancement
- Careers/employer engagement
- Personal development
- Enrichment
- Awareness-raising
- Other: _____

2. How does this session align with curriculum intent and learner development?

(Brief explanation required)

SECTION 3 – SPEAKER DUE DILIGENCE

	Yes	No	Notes
Identity verified	<input type="checkbox"/>	<input type="checkbox"/>	
Organisation legitimacy verified	<input type="checkbox"/>	<input type="checkbox"/>	
Online presence reviewed	<input type="checkbox"/>	<input type="checkbox"/>	
No evidence of extremist or concerning views	<input type="checkbox"/>	<input type="checkbox"/>	
Materials/slides reviewed <i>(if available)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
References obtained <i>(if appropriate)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

If any concerns are identified, escalate to the Designated Safeguarding Lead immediately.

SECTION 4 – PREVENT RISK SCREENING

1. Topic Sensitivity - Does the session involve:

- Political themes
- Religious themes
- International conflict
- Social justice activism
- Identity or ideological topics
- Controversial current affairs
- None of the above

If yes, provide details:

2. Risk of Extremism or Radicalisation - Consider whether the session could:

- *Promote intolerance of other faiths or beliefs*
- *Encourage hatred, division or discrimination*
- *Undermine democracy, rule of law or individual liberty*
- *Promote conspiracy narratives or extremist ideology*
- *Create vulnerability to radicalisation*

Risk Level (tick one):

- Low**
- Medium**
- High**

SECTION 5 – LEARNER VULNERABILITY ASSESSMENT

Consider:

- Age of learners
- SEND needs
- Looked-after children / care leavers
- Learners with known vulnerabilities
- Previous safeguarding concerns in group

Risk Level (tick one):

- Low**
- Medium**
- High**

Additional safeguarding controls required?

SECTION 6 – CONTROL MEASURES

Tick all that apply:

- Staff member present throughout
- Senior leader present
- DSL approval required
- Structured Q&A format
- Balanced opposing viewpoint provided
- Pre-agreed script or slides
- Session recorded
- Restricted access event
- Clear ground rules shared with learners
- Online platform monitored
- ID badge issued and supervised at all times

Additional control measures:

SECTION 7 – POLITICAL IMPARTIALITY CHECK

In line with DfE political impartiality guidance:

- Session does not promote partisan political views
- If political issues discussed, balanced perspectives provided
- Not taking place during pre-election purdah period
- Staff briefed to remain neutral facilitators

Comments:

SECTION 8 – FINAL RISK RATING

Overall Risk Rating:

- Low** – Standard approval
- Medium** – DSL approval required
- High** – Senior Leadership Team approval required

Approved?

- Yes**
- No**

Conditions of Approval (*if applicable*):

SECTION 9 – AUTHORISATION

Completed By:	
Name:	
Role:	
Date:	

DSL Review <i>(if required)</i> :	
Name:	
Decision:	Approve / Reject / Approve with Conditions
Signature:	
Date:	

Senior Leader Approval <i>(High Risk Only)</i> :	
Name:	
Signature:	
Date:	

POST-EVENT REVIEW *(To be completed after event)*

Did the session remain within agreed scope?

Any safeguarding concerns raised?

Any Prevent concerns identified?

Learner feedback summary

Follow-up actions required

If concerns arose, record and inform DSL immediately.