

## Visitor Speaking Policy

*After approval, Safeguarding will publish matching policy copies on TSC's website and in Teams > Visitor Speaker Resources > General > Shared. Update the guide and form in the same location and archive superseded versions. The approved register and completed forms remain internal. Printed copies are uncontrolled*

### Policy Statement

We often invite speakers from our wider community to give talks to enrich our students' experience, providing them with information that helps them make decisions at different phases of their education and for career and employment opportunities.

Our responsibility to our students is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of The Skills Centre and British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The purpose of this policy is to set out the legal obligations when using Visiting Speakers and to set out the standards of behaviour expected from Visiting Speakers. This policy was therefore drawn up having had regard to the Government's Prevent Duty guidance and TSC's wider safeguarding obligations. This review also reflects Keeping children safe in education (KCSIE) 2026. The visitor arrangements apply to all learners. KCSIE child-specific requirements apply to everyone under 18. The sections below also cover professional visitors and contractor access. Contractors use the contractor-access process and existing HR/site records, not the guest-speaker presentation form, unless delivering a learner session.

### The protocols are:

All visiting speakers to have a nominated point of contact at the Centre

The organiser must obtain the Visitor Speaker Information Form at least two weeks before the visit and complete the TSC checks before approval.

This must be authorised by the Centre director / Safeguarding Lead before the visit.

The organiser must check the educational value of the content and its suitability for the learners' ages.

The Organiser must send a copy of the Visitor Speaker Safeguarding Guide to the speaker in advance of their visit. The Organiser must review the person, organisation and proposed content for safeguarding and Prevent risks, record the sources and date of the research, and refer concerns to the Safeguarding Lead before approval.

Staff must inform the Visiting Speaker that USB sticks must not be brought in and presentation materials must be sent to the organiser in advance for Tutor / Centre Manager review. Practical demonstrations also require Health and Safety Manager review before approval.

Staff must refer evidence of safeguarding or Prevent risks to the Safeguarding Lead. TSC must not host unlawful content or a session with risks which remain unmitigated. Decisions must respect lawful debate. Reasons for refusal will be provided to the person/organisation in writing.

The Centre Director will keep a formal register of all visiting speakers. Any information gathered will be kept in accordance with the TSC's Data Protection Policy. Use Teams > Visitor Speaker Resources > General > Shared > Completed Visitor Forms for visit forms, approval, check outcomes and evidence references. Keep the Approved Organisations and Persons Register in the same Shared area, with access to both restricted to authorised staff. Do not upload DBS certificates, identity-document copies or safeguarding case details to the visitor log. Safeguarding/HR holds those records separately where required.

Visitors must sign in and provide photo ID upon arrival at the Centre. The organiser must verify identity and record who checked it and when. Visitors must sign out before leaving.

**Visiting speakers are to be accompanied at all times and are not to be left unsupervised with learners at any point.**

In the unlikely event that the talk/presentation does not meet with the requirements of the Visitor Speaker Safeguarding Guide, TSC staff have the right and responsibility to interrupt and/or stop a presentation.

The organiser will conduct a post-event evaluation of how the visit met the needs of our students. Record a brief outcome in the existing Teams log. Report concerns immediately through TSC's safeguarding or health and safety procedure.

On arrival, the Visiting Speaker must confirm they have read and agreed to the Visitor Speaker Safeguarding Guide. If not, the organiser must provide a copy before the session starts.

### **Visitor roles and DBS checks**

*Assess the role before approval, not the "visitor" label alone. Ordinary visitors do not need routine DBS checks or certificate inspection. For professional visitors, verify ID and obtain assurance of checks appropriate to their activity.*

Where their employer confirms the checks, do not ask to see the certificate.  
[1] Apply the separate contractor and supplied-staff requirements below where relevant, rather than relying on professional-visitor assurance alone. [6]

*From 1 September 2026, supervision is no longer an exemption from regulated activity. Qualifying teaching, training, instruction, care or supervision of under-18s falls within regulated activity when undertaken frequently, on more than three days in any 30-day period, or between 2am and 6am with the opportunity for face-to-face contact. For volunteers, count qualifying activity across settings. [1, 2]*

Refer repeat or ongoing roles, qualifying voluntary activity elsewhere, and any doubt to Safeguarding/HR before the first planned activity. Review existing volunteers whose status relied on supervision. Record the role, frequency, risk assessment and check decision. An occasional volunteer still needs a risk-based decision. Relevant personal care and healthcare qualify even once. [1,2,3]

For anyone TSC recruits into regulated activity, obtain the appropriate enhanced DBS certificate including children's barred-list information before the activity starts. TSC, as an Independent Training Provider, cannot use the school standalone barred-list route. Safeguarding/HR must verify any permitted existing-certificate route. For agency or third-party staff, obtain written confirmation of required checks and certificate completion before they start. Do not request barred-list information without eligibility. **Accompaniment does not replace required checks.** [1, 2]

For supplied staff, Safeguarding/HR obtains and assesses a certificate copy where the certificate discloses information or information supplied to the agency triggers KCSIE26 paragraph 365 and footnote 106. Hold it in restricted HR records, not the visitor area. This differs from professional-visitor employer assurance. [6]

### **Approved Organisations and Persons Register**

Safeguarding/HR will oversee the register in Visitor Speaker Resources > General > Shared. Approval covers named people and specified activities, not every employee of an approved organisation. This register records TSC's checks and decisions. It does not replace them. [6]

For professional visitors, obtain written assurance from a verified employer contact identifying the people, activity and appropriate checks, including children's barred-list coverage where required. Do not request certificates through this route. Apply the separate contractor/supplied-staff evidence rules where relevant. Record a reason where no DBS is required. [6]

Record organisation/person, role/activity/site, learner ages/frequency, ID verifier/date, required and verified check level/barred-list coverage, assurance source/date and evidence reference, approver/status, review date and access conditions. The Centre director must verify identity and required evidence before approving the entry. Pending is not approval.

Before each visit, confirm the entry covers the person and activity, and check ID on arrival. Refer changed people, employers, roles, frequency or suitability concerns to Safeguarding/HR. Suspend reliance on expired approval or unmet conditions. Approval does not replace visit approval, content review

or guest-speaker accompaniment. Link the register entry from the existing form's TSC role/check decision. Reuse evidence within its approved scope and review date rather than collect it again. One-off visitors still require assessment but need not join the continuing list. Store no DBS certificates, ID copies or safeguarding case details in this register.

### **Contractors and site access**

The Centre Director must include safeguarding requirements, named workers, required check assurance, work areas/hours, supervision and reporting in contracts or written work orders. This uses TSC's existing enhanced DBS process. Safeguarding/HR determines each role's check level and legal eligibility. Approve replacement workers before access. [6]

Regulated activity requires enhanced DBS including children's barred-list information before work starts. For contractor employees, obtain written confirmation naming the person, role and required check coverage. Apply KCSIE26 paragraphs 364–367 for supplied staff. *A pending application or escort does not replace required clearance.* [6]

For regular child contact outside regulated activity, obtain enhanced DBS without barred-list information only where legally eligible. Count contact across sites. KCSIE26 Paragraph 370 and footnote 108, limits the college-based route to colleges exclusively or mainly providing full-time education to children. Do not assume all TSC centres qualify. Safeguarding/HR must confirm role and setting eligibility. [6]

Where there is no regular child contact, assess whether a basic DBS is appropriate. Where enhanced checking is unavailable, Safeguarding/HR must record the lawful check and access decision. For self-employed contractors, obtain the required check or inspect an existing certificate and verify its suitability for the role. [6]

The Centre Director must record the host, work areas/hours and supervision. Verify ID against the approval on every arrival, require sign-in/out and a briefing on site boundaries and reporting concerns. Restrict access to agreed areas and separate work from learners where practicable. Link existing site/HR records to the register.

Do not allow an unchecked contractor to work unsupervised or undertake regulated activity. Interim, supervised non-regulated work needs a risk assessment, named supervisor and Centre Director approval. Stop work or restrict access if checks, identity or controls are not satisfied. Escalate safeguarding concerns through TSC's procedure. [6]

## Visiting Speaker Guidance

The Skills Centre values visits from speakers that enrich our students experience, providing them with information that helps them make decisions at different phases of their education and for career and employment opportunities.

Our responsibility to our students is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the TSC and British Values.

Under TSC's safeguarding and Prevent arrangements, visiting speakers must agree to the following terms and conditions:

- The presentation must not incite hatred, violence, or call for the breaking of the law.
- The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
- 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.
- Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Director of Studies.

TSC staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

USB Sticks are not permitted to be used on the network.

**Please send the completed Visitor Speaker Information Form at least two weeks before your visit** and *send presentation materials in advance for review.*

Confirm on the form you have read and agree to the Visitor Speaker Safeguarding Guide.

Bring photographic proof of ID for checking on arrival.

Remain with your TSC host and do not be alone with learners. Report safeguarding concerns to the host or Designated Safeguarding Lead/deputy without delay. Do not investigate or promise confidentiality.

Do not arrange private contact with learners. Photography or recording requires prior TSC approval and compliance with TSC's privacy arrangements.

## Visiting Speaker Form

Use this form OR the Visitor Speaker Information Form in Teams, not both. Both routes must record the checks and approval below.

|                                                                                                                                                                          |                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Name of Speaker and Organisation                                                                                                                                         |                                     |
| Speaker Contact Details                                                                                                                                                  |                                     |
| Date(s), time(s) and Centre for Proposed Visit                                                                                                                           |                                     |
| Name of Contact at TSC                                                                                                                                                   |                                     |
| Reason for visit                                                                                                                                                         |                                     |
| Audience ages / under-18s?                                                                                                                                               | Age range: _____ Under 18: Yes / No |
| Please give below a brief outline of the information to be communicated in the Speaker's talk to TSC Learners, including learning aims, practical activity and equipment |                                     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TSC role/check decision                                                                                                                                                                                                                                                                                                                                                                                                                    | No DBS required / Employer assurance / Safeguarding-HR clearance<br>Reason, evidence reference, checker and date: _____<br>Register reference: _____<br>Scope checked by/date: _____ |
| <p><b>Organiser to sign</b> below to confirm Speaker, organisation and materials reviewed. Sources and date recorded. Practical safety review completed where needed.</p> <p>Visitor Speaker Safeguarding Guide sent and visitor agreement received.</p> <p><b>That the Visiting Speaker will be accompanied whilst on site at all times.</b><br/> <i>Photo ID will be verified on arrival.</i> The completed check is recorded below.</p> |                                                                                                                                                                                      |
| Organisers Signature                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                      |
| Organisers Print Name                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                      |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                      |
| Approved by Centre Director                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                      |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                      |
| On arrival / after visit                                                                                                                                                                                                                                                                                                                                                                                                                   | ID checked by/date: _____<br>Evaluation / Teams reference:<br>_____                                                                                                                  |

## Change log - V2 history and proposed V2.1

V2 review: 29 September 2026, based on TSC 106 V1 (reviewed 24 January 2024). The original change record is retained below. Further proposed V2.1 amendments are dated 30 September 2026. New or replacement wording in this review appears in red.

| Area                          | Amendment and reason                                                                                                                                                                                                                             |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document control              | Retained the policy title, number, author, branding and section order. Marked V2 as a draft. Proposed the next review date and corrected "BreathHR" to "BreatheHR". No approval or publication is implied.                                       |
| Role-based checks             | Added ordinary/professional visitor distinctions, employer assurance and a recorded role/risk decision. A one-off visit is not a blanket DBS exemption. [1]                                                                                      |
| 2026 supervision change       | Added the removal of the exemption, the 30-day and overnight tests, activity across settings and review of existing volunteers. The frequency threshold itself is not a new 2026 rule. [1–3]                                                     |
| ITP start control             | Added the enhanced DBS/children's barred-list requirement before regulated activity, the unavailable standalone route and Safeguarding/HR verification of permitted assurance routes. [1, 2]                                                     |
| Suitability and Prevent       | Replaced undefined "links to extreme groups" wording with evidence-based assessment, recorded reasons and protection of lawful debate. Retained prohibitions on hatred, violence and terrorism. [4]                                              |
| Existing workflow             | Retained named host, DSL approval, material review, accompaniment, photo ID and evaluation. Restored the two-week form deadline from the existing standalone form. Added the existing Teams log and practical safety review.                     |
| Guidance and form             | Kept the embedded guidance and form. Added ages, role/frequency, check decision and completed ID record. Matched document names and agreement wording. Use either form, not two forms. Added concern-reporting and contact/recording boundaries. |
| Records and terminology       | Added access limits and separation of DBS/ID/case records from the visitor log. Changed "School"/"pupils" to TSC/learners and corrected form wording. Removed empty spacer lines without removing policy sections. [5]                           |
| 30 September 2026: V2.1 draft | Retained the supplied V2 as the baseline. Updated draft control details. Existing sections remain. Added wording is red. Spacing and page breaks support readability.                                                                            |
| Approved register             | Added named-person approval, role-specific employer assurance, evidence and review fields, changed-role checks and ID on every arrival. Organisation approval does not cover unnamed workers or replace visit controls. [6]                      |
| Teams and publication         | Named Visitor Speaker Resources and Completed Visitor Forms. Added the internal approved register and publication of the approved policy on TSC's website. Replace superseded resource copies after approval, not before.                        |

| Area                        | Amendment and reason                                                                                                                                                                                                                                                               |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contractor safeguards       | Added contract requirements, role-based DBS checks, footnote 108 eligibility limits, self-employed checks and controlled site access. Unchecked contractors must not work unsupervised or undertake regulated activity. Contractor references corrected to paragraphs 368–373. [6] |
| Evidence and existing forms | Distinguished professional assurance from supplied-staff certificate-copy requirements. Added the register reference to the existing form, without another form. Keep DBS/ID copies and safeguarding details out of the visitor area. [6]                                          |

### Sources checked on 29 September 2026

[\[1\] DfE, KCSIE 2026, paragraphs 313, 317–331, 364–367 and 377–390.](#)

[\[2\] DfE, Removal of the supervision exemption \(1 September 2026\).](#)

[\[3\] DBS, Regulated activity with children, sections 2–3.](#)

[\[4\] Home Office, Prevent duty guidance \(2023\), paragraphs 175–197.](#)

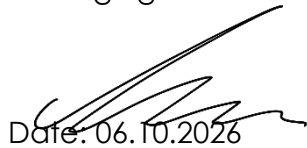
[\[5\] DBS, Handling of DBS certificate information, sections 2.2–2.6.](#)

[6] DfE, Keeping children safe in education 2026 (September), Part Three, paragraphs 364–373, including footnotes 106–108, and 377–382. Checked against the published text on 30 September 2026. Contractors are covered by paragraphs 368–373. Paragraphs 374–376 concern trainee/student teachers.

Policy approval:

Sam Downton

Managing Director

  
Date: 06.10.2026