

# MY OASIS

Therapeutic Alternative Provision

## External Visitors and Speakers Policy 2026/2027

Date of Last review: January 2026

Date of Next review: January 2027



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# Statement of Intent

At My Oasis Therapeutic Alternative Provision, we regularly welcome speakers and external visitors from the wider community to deliver talks, workshops, or provide direct support to our students. These visits enhance students' learning, help them make informed decisions at different stages of their education, broaden their awareness of global issues, and offer motivation through the sharing of personal and professional experiences. The school and students greatly value the time and effort these visitors contribute.

Our responsibility to our students is to ensure that they can critically assess and evaluate the information they receive, and that all content delivered by visitors aligns with the ethos and values of the school, as well as British Values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance for those with different faiths and beliefs.

The purpose of this policy is to set out the school's legal and safeguarding responsibilities when engaging visitors, and to define the standards of conduct expected. This policy applies to anyone coming into school to speak, deliver workshops, offer direct support or engage with students, whether invited by the school or an external organisation.

This policy ensures that all visitors contribute positively to student education and well-being while maintaining a safe, inclusive, and respectful learning environment. It provides a framework for vetting, risk assessment, supervision, and monitoring of all visitors to safeguard students.

## Relevant Legislation and Guidance

This policy has been developed with regard to:

- The Prevent Duty (Counter-Terrorism and Security Act 2015) and updated guidance (DfE, 2021) which require schools to ensure that all visiting speakers and external visitors are appropriate, properly supervised, and do not compromise students' safety or wellbeing.
- The school's broader safeguarding responsibilities as set out in Keeping Children Safe in Education (KCSIE).
- The promotion of fundamental British values, in line with DfE guidance, ensuring all visitors act consistently with the school's commitment to inclusion, diversity, and non-discrimination.

The policy also ensures compliance with applicable legislation, including:

- Terrorism Act 2000
- Education Act 1986
- Education Reform Act 1988
- Human Rights Act 1998

- Discrimination law relating to religion and belief
- Public Order Act 1986 – covering violent, threatening, or abusive conduct and speech
- Counter-Terrorism and Security Act 2015

## Guidelines for External Visitors and Speakers

My Oasis values visits that enrich students' learning, broaden their understanding of the world, provide motivation through speakers' experiences, and offer support.

All visitors are expected to:

- Ensure their session content is age-appropriate, factual, and relevant to students' learning objectives, and that it respects the ethos and values of the school, including British Values: democracy, the rule of law, individual liberty, and mutual respect and tolerance for those with different faiths and beliefs. Avoid promoting partisan political views, extremist ideologies, discriminatory opinions, or any content that incites hatred, violence, or illegal activity, including terrorism. This includes avoiding intolerance toward any minority group or faith, while allowing positive debate and challenge.
- Refrain from sharing inappropriate material, including content that is offensive, abusive, or unsuitable for children.
- Submit all presentation materials in advance to the organiser and do not bring USB drives or other undisclosed resources into the school.
- Comply with the school's safeguarding policies, including Prevent and child protection procedures, and follow any health and safety procedures, including risk assessments for planned activities.
- Remain under supervision while on site and not be left unsupervised with students unless explicitly authorised by the Headteacher and DSL.
- Where a visitor is deemed safe and appropriate to work directly with students, they must first read the relevant student profile(s) before continuing the activity.
- Respect the privacy and dignity of all students and staff; photography or recording is only allowed with prior permission.
- Arrive on time, be professional and prepared, and respond appropriately to feedback or guidance from staff.
- Not raise or gather funds for any external organisation or cause without express permission from the Headteacher.

Attendance at My Oasis is taken as confirmation that the visitor has read, understood, and agrees to comply with these guidelines. Understand that staff have the right to interrupt or stop a session if it does not comply with these guidelines or the school's Safeguarding policies.

# Balance of Views and Educational Context

My Oasis Therapeutic Alternative Provision recognises that visiting speakers may present a range of perspectives, including views on political, social, or controversial issues. Where such topics are addressed, the school will take reasonable steps to ensure that students are supported to develop critical thinking skills and are exposed to a balanced range of viewpoints over time, appropriate to their age, understanding, and individual needs.

Balance does not require opposing views to be presented within a single visit or session. Instead, the school ensures that no single viewpoint is promoted as fact or endorsed by the school. Visiting speakers' contributions will be placed within an appropriate educational context by staff before, during, or after the visit.

Staff will support students to question, reflect upon, and evaluate the information presented, reinforcing that views expressed by external visitors are their own and not necessarily those of My Oasis.

## Responding to Biased or Partisan Political Views

My Oasis is committed to political neutrality and the promotion of British Values. Visiting speakers must not promote partisan political views or attempt to influence students' political opinions.

If, during a visit, a speaker expresses views that are politically biased or partisan, staff will make a professional judgement, considering:

- The age, vulnerability, and needs of the students.
- Whether the views are presented as opinion or fact.
- Whether the content undermines British Values or the school's ethos.

Where appropriate and safe to do so, staff may challenge, clarify, or contextualise the speaker's comments to ensure students understand that the views expressed are not those of the school and to promote balanced discussion and critical evaluation.

If the content is deemed inappropriate, unbalanced, or harmful, staff will intervene and may stop the session in line with the school's safeguarding procedures and the "Interrupting or Stopping a Visit" section of this policy.

# Use of Promotional Materials and External Literature

Any promotional materials linked to visiting speakers or external organisations, including leaflets, posters, digital content, QR codes, or verbal promotion of external events or causes, must be approved in advance by the Headteacher.

All materials will be assessed to ensure they:

- align with the ethos, values, and policies of My Oasis.
- do not promote partisan political views, extremist ideologies, or discriminatory content.
- are appropriate for the age, needs, and vulnerability of the students.

External visitors are not permitted to distribute or display promotional materials or encourage student engagement with external events or organisations without explicit permission from the Headteacher.

## The Visitor Protocol

### **Prior to the visit:**

- All visiting speakers and external visitors must have a nominated point of contact (usually the organiser) at the school.
- The organiser should conduct research on the visitor or their organisation to identify any links to extreme views or groups.
- Visitors should submit all materials for the session in advance. USB sticks or undisclosed resources are not permitted.
- The organiser must complete the *Visiting Speaker/External Visitor Form* well in advance and have it authorised by the Headteacher. This should detail the intended content, ensuring it is age-appropriate, aligns with the ethos, values and policies of the school, and does not undermine British values.
- Visitors must be provided with *the Guidelines for Visiting Speakers and External Visitors* prior to the visit.
- The organiser must assess any risks associated with the visitor's planned activities to ensure safety for students and staff.

*The school reserves the right to refuse access to anyone with links to extreme groups or movements. Justification of the school's decision will be provided to the person/organisation in writing.*

### **On the day of the visit:**

- Visitors must provide photo ID and, where applicable, a DBS number/certificate at reception. The organiser/school receptionist will verify their identity and record them in the formal visitor register. Any information gathered will be kept in accordance with the school's GDPR and Data Protection Policy.
- Visitors should confirm they have read the visitor protocols. If not, a laminated copy is available to read at reception.
- Visitors will be issued a visitor identification badge, which must be worn visibly at all times while on site and returned when signing out.

**Green lanyard:** Issued to visitors who have had their DBS status checked and verified alongside an appropriate identification document.

**Red lanyard:** Issued to visitors without a DBS check.

**ALL** Visitors must be accompanied at **ALL** times and are not to be left unsupervised with or without students unless deemed safe by the DSL and Headteacher.

- If a visitor is deemed safe to be unsupervised on site, the visitor will be given a health and safety briefing, including fire procedures, first aid arrangements, and reporting requirements. If not, the organiser will remain responsible for the visitor during any emergency procedures.
- Post visit, the organiser and the SLT will conduct a review of the visit to assess whether it met the educational and safeguarding needs of our students.

## Researching Visiting Speakers and External Visitors

Before confirming any visit, the organiser must do the following:

- Research the individual and any organisations they work with on a search engine (e.g., Google, Safari, Edge) and check the first three pages of results.
- Repeat the search using the word “controversy” with the individual’s/organisation’s name.
- Ask the individual/organisation for any references, testimonies, or previous organisations they have worked with.

If there are concerns that the visitor’s content or behaviour goes against My Oasis guidelines, the organiser must refer the visitor to the Designated Safeguarding Lead (DSL). The visit cannot go ahead until it is cleared.

If no issues are found, the visit can be confirmed and go ahead as planned.

# Interrupting or Stopping a Visit

Staff have a duty to safeguard students and uphold the standards of My Oasis. If, during a visit, an external visitor presents material, engages in discussion, or behaves in a way that goes against the My Oasis Guidelines for External Visitors and Speakers, staff must take immediate action.

## Steps to follow:

**Intervene promptly but respectfully** – Stop the session/activity at once if necessary.

**Safeguard students** – If appropriate, remove students or the visitor from the room to ensure student wellbeing.

**Refer to the guidelines** – E.g. “I need to stop you there, as this content is not in line with the guidelines agreed for this visit.”

**Report the incident** – Inform the DSL and Headteacher immediately.

**Record the incident** – Complete a CPOMS report of what happened, including your actions and any response from the visitor.

Staff will always be fully supported by the Senior Leadership Team when intervening to protect students and uphold My Oasis Policies.

# Monitoring and Review

This policy will be reviewed annually by the Headteacher, Senior Leadership Team (SLT), and the governing body to ensure it remains up to date with current legislation, statutory guidance, and best practice. The review will consider the effectiveness of procedures, feedback from staff and students, any incidents or concerns arising from visits and updates to safeguarding or Prevent guidance. Any necessary amendments will be implemented promptly, and all staff will be informed of changes.

# Appendices

## Appendix A - External Visitor/Speaker Form





**Organiser's Declaration**

By signing below, I confirm that:

- I have carried out appropriate background checks on the speaker/organisation, evidence of which is attached.
- I have reviewed all materials, deemed them safe and appropriate, and attached evidence of this review.
- I have provided the speaker with the Guidelines for Visitors and the Visitor Protocol in advance of the visit.
- I will verify photographic ID and DBS upon arrival.
- The speaker will be accompanied on site at all times unless specific unsupervised access has been approved by the DSL and Headteacher.
- In the unlikely event that the talk/presentation does not meet the requirements of the Guidelines for Visitors, I will interrupt and/or stop the visit.

Organiser's Signature:	
Organiser's Name:	
Date:	

**Headteacher Approval**

Signature:	
Full Name:	
Date:	

Relevant Notes: