



External Speakers (PHS)	Issue Date: December 2023	Version 1
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External Speakers Agreement

Governing bodies and proprietors should ensure relevant staff have due regard to the relevant data protection principles, which allow them to share (and withhold) personal information, as provided for in the Data Protection Act 2018 and the UK GDPR. This includes:

being confident of the processing conditions which allow them to store and share information for safeguarding purposes, including information, which is sensitive and personal, and should be treated as 'special category personal data'.

understanding that 'safeguarding of children and individuals at risk' is a processing condition that allows practitioners to share special category personal data. This includes allowing practitioners to share information without consent where there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner. It would be legitimate to share information without consent where: it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent; and, if to gain consent would place a child at risk, and

for schools, not providing pupils' personal data where the serious harm test under the legislation is met. * For example, in a situation where a child is in a refuge or another form of emergency accommodation, and the serious harms test is met, they must withhold providing the data in compliance with schools' obligations under the Data Protection Act 2018 and the UK GDPR. Where in doubt schools should seek independent legal advice.

the Headteacher or the Designated Safeguarding Lead
If they are not available

After the presentation, the speaker should be accompanied to reception in order to sign out and leave the visitors' badge.

In the unlikely event that the talk/presentation does not meet with the requirements of the visiting speaker agreement, school staff have the right and responsibility to interrupt and/or stop a presentation.

If any concerns arising during the presentation, these should be reported immediately to a member of the DSL, Safeguarding team and/or the Headteacher.

5.4. The visiting speaker can expect to be treated with the same mutual respect and dignity by staff and students. If the speaker has any concerns in this regard, they should refer to the member of staff in school who has arranged their visit or to the DSL/ Headteacher.

