**Screening Checklist - External Speakers**

**2023-2024**

**It is the responsibility of the Local Authority/Partner Manager to ensure that a safe environment is provided for learners/ customers whilst they are on programme with us. External speakers can bring many benefits to a programme. When we bring in external speakers, it is important that we reinforce safety considerations by implementation of the following:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Tutor/Staff Member:** |  | **Line Manager:** | |  | | | | | |
| **Provider:** |  | **Course/Programme:** | |  | | | | | |
| **Workshop Title:** |  | **Date of Workshop:** | |  | | | | | |
| **Aim of the Workshop:** |  | **Name of Guest Speaker:** | |  | | | | | |
| **Subject Matter of Session:** |  | | | | | | | | |
| **Intended Audience:** |  | | **Is a DBS Check required for the speaker?** | | | | | **Yes** | **No** |
| **Name /Address of Speaker’s Organisation:** |  | **Name and Address of Organisation checked/ confirmed?** | | **Yes** | **No** | | **Venue for Event:** | | |
| **Resources to be used:** |  | **Resources received in advance of event:** | | **Date:** | | **Contents checked and suitable?** | | **Yes** | **No** |
| **Actions to be taken:** |  | | | **Taken?** | | | | **Yes** | **No** |
| **Tutors to be present during session:** | | | | | | | | | |
| **Approval of speaker to be signed off by Line Manager: Date:** | | | | | | | | | |