



## Screening Checklist - External Speakers

Most recent update: 17 May 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:		
Venue:			Subject matter of session:		
Aim of the Workshop:			Intended audience:		
Name of Guest Speaker:			Is a DBS check required for the speaker?	YES	NO
Name and address of speaker's organisation			Name and address of organisation checked?	YES	NO
Resources to be used:					
Resources received in advance of event?	Date:	NO	Contents checked and suitable?	YES	NO
Actions to be taken:			Have these actions been taken?	YES	NO
Tutors to be present during session:					
Approval of speaker to be signed off by Line Manager (name):				Date:	