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		
Resources received in advance of event?			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:	