**Screening Checklist - External Speakers**

Most recent update: 09 September 2025

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:

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| --- | --- | --- | --- |
| 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: |