

Checklist for external speakers 2023-2024

Please email Donna Wealleans and the relevant subject lead when arranging an external speaker. This checklist below should be considered prior to welcoming (and establishing collaborative relationships with) external speakers (and any organisation they represent) to ensure that the vision and values of our School are upheld in the external speaker's communications with pupils and parents and carers.

Name of Speaker/Organisation:		Year group
Topics covered:		
Question	Answer	Actions needed/Comment
Will the Speaker be supervised at all times during their visit?	YES <input type="checkbox"/>	
	NO <input type="checkbox"/>	
If not, why not?	FURTHER COMMENT <input type="checkbox"/>	
Have you carried out safeguarding checks (if appropriate) for the Speaker and have these been recorded in accordance with the school's safeguarding procedures?	YES <input type="checkbox"/>	
	NO <input type="checkbox"/>	
	FURTHER COMMENT <input type="checkbox"/>	
Has the Speaker understood and confirmed that their communications in the school will: <ul style="list-style-type: none"> • Be respectful towards our vision and values • Not engage pupils in political activity and • Be delivered in accordance with the requirements set out in the DfE's guidance on political impartiality in schools (if appropriate) 	YES <input type="checkbox"/>	
	NO <input type="checkbox"/>	
	FURTHER COMMENT <input type="checkbox"/>	

Have you reviewed the resources/materials that will be used by the Speaker?	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>	
Have you reviewed other resources produced by the Speaker (and by any organisation the speaker represents) even if they will not form part of the speaker's activities at the school?	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>	
Have you conducted a general internet search using the Speaker's name (e.g. a google search)? If parents or children and young people conducted a similar search are any concerns likely to arise?	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>	
Can you confirm that the political views espoused by the speaker/speaker's organisation are in compliance with British values and do not involve taking an extreme political position?	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>	
Have school policies and procedures applicable to the speaker been explained to and understood by the Speaker?	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>	
Are there any other outstanding issues or concerns with the Speaker and/or their suitability?	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>	
Will the Speaker deliver content of a high quality that	YES <input type="checkbox"/>	

is appropriate to the age and maturity of the children or young people in the audience?	NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>	
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If you have any concerns regarding the suitability of this Speaker, you should contact the Headteacher or Deputy to seek further clarification.