

## Visiting Speakers at Cheltenham Bournside School and Sixth Form Centre

Visitors are welcome to Cheltenham Bournside School and Sixth Form Centre and we fully recognise the contribution they can bring to the life and work of the school in many different ways. The learning opportunities and experience they offer are encouraged and appreciated, however, to safeguard students, staff and other visitors and in-line with the school's Child Protection and Safeguarding Policy, the following risk assessment must be completed by the host and then approved and signed by the SLT line manager for the respective department/area, prior to the visiting speaker being allowed on site.

A visiting speaker is a visitor who speaks with a group of our students. This may be in lessons, in extended curriculum activities or at presentation evenings.

- 1) Please outline the purpose of the visit and a summary of the information that will be communicated.

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- 2) Please specify how the visiting speaker first became known to the school

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- 3) Does an internet search about the speaker raise any concerns?

Yes (if so, please state)

No

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- 4) Please state the initials of the member of staff who will accompany the visitor throughout his/her visit

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Name of host (Full name):.....

Approved by (SLT line manager):.....

Date and time of visit:.....

**A copy of this completed form should be passed to the member of SLT responsible for Child Protection and Safeguarding (SAL), who will maintain an up to date log of visiting speakers:**