**Sense College**

**Guidance for Visiting and External Speakers**

Visiting and external speakers bring an additional dimension to students, by explaining their role in community work. The guidance applies to visiting speakers and visits to community venues, places of worship etc, where an external speaker will be present or make a speech.

1. Visiting speakers are only to be invited from well-known and well-respected organisations, companies or charities, with prior approval of the Deputy Designated Safeguarding Leads (DDSLs), Designated Safeguarding Lead (DSL) or senior management team(s).
2. Arrangements for attending external events where external speakers plan to deliver a presentation/speech to students should only be at well-known and well-respected organisations, companies or charities, with prior approval of the D/DSLs or member of the college senior management team(s).
3. For visiting speakers or external visits used to directly support an education or other programme, the content of any presentation or speech will be agreed in advance with the D/DDSL or member of the college senior management team(s).
4. Visiting speakers are not to be deployed in any professional capacity.
5. Visiting speakers are always to be accompanied by a member of Sense College staff.
6. Visiting speakers are asked to only deliver from their unique or specialist area.
7. Should any concerns be raised by accompanying staff, they are required to halt the session and report immediately to the D/DSLs or member of the college senior management team(s) for guidance.
8. Risk Assessments for visiting speakers and external visits are to be completed in advance of the event, including for external visitors a pre-visit wherever possible, in regard of Health & Safety, Prevent and Safeguarding.
9. Risk Assessments are shared and agreed with speakers and kept on file for inspection.
10. Personal details of students and individuals supported by Sense College will be protected and confidentiality upheld.

**END**