

1: Background information:

Organiser's name	
Audience (eg. group/ course/ staff etc)	
Programme Leader (PL)	
Date of visit	
Time of visit (start and finish)	
Room number	
Speaker(s) name(s)	
Topic of presentation	
Organisation's name & address	
Organisation's phone, email & website	

2: The following checks have been completed

Action	Completed	Outcome
Name of speaker(s) Googled	Yes / No	Red / Amber / Green
Name of organisation Googled	Yes / No	Red / Amber / Green
Speaker(s) or organisation referred by colleague or trusted individual who have used speaker or organisation previously	Yes / No	Red / Amber / Green
Reference obtained from colleague or trusted individual for speaker(s) or organisation	Yes / No	Red / Amber / Green
Other action taken:		
Overall activity outcome	Red / Amber / Green	

NB. All forms with any Amber or Red outcomes must be referred to the **Managing Director or **Director of Student Records** for further review.**

3: Risk reduction measures (for Amber/ Red)

Action	Completed
The speaker(s) will supply their materials/ resources in advance of the activity for scrutiny	Yes / No
Other actions taken (please specify):	Yes / No

Organiser's signature: Date:

4: Green approval (complete if appropriate)

I confirm that the relevant checks have been completed and approve the visit of the external speaker(s) as specified above.

Managing Director's signature: Date:

5: Referral (complete if appropriate)

I have concerns and am referring this matter to the Principal or Director of Studies for further review.

Managing Director's signature: Date:

6: Amber/ Red approval

I approve / do not approve the visit of the external speaker(s) as specified above.

Managing Director's signature: Date:

Or

Director of Student Records signature: Date:

Further information