



External Speaker Agreement

Document Reference: 21064

Lead Skills South Tyneside Staff Member:			
Location of Visit:		Date of Anticipated Visit:	

Skills South Tyneside reserves the right to be informed of all visiting guests. In allowing such guests consideration will be given to any safety issues, the topic being discussed, the background of the guest and the potential to disrupt the business or damage the good reputation of the service.

Please complete the following checklist to confirm understanding of the agreement

The speaker will present identification on arrival and will sign in and out of the premises.	☐
The speaker will have current DBS approval If speakers do not have a current DBS approval, they will notify staff immediately.	☐
The speaker will send a copy of the presentation / speaking notes to the appropriate member of staff at least 48 hours prior to the presentation taking place.	☐
Appropriate language and behaviour will be used at all times.	☐
The presentation will not spread intolerance in the community which may result in radicalisation and thus aid in disrupting social and community harmony. The speaker will not incite the opposition of British Values or call for the breaking of the law.	☐
Reasonable care will be taken for the speaker's own health and safety and for the health and safety of others by complying with instruction and procedures.	☐
The speaker will not encourage or promote racist, religious hatred, homophobic, sexist, ageist or extremist views or promote any acts of terrorism. The speaker will seek to avoid this within a framework of positive debate and challenge	☐
The speaker will recognise that the Further Education sector is tasked with promoting equality of opportunity and will support this.	☐
The speaker will ensure that any electrical equipment brought onto Skills South Tyneside premises or delivery location is in a safe and suitable condition.	☐
The speaker will report any safety or environmental hazards, accidents, incidents or near misses to their host immediately.	☐
The speaker will adhere to Skills South Tyneside Anti-Radicalisation Prevent and Safeguarding policies.	☐

Speaker:		Signature		Date	
Line Manager of Speaker (if appropriate)		Signature		Date	