CHECKLIST FOR EXTERNAL SPEAKERS / ORGANISATIONS INVITED TO SCHOOLS

In this checklist **'School(s)'** means all Catholic school(s). For the avoidance of doubt this includes:

- Catholic voluntary aided schools;
- Catholic independent schools (including Catholic academies);
- Catholic sixth form colleges; and
- Catholic non-maintained special schools.[1]

As an integral part of its educational vision for the holistic formation of children and young people, the Catholic Church expects Catholic schools to promote and uphold high standards throughout their activities and this includes visits from external speakers.

All external speakers invited to schools should be of the highest quality and school leaders are responsible for ensuring that they have enough information about the content to be delivered by any external speaker to enable them to determine whether the content will be pitched at the right level for the age and level of maturity of the children and young people to whom the external speakers will present. All schools should have clear policies for the booking of external speakers which includes sign-off of the booking at an appropriately senior level and compliance with safeguarding checks.

Schools should also be mindful of the DfE guidance on "political impartiality in schools" which can be found by following this link:

Political impartiality in schools - GOV.UK (www.gov.uk)

This checklist should be completed *prior* to welcoming (and establishing collaborative relationships with) external speakers (and any organisation they represent) to ensure that the Catholic character of your school is preserved and developed in the external speaker's communications with pupils and parents and carers.

[1] For the avoidance of doubt, the CES advises that the DfE guidance and this checklist should be followed by all of the specified educational settings listed above. This is the case, even where the DfE guidance does not apply to the setting type.

Name of Speaker		
Question	**Answer**	**Actions needed/Comment**
Will the Speaker be supervised at all times during their visit? If not, why not?	YES ☐ NO ☐ FURTHER COMMENT ☐	
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 ☐ NO ☐ FURTHER COMMENT ☐	
Has the Speaker understood and confirmed that their communications in the school will: • Be respectful towards Catholic teachings • Not be prejudicial or detrimental to the Catholic character of the school • Not engage pupils in political activity and • Not cover certain partisan political views which are not deemed relevant or appropriate (provide details if applicable) • Be delivered in accordance with the requirements set out in the DfE's guidance on political impartiality in schools (if appropriate)	YES ☐ NO ☐ FURTHER COMMENT ☐	
Have you reviewed the resources/materials that will be used by the Speaker?	YES ☐ NO ☐	

	FURTHER COMMENT ☐	
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 ☐ NO ☐ FURTHER COMMENT ☐	
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 ☐ NO ☐ FURTHER COMMENT ☐	
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 ☐ NO ☐ FURTHER COMMENT ☐	
Have school policies and procedures applicable to the speaker been explained to and understood by the Speaker?	YES ☐ NO ☐ FURTHER COMMENT ☐	
Are there any other outstanding issues or concerns with the Speaker and/or their suitability?	YES ☐ NO ☐ FURTHER COMMENT ☐	
Will the Speaker deliver content of a high quality that is appropriate to the age and maturity of the children or	YES ☐ NO ☐ FURTHER	

young people in the audience?	COMMENT ☐	

If you have any concerns regarding the suitability of this Speaker, you should contact your Diocese to seek further clarification.

Signed _____

Position _____

Dated _____

Approved for booking

Senior Staff member Name _____

Position _____

Dated _____