



## CHECKLIST FOR SPEAKERS INVITED TO St Mary's Catholic Primary SCHOOL

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.

This is a checklist to be completed by the appropriate officer in your school 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:

Name of Speaker		
Question	Answer	Actions needed/Comment
Will the Speaker be supervised at all times during their visit?	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>	Click or tap here to enter text.
Have you carried out safeguarding checks (if appropriate) for the Speaker? Please refer to CES guidances on: 1) DBS checks and 2) Disqualification	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>	Click or tap here to enter text.



<p>Has the Speaker understood and confirmed that their communications in the school will:</p> <p>Be respectful towards Catholic teachings and</p> <p>Not be prejudicial or detrimental to the Catholic character of the school</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>FURTHER COMMENT <input type="checkbox"/></p>	<p>Click or tap here to enter text.</p>
<p>Have you reviewed the resources/training materials that will be used by the Speaker?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>FURTHER COMMENT <input type="checkbox"/></p>	<p>Click or tap here to enter text.</p>
<p>Have school policies and procedures applicable to the speaker been explained to and understood by the Speaker?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>FURTHER COMMENT <input type="checkbox"/></p>	<p>Click or tap here to enter text.</p>
<p>Are there any other outstanding issues or concerns with the Speaker and/or their suitability?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>FURTHER COMMENT <input type="checkbox"/></p>	<p>Click or tap here to enter text.</p>

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

Signed \_\_\_\_\_

Position \_\_\_\_\_

Dated \_\_\_\_\_