

Visiting Speaker at St John's College School

Name of Speaker and Organisation (if applicable)	
Speaker Contact Details	
Date of Proposed Visit	
Name of Contact at SJCS	
Reason for Visit	
Please give below a brief outline of the information to be communicated in the Speaker's talk to St John's College School pupils:	

Organiser to sign below to confirm:

- That you have carried out biographical research and attached to this form
- That you have sent the following documents to the Speaker well in advance of the visit
 - [Guidelines for Visiting Speakers](#)
 - [Safeguarding Guidelines for Contractors and Visitors](#)
 - [Covid-19 Visitor Protocol](#)
- That you will ensure Covid-safe arrangements have been put in place for all planned activities.
- That you will check and verify photographic proof of ID on arrival.
- That the Visiting Speaker will be accompanied whilst on site at all times.

Organiser's Signature	
Organiser Print Name	
Date	

Approved by Director of Studies or Bursar (signature)	
Date:	

In the unlikely event that the talk/presentation does not meet with the requirements of the Guidelines for Visiting Speakers, School staff have the right and responsibility to interrupt and/or stop a presentation.