

## Guidance for Visiting and External Speakers

Visiting and external speakers bring an additional dimension to students, by explaining their role in community work. The guidance applies to visiting speakers and visits to community venues, places of worship etc, where an external speaker will be present or make a speech.

1. Visiting speakers are only to be invited from well-known and well-respected organisations, companies or charities, with prior approval of the Deputy Designated Safeguarding Leads (DDSLs), Designated Safeguarding Lead (DSL) or senior management team(s).
2. Arrangements for attending external events where external speakers plan to deliver a presentation/speech to students should only be at well-known and well-respected organisations, companies or charities, with prior approval of the D/DSLs or member of the college senior management team(s).
3. For visiting speakers or external visits used to directly support an education or other programme, the content of any presentation or speech will be agreed in advance with the D/DDSL or member of the college senior management team(s).
4. Visiting speakers are not to be deployed in any professional capacity.
5. Visiting speakers are always to be accompanied by a member of Sense College staff.
6. Visiting speakers are asked to only deliver from their unique or specialist area.
7. Should any concerns be raised by accompanying staff, they are required to halt the session and report immediately to the D/DSLs or member of the college senior management team(s) for guidance.
8. Risk Assessments for visiting speakers and external visits are to be completed in advance of the event, including for external visitors a pre-visit wherever possible, in regard of Health & Safety, Prevent and Safeguarding.
9. Risk Assessments are shared and agreed with speakers and kept on file for inspection.
10. Personal details of students and individuals supported by Sense College will be protected and confidentiality upheld.

**END**

### Guidance for College Use for Fundraising Activities

Fundraising activities complement college life as they bring an additional dimension to students, by explaining their role in community work. The following guidance applies to college sites holding fundraising activities:

1. Fundraising will only be undertaken for registered charities and on no account for any politically minded or motivated group.
2. Fundraising activities must be approved by the Deputy Designated Safeguarding Leads (DDSLs), Designated Safeguarding Lead (DSL) or member of the management team(s).
3. If the fundraising activity is supported/attended by an external agent, then the Sense College guidance and process for visiting speakers or external visits should be followed.
4. Should any concerns be raised during the fundraising activities, then they are to be stopped and reported immediately to the Deputy Designated Safeguarding Leads (DDSLs), Designated Safeguarding Lead (DSL) or member of the management team(s) for guidance.
5. Risk Assessments for fundraising activities are completed in advance of the event, in regard of Health & Safety, Prevent and Safeguarding.
6. Risk Assessments are shared and agreed with staff teams and kept on file for inspection.
7. All monies received will be processed in accordance with Sense financial policies and procedures and kept locked away securely in a safe whilst awaiting payment into a Sense bank account.
8. Monies raised for nominated charities will be forwarded and paid over at the earliest opportunity.
9. Personal details of students and individuals supported by Sense College will be protected and confidentiality upheld.

**END**