



## Myddelton College Visiting Speaker Risk Assessment

<b>1. Task or Activity Covered by this Risk Assessment, please specify:</b>
<b>2. Names and Contact Details of Visiting Speaker/s:</b>
<b>3. Name and Contact Details of Any Organisation/Company Being Represented:</b>
<b>4. Which Pupils will be Involved?</b>
<b>5. Hazards Identified (potential to cause harm):</b>
<b>6. Consequences of the Hazard (what is the potential harm?):</b>
<b>7. Persons at Potential Risk:</b>



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<p><b>8. Controls in Place to Minimize Risk (including legal compliance):</b></p> <p>The potential visitor/speaker will be vetted by one or more of the following means:</p>	
<p>• Seeking a recommendation from a trusted source, please detail:</p>	
<p>• Internet (or alternative) search, please detail:</p>	
<p>• Contact With the Relevant Denbighshire CC Department if necessary, please detail:</p>	
<p><b>9. Severity of Outcomes of Identified Hazards and Probability of Harm (if no control measures are taken) please tick one box:</b></p>	
<input type="checkbox"/>	No Risk
<input type="checkbox"/>	Minor Risk
<input type="checkbox"/>	Unlikely/Improbable Moderate Risk
<input type="checkbox"/>	Likely Serious Risk
<input type="checkbox"/>	Very High
<p><b>10. Final Assessment of Risk (if appropriate measures/risk controls are taken) please tick one box:</b></p> <p><b><u>NB: Visiting Speakers will only be allowed contact with children if the final risk assessment is either 'no risk' or 'unlikely/improbable'</u></b></p>	
<input type="checkbox"/>	No Risk
<input type="checkbox"/>	Unlikely/Improbable
<input type="checkbox"/>	Likely
<input type="checkbox"/>	Very High



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**11. Action Required:**

• Member/s of staff to be responsible and present throughout the visit. There must be sufficient members of staff to allow continual full supervision of pupils and continual accompaniment of Visitor/s.

**Name of Member/s of Staff:**

• Visiting Speaker will adhere to the School's Visitor Policy at all times.

• Visiting Speaker will be given a copy of Myddelton's Child Protection Procedures summary leaflet.

• Visiting Speaker will be asked to sign the Myddelton College Visiting Speakers Declaration which states that:

o They have received a Child Protection Procedures summary

o They support the school in ensuring that all relevant safeguarding requirements are met, including those relating to preventing children from being exposed to extremist views

o They are aware of Myddelton's values of Fellowship, Scholarship and Resilience and will not communicate any personal views that would contradict or undermine these.

**Date of Risk Assessment:**

**Name of Visit Organiser and Risk Assessor:**

**Approved by the Headmaster (or Member of SLT in Mr Allman's absence):**

**Signed:**

**Date:**

**RISK ASSESSMENT AND SIGNED VISITING SPEAKER DECLARATION TO BE PASSED TO THE HEADMASTER**



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### VISITING SPEAKER DECLARATION

Dear Visitor,

Myddelton College welcomes guests and recognises the importance of providing our students with the opportunity to interact with visitors from outside the Myddelton College community. Please help us to keep our children and staff safe by completing the declaration below. Thank you so much and we hope you enjoy your visit.

Name:

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Organization:

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Purpose of Visit:

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I have received a summary of the Myddelton College Child Protection Procedures and I support the school in ensuring that all relevant safeguarding requirements are met, including those relating to preventing children from being exposed to extremist views.

Please Sign:

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I declare that I am aware that Myddelton College is committed to the values of Fellowship, Scholarship and Resilience and I will not communicate any personal views that would contradict or undermine these.

Please Sign:

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I declare that to the best of my knowledge I have not been in contact with any persons known to have Covid-19 in the last two weeks and that I am not showing any symptoms of Covid-19.

Please Sign:

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Please Date:

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## Additional Notes: