

External Speaker Due Diligence Checklist

Title of Event	
Date booking received	
Date of event	
Is this activity recurring?	
Film? If yes, state its title:	
Notes	
External Speaker? If yes, who?	
Initial research completed? Date and by whom	
Research Link 1	
Research Link 2	
Research Link 3	
Are there any associations with a group that advocates violence?	

Are there any associations with animal rights issues?	
General Risk Assessment required?	
Appointed officer notified	
Enhanced Risk Assessment required?	
Enhanced Risk Assessment completed? Date and by whom?	
<p>Notes</p> <p>If there are concerns about the speaker following an initial web-based search, the Communications and Public Affairs team within External Relations may be asked to provide support to establish further information about the individual. This includes identifying any groups with which the speaker is known to have an affiliation and checking this against the list of proscribed organisations. If there are concerns that the speaker has links to a proscribed organisation or has previously made public statements which incite violence against others and or may draw people into terrorism, the Director of Student Administration and Support should be contacted who will seek further information and advice from the Regional Prevent Coordinator for HE/FE and or the Local Authority Prevent Coordinator.</p>	