# Appendix A

**ACL Essex Visitor/External speaker referral submission form**

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| **Part 1: Event/class Organiser details:** |
| **Name** |
| **Job Title:** |
| **Contact details (tel no. and email)** |

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| **Part 2: Proposed event/class details:** |
| **Proposed event/class title including course code if applicable:** |
| **Proposed event/class date/s :** |
| **Venue:** |
| **Description (including event format):** |
| **Target audience (profile and size). If appropriate** |
| **Proposed Visitor/External Speaker(s):** *Please inc. links to biographical information if possible.*  Has the speaker previously visited ACL Essex? Yes/No  Is the visitor supporting a learner? Yes/No  Name of learner:  Name of class/event being attended.  Has the speaker/visitor previously been prevented from speaking at ACL Essex or similar establishment? Yes/No  Does the proposed title or theme of the event or present of the visitor present a potential risk that views/opinions expressed may be in breach of the External Speaker Policy for ACL Essex? Yes/No  Any other details? |

When complete, please save and submit to your line manager and the Safeguarding and EDI Senior Officer ([aclsafeguarding@essex.gov.uk](mailto:aclsafeguarding@essex.gov.uk)) as an email attachment for approval.