



STREATHAM  
& CLAPHAM  
HIGH SCHOOL

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GDST  
GIRLS' DAY SCHOOL TRUST

## Procedure for Guest Speakers and Workshops

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## 1. Introduction

A reminder of the [visitor flowchart](#) is here.

Guest Speakers and workshop providers are **not** seen as 'regular' visitors, therefore must follow the procedure outlined below. They must show their DBS/Photo ID on arrival.

Guest Speakers and workshops should be booked with at least a term's notice. Please speak with the Assistant Head (Co-Curricular and Community) should any issues arise.

## 2. Role of the organiser of the visitor

1. Please make complete the Proposal for a Guest Visitor or workshop [form](#), ensuring you have checked SOCS for any potential clashes ahead of your proposed date.
2. Please send this [visitor form](#) to the external person.
3. You can see [their responses here](#). Once they have responded, as the organiser of the visitor you must the do the following:
  - Check the website they linked (column K). Once you've checked the website and identified the person visiting as working there, you can turn the cell in column K green.
  - Turn Column L orange once the prechecked has been received. Please note, without this your visitor will need to be supervised. **You must send this to reception**
  - If they are delivering resources, then column N needs to be turned green once you have received their resources **and** checked . Please save these as parents can request them.
4. Once your event has been approved, you should add it to SOCS using the SCHS House Style.
5. Please use the room booking system available here.
6. It is your responsibility to liaise with Premises and IT to ensure you have what you need for your session.

7. Please ensure you have submitted any cover requests to Sashana Coleman in advance of your event.
8. Please ensure that you give notice to reception with regards to the date and time that your Guest Speaker or workshop provider will be arriving.

**9. Reception staff**

1. Check that Column L is amber. If not, then the visitor will need to be on a red lanyard and supervised at all times. Please notify the organiser that they need to greet in reception.
2. If column L is amber, then proceed to turn column M green, once you've confirmed the pre-checks suffice.
3. DBS checked on the day. Column Q can then have a Y or N added.