Guest Instructor and Seminar Policy

Screening and supervision for visiting instructors and seminar hosts.

Important notice: This is a free sample safety document. It is a starting point, not a finished policy, and it is not a legal document or legal advice. Laws differ by location. Have a qualified attorney review and adapt it for your academy before use. Academy Safe is not responsible for errors or missing information in this document, or for how it is used. In an emergency, call 911.

Academy name: _____

Academy address: _____

Effective date: _____

Last reviewed: _____

Before the Event

☐ Background check or proof of current screening received

☐ Abuse prevention training confirmed

☐ Rank and lineage verified

☐ Guest has received and agreed to the academy's safety policies

During the Event

- A screened academy staff member is present for the entire event.
- Guest instructors are never alone with minors, including for private lessons.
- Guest instructors follow the Electronic Communication and Social Media Policy.
- All participants sign the Seminar and Event Participant Waiver.

Guest instructor name: _____

Event date: _____

Academy contact: _____

Signatures

Guest instructor name: _____

Signature: _____

Date: _____

Owner or director name: _____

Signature: _____

Date: _____

Notice

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