

Policy/Procedure/Guideline Review

Policy/Procedure/ Guideline:	External Speaker/Guest Policy
Senior Manager Responsible:	Deputy Principal Curriculum and Quality
Author:	Safeguarding and Prevent Manager
Approved By:	SLT
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External Speaker/Guest Policy

1. Introduction

Nelson and Colne College Group, are committed to providing a safe, supportive, healthy and secure environment for students and staff. To achieve this, all students, staff and visiting speakers and or guests are expected to conduct themselves to ensure freedom of speech and expression is confined within the law. There are exceptions to these fundamental rights for example making comments or publishing material specifically designed to incite racial hatred is deemed to be a hate crime and is a chargeable offence in criminal court.

The College believes that a culture of free, open and robust discussion can be achieved only if all concerned avoid needlessly offensive or provocative action and language.

2. Purpose

The purpose of this policy is to ensure that open debate remains central to the culture of academic freedom and the development of students' ideas and understanding without causing offence or harm to others.

The college has an expectation that any visiting/guest speakers both onsite and via remote learning and those taking part in meetings or protest activities respect College values, and are sensitive to the diversity of its community and show respect to all sections of that community.

Similarly, any event which is likely to give rise to an environment in which people will experience, or could reasonably fear, harassment, intimidation, verbal abuse or violence, particularly because of their ethnicity, race, nationality, religion or belief, sexual orientation, gender, disability or age, is also likely to be unlawful.

As such, freedom to express views needs to be considered alongside existing safeguarding policies and procedures and the level of risk assessed and where possible reduced.

3. Legislative/Quality Framework

- Equality Act 2010
- Terrorism Act 2000 (Counter-Terrorism and Border Security Act 2019)
- Counter-Terrorism and Security Bill 2015 (including the Prevent Duty)
- Section 29 of the Counter Terrorism and Security Act 2015
- Keeping Children Safe in Education 2022

4. Scope

This policy applies to all staff across the college, including those on subcontracted programmes who work from college main site or external, community venues. All staff are expected to have read, understood and adhere to this policy and related

documents when they are either planning their own, or supporting students to plan for an external guest speaker be that onsite or through remote learning

5. Definitions

For the purposes of this policy, the following definitions will be used:

An external speaker or guest is used to describe any individual or organisation not a student or college staff member or one of its contracted partners who has been invited to speak to learners and/or staff. This includes any individual who is a student or staff member from another institution.

An event is any event, presentation, visit, activity or initiative organised by a student group, individual or staff member that is being held on the College premises, via remote learning or where the College is being represented by a stand on non-College premises e.g. at an exhibition, school event or fair. It also includes events where external speakers are streamed live into an event or a pre-recorded film is shown.

Talks by organisations generally considered to be unsuitable may include a speaker who is known to have spoken previously at another institution on a topic that has caused fear or intimidation of learners or staff; a speaker accepted in mainstream as being highly controversial; a link or links to any person or group that has been connected with any controversy of a negative or positive nature; a speaker who has significant profile and attracts a following that could create crowd control and health and safety issues; a speaker from a political party during an election purdah.

Main Site is the Nelson and Colne College and Accrington and Rossendale College.

External/Community Venues are any venues not owned by the College, where learning is delivered by College staff.

6. Equality, Diversity and Inclusion

Nelson and Colne College Group is passionate about Equality, Diversity and Inclusion (EDI). We commit to do all we can to ensure an inclusive environment where we can challenge, speak out and act against any forms of inequality perceived or otherwise within the Group. Every student, all staff and members of our community should be treated with dignity and mutual respect. We should all be part of a college environment that is free from barriers, regardless of age, disabilities, gender reassignment, marriage or civil partnership, pregnancy or maternity status, race, religion or belief, sex and sexual orientation (Protected characteristics of the Equality Act 2010).

In addition to our legal duties under the Equality Act 2010, the staff member overseeing the activity (Inviting the external speaker) will ensure:

- An inclusive and safe environment for all
- Enable the college to ensure unwanted conduct, behaviour or practice
- Provide equality, fairness and respect for all our students
- Ensure any breaches of legal duties or college expectations are reported

7. Roles and Responsibilities

- **All Staff** to be aware of and follow the procedure and good practice guidance for organising an external speaker. This includes conducting brief research into the proposed speaker. If in doubt as to the suitability of a speaker, they should refer the decision to the Head of Division, who should discuss with the Designated Safeguarding Lead (DSL) if further advice is needed.
(*doubt could be (but are not restricted to) the following: - any person or group on/or linked to the UK Government list of proscribed terror organisations [Proscribed terrorist groups or organisations - GOV.UK \(www.gov.uk\)](http://www.gov.uk))
- **The member of staff overseeing the activity** must ensure that the speaker/guest does not use the session to:
 - Incite hatred, violence or call for learners to break the law
 - Encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts
 - Spread hatred and intolerance in the community and thus aid in disrupting social and community harmony
 - Within a framework of positive debate not insult other faiths or beliefs
 - Raise or gather funds for any external organisation or cause without express permission of the Principal

Not all external speakers or facilitators utilised by the college will be DBS checked. Where an external speaker or facilitator is present with a group of students then a current member of staff must stay in the room/area/virtual room of the activity to oversee it and ensure appropriate safeguarding of the learners concerned. Any violation of this requirement will be dealt with under the staff disciplinary procedure.

- **Reception** to centrally collate external and guest speaker record sheets and raise any concerns with the safeguarding and Prevent Team.
- **Safeguarding & Prevent Team** to offer staff support relating to the policy, procedure and forms. To raise any concerns over the suitability of the proposed external/guest speaker with the DSL.
- **Designated Safeguarding Lead (DSL)** should investigate all concerns in relation to actual or potential harm, including the radicalisation of students or staff, on college premises as part of the college safeguarding procedures and report to relevant authorities.
- **Principal and SLT** to retain the right to cancel or prohibit any event on its premises.

8. Dissemination

Nelson and Colne College Staff Hub
Nelson and Colne College, Accrington and Rossendale College and Lancashire Adult Learning Websites

9. Monitoring and Review

The policy will be reviewed on a three yearly cycle by the Deputy Principal – Quality and Curriculum

10. Related Policies/Procedures

- Safeguarding Children and Vulnerable Adults Policy, Procedures and Guidance
- Student Values
- Staff Code of Conduct
- Health and Safety Policy
- Student Disciplinary Policy

11. Management Responsibility

The Deputy Principal – Quality and Curriculum has overall management responsibility for this policy within Nelson and Colne College Group. Day to day management responsibility for this policy has been devolved to the Safeguarding and Prevent Manager and Director of Learner Services.

12. Appendices

- Appendix 1: External Guest Speaker Procedure
Appendix 2: External Guest Speaker Checklist
Appendix 3: External Guest Speaker Online Record Sheet

Appendix 1: External Guest/Speaker Procedure

	Process	Actioned By	Documents used
STEP 1	External/guest speaker identified and discussed with Curriculum or Team Leader to establish reason & suitability.	Teacher or any other staff planning a visit & Curriculum or Team Leader	N/A
STEP 2	Complete external speaker checklist and online record sheet, clearly indicating when and where the visit is due to happen. Consult with the DSL if there are any concerns.	Teacher or any other staff planning a visit & Curriculum or Team Leader	Appendix 2 - External/Guest Speaker Checklist, External Speaker Form (nelson.ac.uk)
STEP 3	Book the External Guest/Speaker in at reception, ensure reception have received a copy of the online record sheet.	Teacher or any other staff planning a visit & Curriculum or Team Leader	Appendix 2 - External/Guest Speaker Checklist, External Speaker Form (nelson.ac.uk)
STEP 4	Monitor the external speaker whilst presenting (Onsite and Remote Learning) and treat as a visitor on campus/venue. Ensure they are escorted, signed out at reception or signed out online before you leave the virtual classroom.	Teacher or any other staff planning a visit & Curriculum or Team Leader	N/A
STEP 5	Complete Part 2 of the record sheet within 10 days of the completion of the activity, any concerns must be reported to the DSL immediately.	Teacher or any other staff planning a visit & Curriculum or Team Leader	Online Record Sheet, Part 2
STEP 6	A copy of the completed checklist and record sheet to be retained in teachers course file or with the member of staff arranging the visit.	Teacher or other staff members leading the visit	Copy of - Appendix 2 - External/Guest Speaker Checklist, External Speaker Form (nelson.ac.uk) Course File or equivalent.

For further information or to discuss plans please contact Safeguarding & Prevent Team:
staysafe@nelsongroup.ac.uk

APPENDIX 1 Nelson and Colne College Group External Speaker Guidance and Procedure

This is a practical guide to manage external and/or guest speaker requests. The purpose is to ensure the safety of learners, staff and visitors and enable positive interaction and relationships so that there is no inadvertent support or funding of extremist views or activity.

It is an important aspect of education to enable learners to be exposed to a range of different beliefs, to challenge views and to develop their own opinions. Although most speakers are uncontroversial, some will express contentious, even inflammatory or offensive views which have the potential to be diverse. Therefore, due regard must be given to the planning of external or guest speakers.

The following points must therefore be taken into consideration and there is also a handy checklist overleaf to support your decision making and ensure a coordinated approach to future external or guest speaker events within any Nelson and Colne College Group provision.



1. Who do you want to be an external or guest speaker?

- Name and contact of main organiser
- name and details of speaker
- Who do they represent?
- have they spoken before?
- Date, time & place of visit
- Expected arrival & departure time
- Who are the target audience and how many people are expected?



2. The reason for the invite

- What is the topic?
- How will the event be advertised?
- Conditions and management such as tickets, open event?
- Is the event to be segregated? if so, how will this be managed?
- What media will be present or will the event generate?



3. Wider Considerations

- The speaker's reputation and the interest they may generate
- Does the speaker agree to follow by Nelson and Colne College Group Policies, values & vision?
- Any risk associated to the topic or location?
- The potential for the speaker to use language that may be unlawful
- Any Health and Safety issues, such as what security may be required.



If you have any concerns about inviting an external or guest speaker you should contact a member of the Safeguarding and Prevent Team or the Safeguarding and Prevent Manager/ Director of Learner Services.

APPENDIX 2 External Events Guidelines Checklist. The following are intended to support your decision making and ensure a coordinated approach to future external or guest speaker events within any College provision and are meant as good practice guidelines only. Please use the additional comments section to add any further information that needs to be considered.

Who do you want to be an external or guest speaker

- Basic details recorded to include speakers contact address, mobile phone number and organisation details
- The identity of the speaker has been confirmed and their organisation is bona fide and are known
- The speaker is from the area and are UK citizens or from overseas travelling specifically for this event
- Checks on the internet undertaken to confirm the status of the speaker to include websites, You Tube, or social media
- Number likely to attend confirmed and previous or similar events either locally or online checked
- ADDITIONAL COMMENTS....

The reason for the invite

- Topic for the event and marketing details confirmed. Level of marketing agreed : local, regional, national?
- Has the topic met regional or national criticism or hostility when hosted before?
- Reasons for choosing venue explained. Is it for capacity, local interest or any other reason?
- Have the organisers requested special conditions such as a closed meeting, tickets or segregation?
- Has any pressure direct or indirect been made by any person to run or not run this event?
- Is there community pressure to run the event or objections by some not to?
- ADDITIONAL COMMENTS....

Wider Considerations

- Does the speaker or members from the organisation they represent have a reputation for causing disruption at venues?
- Health, safety and public order issues have been checked concerning the event where appropriate
- Police and partners contact details are available should there be any concerns regarding the event as appropriate
- Are there any risks for venue's reputation by hosting this event?
- Will the event be supervised by venue staff and will the speaker abide by any venue conditions of access? Considerations
- ADDITIONAL COMMENTS...

Online Record Sheet - External Speaker

Please refer to **Guidance and Procedure** document when completing this form.

The screenshot displays the 'Guest speaker form' on the Nelson & Colne College website. The form is divided into two main sections: 'SECTION 1. PERSON INVITING THE SPEAKER' and 'SECTION 2 - THE GUEST SPEAKER(S)'. Section 1 includes fields for Campus (a dropdown menu), Full Name, Curriculum Area, Email Address, Phone Number, Delivery Date, and Time of Delivery(s). Section 2 includes fields for Full Name(s) and Organisation. The website header shows the college name, contact number (01282 440 200), and social media icons. A sidebar on the right contains 'Other News' and 'Categories'.

[External Speaker Form \(nelson.ac.uk\)](https://nelson.ac.uk)

