

# EXTERNAL SPEAKER POLICY & PROCEDURE



## PURPOSE OF THE POLICY

Yeovil College values the opportunities presented by external speakers and organisations to enrich the experience of students, staff and the community. This is seen as an essential part of both personal and academic development. Furthermore these external speakers and organisations present students with the opportunity to experience diverse opinion and to enter into healthy debate and discussion. However a policy and process is required to capture the benefits that visiting speakers and organisations might bring, and to meet the requirements of the Prevent Duty Guidance for Further Education Institutions in England and Wales, published in July 2015. This is to ensure that any risk of extremism or attempted radicalisation is considered when inviting speakers and organisations to the College or responding to requests from speakers.

Yeovil College values the tradition of academic freedom and holds that no subject or belief should be excluded from reasonable, constructive discussion and debate. The College values freedom of opinion and speech but recognises that, in the interests of the whole learning community, this must exist within formal guidelines. The College recognises and supports the moral and legal frameworks of the society and community within which it works.

The College will not accept the use of language by external speakers that offends and is considered to be intolerant. Specifically, this means offensive "street", misogynistic, misanthropic, sexual or racist language irrespective of context. Direct attacks on any religions or beliefs are not permitted. The College will not tolerate any person who intentionally demeans individuals and groups defined by their ethnicity, race, religion and/or belief, sexuality, gender, disability, age or lawful working practices and which give rise to an environment in which people will experience, or could reasonably, fear harassment, intimidation or violence.

**The aim of this policy is to ensure that the student and staff experience at Yeovil College is enriched by input from external speakers and organisations, and that any benefits and risks are considered appropriately in advance of a speaker event.**

## SCOPE

This policy applies to all staff who host and organise visiting speakers and organisations, and to students (for example the Student Union) who do the same on or off College premises under the auspices of Yeovil College. This policy **does not** apply to invited guests who are visiting Yeovil College for the purposes of demonstrating skills, instructing or leading workshops as part of a planned curriculum programme and where the host curriculum area ensures the College staff remain in attendance throughout the workshop/demonstration or instruction session as part of a planned programme.

For the purposes of this policy 'visiting speaker or organisation' refers to a person or group of people who attend the college for the purpose of speaking about a particular topic or area that has wider social relevance and is likely to be promoting a particular ideology or belief. It also refers to events that promote or encourage debate and discussion around topics considered to have political or religious underpinnings i.e. the recent election hustings.

## RESPONSIBILITY AND AUTHORITY

### Extract from *Prevent Duty Guidance for Further Education Institutions in England and Wales*:

*'Section 26(1) of the Counter-Terrorism and Security Act 2015 imposes a duty on 'specific authorities', when exercising their functions, to have due regard to the need to prevent people from being drawn into terrorism. There is an important role for further education institutions in helping prevent people being drawn into terrorism, which includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. It is a condition of funding that all further education institutions must comply with relevant legislation and any statutory responsibilities associated with the delivery of education and safeguarding of learners.*

*To comply with the duty we would expect further education institutions to be delivering in the following ways. External Speakers and Events:*

- *In order to comply with the duty all further education institutions should have policies and procedures in place for the management of events held on their premises. The policies should apply to all staff, students and visitors and clearly set out what is required for any event to proceed.*
- *Every institution clearly needs to balance its legal duties in terms of both ensuring freedom of speech and also protecting student and staff welfare.*
- *Encouragement of terrorism and inviting support for a proscribed terrorist organisation are both criminal offences. Institutions should not provide a platform for these offences to be committed.*
- *Furthermore, when deciding whether or not to host a particular speaker, institutions should consider carefully whether the views being expressed, or likely to be expressed, constitute extremist views that risk drawing people into terrorism or are shared by terrorist groups. In these circumstances the event should not be allowed to proceed except where institutions are entirely convinced that such risk can be fully mitigated without cancellation of the event. This includes ensuring that, where any event is being allowed to proceed, speakers with extremist views that could draw people into terrorism are challenged with opposing views as part of that same event, rather than in a separate forum. Where institutions are in any doubt that the risk cannot be fully mitigated they should exercise caution and not allow the event to proceed.*
- *We would expect institutions to put in place a system for assessing and rating risks associated with any planned events, which provides evidence to suggest whether an event should proceed, be cancelled or whether action is required to mitigate any risk. There should also be a mechanism in place for assessing the risks associated with any events which are college affiliated, funded or branded but which take place off their premises and for taking swift and appropriate action as outlined in the paragraph above.*
- *Institutions should also demonstrate that staff involved in the physical security of the estate have an awareness of the Prevent duty. Where appropriate and legal to do so, an institution should also have procedures in place for the sharing of information about speakers with other institutions and partners.'*

**Prevent** is the Government's strategy to stop people becoming involved in violent extremism or supporting terrorism, in all its forms. Prevent works within the non-criminal space, using early engagement to encourage individuals and communities to challenge violent extremist ideologies and behaviours.

**Extremism** is defined by the UK government as 'Vocal or active opposition to fundamental British values and calls for the death of members of our armed forces, whether in this country or overseas'.

## **RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS**

Prevent Strategy  
Safeguarding Policy  
Health and Safety Policy  
Respect at College Policy  
Disciplinary Policy and Procedure  
Risk Management Policy  
Acceptable Use of IT Policy  
Equality and Diversity Policy  
Data Protection Policy  
Induction Policy  
Staff Code of Conduct

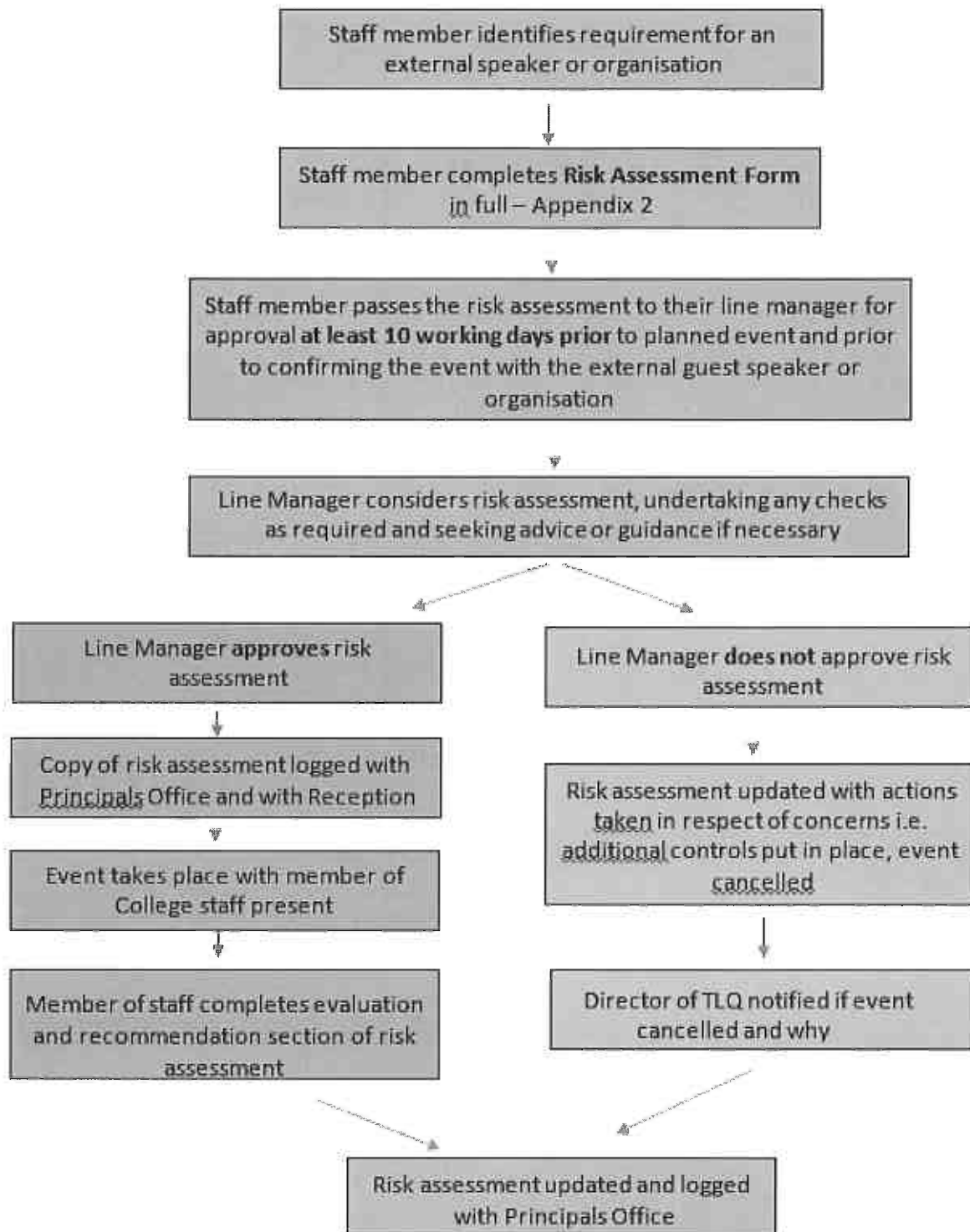
Prevent Duty Guidance for Further Education  
Institutions in England and Wales March 2015  
Human Rights Act 1998  
Children Act 1989 and 2004  
Working Together to Safeguard Children 2015  
Keeping Children Safe in Education 2015  
Safeguarding Vulnerable Groups Act 2006  
Safer Practice, Safer Learning, NIACE Guide 2007  
Safeguarding Young People on Work-Related Learning including Work Experience DCSF 2010

**PROCEDURE**

Organisers of a visiting speaker or organisation event should, in advance of the event, complete a risk assessment which includes consideration of the speaker(s) and content of any presentation, and the potential audience to whom it is intended to be delivered. The Risk Assessment form is available in Appendix 2.

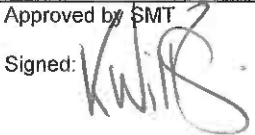
- Where a speaker or organisation requests to come to the College to speak to students and/or staff, the member of staff who is contacted, or the member of staff who leads the organisation of the event, should use the same risk assessment process as described below.
- The Risk Assessment should be discussed with the Yeovil College host's line manager prior to confirmation of the visiting speaker or organisation (at least 10 working days prior to the planned event). If the line manager has concerns about the speaker(s), content or any other aspect of the event, s/he should discuss concerns related to extremism/radicalisation with the College's Single Point of Contact for the Prevent Duty (the Head of Student Experience), or with the Vice Principal Curriculum and Quality.
- Either of these senior managers are able to veto the visiting speaker or organisation, or suggest additional controls (and update the Risk Assessment) to allow the event to go ahead.
- Copies of the Risk Assessment should be held in the Principal's Office, and a copy lodged at College Reception in advance of the event.

## Procedure Flow Chart



## Risk Assessment – External Speaker or Organisation

Name of Yeovil College host		Line Manager					
Partner – speaker's organisation		Study Programme/ Course (include level)					
Session title		Date and location of event					
Aim of the session		Guest speaker's name					
Address of organisation		Name and address of organisation confirmed	Yes	No	Location of information (attached printout if appropriate)		
Resources to be used		Resources received in advance of event	Date:		Contents checked and suitable	Yes	No
If organisation not confirmed or resources not received or not suitable what action has been taken:							
Approval of speaker/organisation to be signed off by Line Manager Date of approval:							
Name of member of Yeovil College staff present during session							
Brief evaluation (by member of Yeovil College staff present) of the suitability of session content and guest speaker/organisation to inform future events:							
Would you invite speaker/organisation in again:			Yes		No		
If no, please explain reasons and what action you have taken (include notifying Line Manager):							

Policy Review				
Author/Owner	Position	Approved by SMT Signed:	Approval date	Review date
D Goddard	Head of Quality Assurance, Teaching, Learning & Assessment		19.06.18	June 2020

### Document Control – Revision History (Policies only)

Author/Owner	Summary of Changes	Date	Date last reviewed by SED	Recommend to SED Y/N
D Goddard	Minor changes (job titles and new structure)	12.06.18	24.02.16	N

### Initial Equality Impact Screening

Have you consulted on this policy & procedure?  Yes  
 Details: Head of Student Experience

What evidence has been used for this assessment?

Could a particular group be affected differently in either a negative or positive way? Indicate Y where applicable

Group	Negative impact	Positive impact	Evidence
Age			
Disability			
Gender (incl. Transgender)			
Race (incl. Gypsy & Traveller)			
Religion or belief			
Sex			
Sexual orientation			
Marriage & civil partnership			
Pregnancy & maternity			
Other groups (see guidance)			

Please give details:

If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? If yes, please detail below:

Should the policy & procedure proceed to a full Equality Impact Assessment?  No  
 If no, please give reasons: No negative impacts identified

#### Declaration

We are satisfied that an initial screening has been carried out on this policy & procedure and a full Equality Impact Assessment is not required.

We understand that the Equality Impact Assessment is required by the College and that we take responsibility for the completion and quality of this assessment

Completed by Author: Kate Hill                      Position: Director of Teaching, Learning & Quality                      Date: 11.02.16

Reviewed by Safeguarding, Equality & Diversity Group:                      Date: 24.02.16

Comments from Safeguarding, Equality & Diversity Group Review:

