



Aylesbury College

Visiting Speakers and Organisations Procedure

2016/17

Responsible Officer:	Curriculum Director, Student Success
Date:	September 2016
Review Date:	September 2017
Procedure Available:	Intranet
Student Summary:	Website/Cloud
Procedure Approved by:	Operational

1 Introduction

Background

Aylesbury College has a long history of attracting external speakers and organisations to enrich the experience of students, staff and the community. However a policy and process was required to capture the benefits that visiting speakers might bring, and to meet the requirements of the Prevent Duty Guidance for Further Education Institutions in England and Wales, published in July 2015, to ensure that any risk of extremism or attempted radicalisation is considered when inviting speakers to the College or responding to requests from speakers.

Aim

The aim of this policy is to ensure that the student and staff experience at Aylesbury 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.

Definitions

Prevent is the government's strategy to stop people becoming involved in violent extremism or supporting terrorism, in all its forms.

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'

2 Policy statement

- 2.1 The College recognises the value that external speakers bring to the College and its students, and seeks to encourage the provision of enrichment to learners and staff through exposure to high quality visiting speakers and organisations.
- 2.2 The College confirms its commitment to freedom of speech in the College.
- 2.3 This policy seeks to reduce the likelihood that visiting speakers or organisations might seek to promulgate extremist views or attempt to radicalise students and staff.
- 2.4 In addition it seeks to reduce or eliminate any risks of disruption or poor behaviour for example, as the result of a controversial or popular speaker's presence in College.

3 Scope

This procedure applies to all staff who host and organise visiting speakers and organisations, and to students who do the same.

4 Procedure

- 4.1 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 1.
- 4.2 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.
- 4.3 The Risk Assessment should be discussed with the organiser's line manager prior to confirmation of the visiting speaker or organisation. 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 Services), or with the Director of Student Success in the case of concerns about disruption or crowd control.
- 4.4 Either of these post holders is able to veto the visiting speaker or organisation, or suggest additional controls (and update the Risk Assessment) to allow the event to go ahead.
- 4.5 Copies of the Risk Assessment should be held in Teams by the organisers line manager and a copy lodged at College reception in advance of the event.
- 4.6 Where any visiting speakers or organisations address students, the organiser must ensure that the College has at least one member of staff, who has received Safeguarding and Prevent training, present at the event, to ensure that any extremist views presented at the event can be challenged.

5 Review

This policy will be reviewed every three years, or when relevant legislation or government guidance is revised.

Appendix 1



Risk assessment: visiting speakers and organisations

1 About the event

Date / time		Organiser – Staff Member	
Location		Audience (e.g. group / course / staff)	
Speaker(s)		Topic of presentation	
Organisation		Address of organisation	

2 Benefits, risks and controls

What benefits do you expect the audience to gain from the speaker (s) / event?
What risks do you foresee? (For example, controversial or radicalising views; attracting unwelcome / unexpected interest)
What controls have you considered to mitigate any risks identified above?

Appendix 1

3 Authorisation

I approve the event described above / I have concerns and have passed this Risk Assessment to the Director of Student Success for a decision.

Brief details of concerns to be considered:

Line manager of organiser

Name: _____ Signature: _____

Curriculum Director

I approve / do not approve the event described above

Name: _____ Signature: _____

Please retain this copy in the team event file and ensure a copy is logged with Reception ahead of the event.