



Visiting Speakers and Organisations Policy 2024-27

Responsible Officer:	Director of Marketing & Skills Development
Date:	September 2024
Review Date:	September 2027
Procedure Available:	Intranet
Authorised by:	Executive

1 Introduction

Background

The Buckinghamshire College Group campuses each have a long history of attracting external speakers and organisations to enrich the experience of students, staff and the community. However, a policy and process is required to capture the benefits that visiting speakers might bring, and meets the requirements of the Prevent Duty Guidance for Further Education Institutions in England and Wales, published first in March 2015 (updated March 2024), 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 the Buckinghamshire College Group is enriched by input from external speakers and organisations, and that any benefits and risks are considered appropriately in advance of a speaker event. This guidance should be read in conjunction with the Freedom of Expression Policy.

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 "the promotion or advancement of an ideology based on violence, hatred or intolerance, that aims to:

1. negate or destroy the fundamental rights and freedoms of others; or
2. undermine, overturn or replace the UK's system of liberal parliamentary democracy and democratic rights; or
3. intentionally create a permissive environment for others to achieve the results in (1) or (2)"

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 policy 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 checklist 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 checklist 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 checklist described below.

- 4.3 The checklist 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 Director of Student Services), or with the Director of Marketing & Skills Development in the case of concerns about disruption or crowd control.
- 4.4 Either of these postholders can veto the visiting speaker or organisation, or suggest additional controls (and update the Risk Assessment) to allow the event to go ahead.
- 4.5 The checklist should be completed, approved by the relevant Faculty Director and submitted for authorisation at least 5 working days before the proposed event.
- 4.6 Copies of the checklist should be held by the organiser's line manager, and a copy held at College Reception in advance of the event.
- 4.7 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.

Visiting Speaker/Organisation Checklist

Staff Name:		Department:	
Number of Students Attending:			
Age of Attendees: <i>(select all that apply)</i>	14-15 <input type="checkbox"/>	16-18 <input type="checkbox"/>	19+ <input type="checkbox"/>
Staff Member Taking Responsibility for the Event:			
Name of Guest Speaker(s) and the organisation they are representing:			
Address of Organisation:			
Telephone Number:		Email:	
Is there any known or likely media interest in the proposed event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please detail:			
Background checks – are there any matters that require further investigation / action? Supply brief discussion.			
Source		Agreed	
Website Checked			
Printed Literature Checked			
Resources to be Presented			
Google Search Completed			
Other Colleges Recommended			
Other Checks, Please State:			
What topic or event will the Speaker be holding:			
How will learners benefit:			
Date of Event:		Room of Event:	
Start Time:		End Time:	

Consent Approval

Name of Applicant:		Date of Submission:	
Name of Faculty Director Approval:		Consent Approval Signature:	

1. Complete all boxes and ensure that you have signed the form
2. Forward to your Faculty Director for consent (if unavailable, forward to Director of Student Services to obtain consent)
3. When complete, this form must be forwarded to reception for record keeping

Visiting Speaker/Organisation Remote Checklist

Staff Name:		Department:	
Number of Students Attending:			
Age of Attendees: <i>(select all that apply)</i>	14-15 <input type="checkbox"/>	16-18 <input type="checkbox"/>	19+ <input type="checkbox"/>
Staff Member Taking Responsibility for the Event:			
Name of Guest Speaker(s) and the organisation they are representing:			
Address of Organisation:			
Telephone Number:		Email:	
Is there any known or likely media interest in the proposed event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please detail:			
Background checks – are there any matters that require further investigation / action? Supply brief discussion.			
Visiting Speaker	Y/N		
Ensure speaker is aware that background must be appropriate or blurred			
Talk through appropriate dress			
Staff Member			
Waiting Room enabled			
Students advised of professional expectations/dress/behaviour/language			
Monitor session at all time			
What topic or event will the Speaker be holding:			
How will learners benefit:			
Date of Event:			
Start Time:		End Time:	

Consent Approval

Name of Applicant:		Date of Submission:	
Name of Faculty Director Approval:		Consent Approval Signature:	

1. Complete all boxes and ensure that you have signed the form
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Equality Impact Statement

Section One

College:	Buckinghamshire College Group
Departments Effected:	Whole College
Who is responsible for the Equality Impact Assessment?	Director of Marketing and Skills Development
Title (of the policy/practice/decision)	Visiting Speaker and Organisation Policy
Description (Provide a brief description of the policy/practice/decision)	This policy ensures that the student and staff experience at the 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.

Section Two – Stakeholder Consultation

2	Who are the main stakeholders and what consultation exercise are you planning to undertake, if required (e.g. consultation with Employee Voice, Trades Unions, Staff groups, Student groups?)	Stakeholders are staff, students, governors.
3	Are there concerns that this could result in differential or adverse impact on any Equality Groups (Protected Characteristics as identified by the Equality Act 2010)	No.

Section Three

Please identify how the policy may impact the following protected characteristics:

- Identify any positive impacts the policy/practice/decision may have on equality groups.
- Identify any negative impacts the policy/practice/decision may have on equality groups.
- Propose measures to mitigate or eliminate identified negative impacts.

Protected Characteristics	Impact High/Medium/Low/N/A	Action(s) you will take to mitigate or remove the negative or adverse impact if identified? Propose measures to mitigate or eliminate identified negative impacts
1. Age <i>(e.g. are there ways older or younger people may find it difficult to engage?)</i>	Low	The policy states the organisers must complete the checklist and gain Director consent to ensure the content of the speech, event or presentation does not promote hate or cause offence to any of the protected characteristics.
2. Disability <i>(eg do you need to consider large print or easy read?)</i>	Low	As above
3. Gender identification <i>(eg is your language inclusive of LGBTQ+ groups?)</i>	Low	As above
4. Gender Re-assignment <i>(eg is your language inclusive of trans and non-binary people?)</i>	Low	As above
5. Marriage and civil partnership <i>(eg does it treat marriage and civil partnerships equally?)</i>	Low	As above
6. Pregnancy & Maternity <i>(eg with this have an impact on pregnant or those on family leave; breastfeeding services?)</i>	Low	As above
7. Race / Ethnicity <i>(eg does it take into account the needs of people from different groups)</i>	Low	As above
8. Religion or Belief <i>(eg do people from faith groups experience any specific disadvantage)</i>	Low	As above
9. Sexual Orientation <i>(eg is your language inclusive of LGBTQ+ groups?)</i>	Low	As above

Section Four – Monitoring and Review	
<p>Does your criteria and procedure promote fairness and equal opportunities?</p> <p><i>Utilise relevant data sources, such as demographic information, student feedback, or staff surveys, to inform the analysis as necessary</i></p>	<p>This policy promotes freedom of speech therefore promoting fairness and equal opportunity.</p>
<p>How will you monitor and evaluate the effectiveness of these measures to determine whether it has been effectively and fairly applied</p>	<p>All visitor speaker checklists must be approved by the Faculty Director and submitted to Reception.</p>

Section Five – Outcome, Sign-off and Authorisation	
<p>Equality Impact Assessment Outcome</p> <p>Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision</p>	
<p>Option 1: No change required – the assessment is that the policy/practice is/will be robust.</p>	X
<p>Option 2: Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.</p>	
<p>Option 3: Continue the policy or practice despite the potential for adverse impact, and which can be mitigated/or justified</p>	
<p>Option 4: Stop the policy or practice as there are adverse effects cannot be prevented/mitigated/or justified.</p>	
<p>Name & job title of authorised person</p>	<p>Pamela Forchione, Director for Marketing and Skills Development</p>
<p>Equality Impact Assessment was completed on:</p>	<p>30/8/24</p>
<p>Date of next review, and by whom?</p> <p><small>This may include regular reviews, data analysis, and stakeholder feedback</small></p>	<p>28/8/27 Director for Marketing and Skills Development</p>