



**Buckinghamshire
College Group**

Visiting Speakers and Organisations Policy 2021-24

Responsible Officer:	Head of Digital Learning and Marketing
Date:	September 2021
Review Date:	September 2024
Procedure Available:	Intranet
Student Summary:	Website/Cloud
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 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 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 '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 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 Head of Student Services), or with the Head of Digital Learning & Marketing in the case of concerns about disruption or crowd control.

- 4.4 Either of these postholders 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 The checklist should be completed 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 lodged 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.
- 4.8 A copy of the College's Covid-19 Risk Assessment should be provided to all visiting speakers or organisations prior to their visit. Current Covid-19 guidelines should be followed.

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 Manager / Director Approval:		Consent Approval Signature:	

1. Complete all boxes and ensure that you have signed the form
2. Forward to your Curriculum Manager / Director for consent (if you are not in a curriculum directorate, forward to Head 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 Manager / Director Approval:		Consent Approval Signature:	

1. Complete all boxes and ensure that you have signed the form
2. Forward to your Curriculum Manager / Director for consent (if you are not in a curriculum directorate, forward to Head of Student Services to obtain consent)
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Equality Impact Statement

We have a duty to consider the impact of changes on groups with Protected Characteristics (race, disability, age, sexual orientation, religion or belief, gender reassignment, pregnancy and maternity, marriage and civil partnership).

What are the overall aims of the change? Why are you proposing it?	The aim of this policy is to provide a framework to ensure that the guidelines are in place to support all stakeholders
Given the aims of your proposal, what issues does your data/information highlight?	Everybody is included within this policy, and all groups are given equability in regards to their needs and provisions
How could the proposed change affect positively/negatively on groups with protected characteristics?	This has a positive impact on all groups with protected characteristics, as they are ensured equal treatment and provision based on their needs. Risk assessments may be carried out to ensure that this is the case and provisions maybe altered to accommodate specific needs
What actions will you take to mitigate any negative impact?	No negative impact to having this policy
Is there any potential negative impact justified in light of wider benefits of the proposal?	No negative impact to having this policy
Recording final decision	This policy requires Executive approval
Has the policy taken into consideration the requirements of GDPR regulations? Are there any actions that need addressing, e.g.; data sharing agreement; has data consent been considered; data retention timescales?	GDPR regulations have been considered and actions comply with data protection requirements.