Visiting Speakers and Organisations Policy

2018-21

Responsible Officer:	Executive Director Student Support and Services
Date:	September 2018
Review Date:	September 2021
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 Executive Director of Student Support and Services 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.

5 Review

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

Buckinghamshire College Group

Visiting Speaker/Organisation Checklist

Staff Name:		Department:	
Number of Students Attending:			
Age of Attendees: *(select all that apply)*	14-15 ☐	16-18 ☐	19+ ☐
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 ☐	No ☐	
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