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**External Speaker and Events Policy**

**Purpose:** To inform staff, advisory board members, learners, supported people, external guest speakers, and room hire clients of our policy and procedures on organising events involving external speakers.

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**1. Introduction**

City College Peterborough (CCP) is committed to the safeguarding and welfare of its learners, supported people, staff, and visitors. We are dedicated to providing an environment where all are treated with dignity and respect, and where diversity is valued.

As per Section 26(1) of the Counter-Terrorism and Security Act 2015, CCP has a duty to prevent individuals from being drawn into terrorism, which includes both violent and non-violent extremism. We are legally and morally required to comply with statutory responsibilities, including safeguarding and promoting the welfare of children as outlined in the current *Keeping Children Safe in Education*.

**2. Scope**

This policy applies to all events involving external speakers that are affiliated with CCP, including those organised by:

* CCP staff, regardless of location, if linked to their role at the college.
* Learners or supported people of the college.
* Third parties, including room hire clients.

An external speaker is any individual who is not a CCP employee. An event refers to any presentation, talk, or activity held on or off CCP premises, including virtual events (live or pre-recorded).

**3. Freedom of Speech and Expression**

Freedom of speech and expression are fundamental human rights protected by law. However, CCP balances these rights with our responsibility to safeguard our learners, supported people, staff, and visitors from harm. CCP has a legal obligation to promote freedom of speech within the law while ensuring that events do not promote extremism, discrimination, or violence. CCP reserves the right to intervene when necessary to prevent harm or disruption.

**4. Prevent Duty: Guidance for Organisers of Events and External Speakers**

Under the Prevent Duty, organisers must ensure that events do not expose participants to extremist views that could lead to terrorism. This includes:

* Serious violence, property damage, or risk to public safety.
* Any attempt to influence the public for political, religious, racial, or ideological reasons, especially through intimidation.

Event organisers must complete the External Speaker Risk Assessment (Appendix 1) to ensure that no extremist views are presented at CCP events.

**5. External Speakers Code of Conduct**

External speakers are expected to:

* Comply with all relevant laws, including not advocating for hatred, intolerance, or violence.
* Avoid discrimination, harassment, or offensive comments based on race, religion, gender, sexual orientation, etc.
* Refrain from encouraging or glorifying terrorism.
* Ensure that content is age-appropriate and does not involve grooming or other predatory behaviour.

Additionally, external speakers must sign the Code of Conduct Agreement (Appendix 3) prior to the event and will be accompanied by a staff member during their visit.

**6. Procedure**

**6.1 Staff**

* Staff must complete the External Speaker Risk Assessment (Appendix 1) at least 14 days before an event. This includes verifying that speakers are not linked to proscribed terrorist organisations and conducting online research into their background.
* Risk assessments are reviewed by a Leadership Team member, who will approve or reject the event, or impose conditions to mitigate risks.
* Approved speakers must sign the Code of Conduct and submit it at least 7 days prior to the event.

**6.2 Learners and Supported People**

* Learners and supported people organising events must follow the same procedure, submitting risk assessments 21 days in advance for review.
* Manager will check the risk assessment ensuring all information is obtained and supporting the learner/supported person to obtain any missing or incomplete information.
* Decisions will be made by a Leadership Team member, and any conditions for event approval will be clearly communicated.

**6.3 Room Hire Clients and Other Third Parties**

* CCP will make all room hire clients and other third parties where external speakers may be present aware of this policy and will request the details of any external speakers together with room booking client/third parties own External Speaker and Events Risk Assessment. The risk assessment must be submitted to CCP Rooming **no later than 21 days before** the date of the booking.
* The Leadership Team will approve, reject, or impose conditions on the event.

**7. Safeguarding Protocols**

In alignment with the current *Keeping Children Safe in Education,* CCP ensures that:

* All events are compliant with safeguarding regulations.
* External speakers are fully aware of CCP’s safeguarding responsibilities and agree to abide by these requirements.
* Emergency procedures are in place for any safeguarding concerns arising during an event.
* The Designated Safeguarding Lead (DSL) must be informed of any issues related to external speakers, and a clear reporting mechanism is provided for staff and participants.

**Document control**

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| Revisions | |
| *25/09/24* | Additions:  Amendments:   * Thorough revision to simplify the document, avoiding repetition and updating according to KCSIE 2024 |

**Appendices**

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The External Speaker Risk Assessment form must be completed by the event organiser, addressing potential risks including links to proscribed organisations, extremist views, and any relevant online activity.

# Appendix 1 Risk Assessment

**Request for Prior Approval for External Speaker**

|  |
| --- |
| The organising staff member requesting participation of an external speaker must complete this form and submit it to their Leadership Team member **at least 14 days prior** to the visit by the external visit |

|  |  |
| --- | --- |
| Name of originator |  |
| Are you:  Staff member / learner / supported person / room hire client / other (please state) | |
| Name of staff member (if not the originator) |  |
| Name of Course/Session/Event |  |
| Date of Request |  |
| Date and time of event |  |
| Name of speaker |  |
| Address and contact details of the organisation represented (as applicable) |  |
| Topic of speaker |  |
| Qualifications of speaker |  |
| How does this topic specifically support the event? |  |
| Is there any known or likely media interest in the proposed event? |  |

**Research**

I confirm that:

|  |  |
| --- | --- |
| The speaker, or group, is not on/or linked to the UK Government list of proscribed terror organisations <https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2> | Yes No  If no please provide details below |
| The speaker, and organisations, social media and website have been researched as set out in the External Speaker and Events policy and no risks have been identified | Yes No  If no, please provide details below |
| Details of concerns identified | |

**Approval**

Leadership Team Member Name:

Date of Review:

|  |  |
| --- | --- |
| **Decision** | Please Tick |
| Do not permit the event with the external speaker to go ahead | 🞏 |
| Do not permit the external speaker to attend the event | 🞏 |
| Fully permit the event with the external speaker to go ahead unrestricted | 🞏 |
| Permit the event with the external speaker to go ahead on the basis of (please state): | 🞏 |

This form must be submitted to the Safeguarding Lead for the department for logging.

Where the event with the External Speaker is approved, the External Speaker must sign and return the ‘External Speaker Code of Conduct’ to the responsible staff member **at least 7 days prior** to the event. A copy of the signed Code of Conduct must be submitted to the Safeguarding Lead for the department for organisational records.

**Appendix 2: External Speaker Register**  
A central register of all external speakers, including their name, event date, and outcome of the risk assessment, will be maintained.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of External Speaker | Name of Organisation (where applicable) | Name of Responsible Staff Member | Date and time of visit | Location of visit | Purpose/scope of discussion or presentation | Due Diligence  1, 2 3 or 4\* | Approved By |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\*

1. Not permit the event with the external speaker to go ahead
2. Not permit the external speaker to attend the event
3. Fully permit the event with the external speaker to go ahead unrestricted
4. Permit the event with the external speaker to go ahead on the basis of: (requirements must be recorded)

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Description automatically generated**Appendix 3: External Speaker Code of Conduct Agreement**   
External speakers must sign this agreement, confirming their understanding of CCP's policies and their commitment to adhering to legal and safeguarding obligations, the signed form must be sent to the Safeguarding Lead for the department to keep on file.

**Introduction**

Thank you for agreeing to be a guest speaker at ???, and offering to speak to our staff and/or our learners/supported people at ??? on ???. As a guest of the company, we will ensure that when you arrive at our premises you sign in, that a representative of ??? is present to greet you and accompany you during your presentation/activity.

This code of conduct exists to ensure that all speakers taking part in a City College Peterborough branded, hosted or run event or activity, on one of its premises or elsewhere, act in accordance with City College Peterborough’s External Speaker Code of Conduct detailed below.

City College Peterborough recognises the requirement to protect Freedom of speech whilst also ensuring that any visiting speaker does not break the law or breach the lawful rights of others. City College Peterborough has a duty to protect employees, learners, supported people and visitors from hate crimes, harassment, defamation, breach of human rights, unfair treatment, breach of the peace and terrorism whilst they are at a City College Peterborough branded event.

In addition, City College Peterborough must also consider legislation around Health and Safety law, public meetings, public processions/assemblies and public order and data-protection which must be considered when allowing an event to go ahead.

Before any external speaker(s) can undertake any speaking, events or activities we will conduct due diligence on the organisation as per City College Peterborough’s external speaker due diligence process.

**External Speaker Code of Conduct**

City College Peterborough expects visiting speakers to act in accordance with the law and not to breach the lawful rights of others.

Set out below are some examples of the college’s expectations. It should be noted that this list is not exhaustive, and the company reserves the right to refuse or halt an event at any time if the speaker’s conduct or motives are called into question.

* Speakers must not incite or spread hatred, intolerance, violence or call for the breaking of the law.
* Speakers must be careful not to discriminate against, harass or insult any person or group on the basis of their faith, race, nationality, sex, age, religious beliefs or sexual orientation.
* No speaker should encourage, glorify or promote any acts of terrorism, including any individual, groups or organisations that support such actions
* Visitors are not permitted to raise or collect funds for any external organisation or cause without express permission of the organisation.

When visiting the college’s premises (or premises used by the college for an event) speakers must also:

* comply with City College Peterborough’s policy on External Speakers
* comply with City College Peterborough’s approach to safeguarding all staff and participants-adults and young people
* comply with City College Peterborough’s values and consider its commitment to dignity & respect
* allow and encourage challenge and debate on opinions and ideas put forward
* abide by City College Peterborough’s Health & Safety policy.

**External Speaker Declaration**

I have reviewed the code of conduct and agree to comply with all elements stated to me

Organisation Name:

Individual speaker details:

Signed:

Date:

**External Speaker and Events Policy - Version 1.1 (September 2024)**  
All amendments reflect the updated *Keeping Children Safe in Education* guidelines and the most current legal requirements regarding safeguarding and the Prevent Duty.