



External Speaker and Events Policy

Purpose: To inform staff, governors, 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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Content

Contents

1. Introduction	3
2. Scope	3
3. Freedom of speech and expression	3
4. Prevent Duty: Guidance for Organisers of Events and External Speakers	4
5. External Speakers Code of Conduct	4
6. Procedure	5
6.1 Staff	5
6.2 Learners and Supported People	5
6.3. Room Hire Clients and other third parties	6
Appendix 1 Risk Assessment	7
Appendix 2 Register	9
Appendix 3 External Speaker Code of Conduct Agreement	10

1. Introduction

1.1 City College Peterborough (CCP) is committed to the safeguarding and welfare of all its learners, supported people, staff and visitors and creating an environment where everyone is treated with dignity and respect and where diversity is valued. Section 26(1) of the Counter-Terrorism and Security Act 2015 (“the Act”) imposes a duty on “specified authorities”, when exercising their functions, to have due regard to the need to prevent people from being drawn into terrorism. CCP plays an important role in helping prevent people being drawn into terrorism, which includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. In addition to CCP’s legal and moral duty, it is a condition of funding that we must comply with relevant legislation and any statutory responsibilities associated with the delivery of education and social care and the safeguarding of learners, supported people, staff and visitors.

2. Scope

2.1 This policy applies to all external speakers and events associated with City College Peterborough, including events organised:

- by members of staff of the college, even if taking place on external premises if they relate to the organiser’s position as a member of the college staff or if they are associated prominently with the college (e.g. if college -affiliated, -funded or -branded),
- by learners or supported people of the college,
- by third parties e.g. activities being held on CCP premises but organised by external room hire clients.

2.2 ‘External speaker’ refers to any person who is not an employee, learner or supported person.

2.3 An event is any event, presentation, visit, activity or initiative organised by those listed in 2.1 that is being held on CCP premises or in community delivery locations or where CCP is being represented by a stand on non-CCP premises e.g. at an exhibition, school event or fair. It includes events where external speakers are streamed live into an event or a pre-recorded film is shown.

3. Freedom of speech and expression

3.1 Freedom of expression and speech are basic human rights that are protected by law. Freedom of speech and freedom of expression are not absolute freedoms but freedoms within the law. ‘Academic freedom’ is a term used to describe the law that allows for open and honest debate in an academic context. CCP has a legal duty to secure the development of learners’ ideas and understanding in the form of academic freedom on campus.

3.2 CCP also has a duty to ensure the safety and welfare of staff, learners supported people and communities and therefore the freedom to express views needs to be balanced with the need to secure freedom from harm for learners, supported people and communities. We want all of our activities to be without risk to the reputation of the college, safe and within the law.

3.3 If an external speaker, event and/or topic of discussion has the potential to go against the conditions of a safe event, we are committed to working together with event organisers to make sure we reach a judgement that is reasonable, informed and within the law.

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

4.1 Under the Prevent Duty, terrorism is as defined in the Terrorism Act 2000: i.e. the use of threat of action “where –

a) the action falls within subsection (2) (below),

b) the use of threat is designed to influence the government or to intimidate the public or a section of the public, and

c) the use or threat is made for the purpose of advancing a political religious, racial or ideological cause.

(2) Action falls within this subsection if it-

a) involves serious violence against a person,

b) involves serious damage to property,

c) endangers a person’s life, other than that of the person committing the action,

d) creates a serious risk to the health or safety of the public or a section of the public, or

e) is designed seriously to interfere with or seriously to disrupt an electronic system.”

4.2. When deciding whether or not to host a particular speaker or organise an event, the event organiser should consider carefully whether the views being expressed, or likely to be expressed, constitute extremist views that risk drawing people into terrorism or are shared by terrorist groups, by completing the External Speaker Risk Assessment (appendix 1).

5. External Speakers’ Code of Conduct

5.1. CCP expects visiting speakers to act in accordance with the law and not to breach the lawful rights of others. Expectations include:

- Speakers must not advocate, 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 CCP premises (or premises used by CCP for an event/course/session), speakers must also:

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

5.2. This list is not exhaustive and CCP reserves the right to refuse or halt an event at any time if the speaker's conduct or motives are called into question.

5.3 External speakers must be accompanied by a staff member at all times.

6. Procedure

6.1 Staff

6.1.1. Staff must complete a risk assessment (appendix 1) available on 'Local Policies' on MyConcern that includes research into the proposed speaker checking that:

a) any person or group on/or linked to the UK Government list of proscribed terror organisations <https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2>

b) the speakers, and their organisations, website and Facebook, LinkedIn, Instagram and Twitter accounts, as well as an internet wide search for the comments that have been made by any parties. This should include checking three pages of results from a google search of the individual/organisation. Where the speaker is associated with a company or external organisation, a search will also be completed of Companies House records. The research will consider:

- i) talks, posts, blogs, information generally considered to be extremist, cause fear or intimidation, are highly controversial or
- ii) could cause health and safety issues
- iii) a speaker from a political party during an election purdah

6.1.2. The risk assessment must be submitted to the staff member's SLT member **no later than 14 days** before the date of the event

6.1.3. The SLT member will make a decision to:

- not permit the event with the external speaker to go ahead
- 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 regulatory steps designed to reduce risks such as observation by a staff member and/or inclusion of opportunities to debate or challenge the view being held

6.1.4. The SLT member will record the decision on the risk assessment and send to the Safeguarding Manager for logging on the central record (appendix 2). The Safeguarding Manager will return the form to the requester.

6.1.5. The originator will provide the external speaker with the Code of Conduct letter which must be signed and returned by the external speaker to the originator **at least 7 days prior** to the event. A copy of the signed Code of Conduct must be submitted to the Safeguarding Manager for records.

6.2 Learners and Supported People

6.2.1. A Risk Assessment form can be obtained from a CCP staff member and should be fully completed as set out in 6.1.1. submitting to a CCP manager **no later than 21 days before** the event.

6.2.2. The Manager will check the risk assessment ensuring all information is obtained and supporting the learner/supported person to obtain any missing or incomplete information. Once the assessment is completed it should be submitted to an SLT member **no later than 14 days before** the event.

6.2.3. The SLT member will make a decision to:

- not permit the event with the external speaker to go ahead
- 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 regulatory steps designed to reduce risks such as observation by a staff member and/or inclusion of opportunities to debate or challenge the view being held

6.2.4. The SLT member will record the decision on the risk assessment and send to the Safeguarding Manager for logging on the central record (appendix 2). The Safeguarding Manager will return the form to the manager who will inform the originator of the decision.

6.2.5. The originator will provide the external speaker with the Code of Conduct letter which must be signed and returned by the external speaker to the originator **at least 7 days prior** to the event. A copy of the signed Code of Conduct must be submitted to the Safeguarding Manager for records.

6.3. Room Hire Clients and other third parties

6.3.1. 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.

6.3.2. CCP Rooming will submit the risk assessment to their SLT member who will make a decision to:

- not permit the event with the external speaker to go ahead
- 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 regulatory steps designed to reduce risks such as observation by a staff member and/or inclusion of opportunities to debate or challenge the view being held

6.2.4. The SLT member will record the decision on the risk assessment and send to the Safeguarding Manager for logging on the central record (appendix 2). The Safeguarding Manager will return the form to the rooming officer who will inform the originator of the decision.

6.3.5. The hirer/third party is responsible in ensuring that the external speaker is aware of CCP's safeguarding, Equality and Diversity and External Speaker Code of Conduct.

6.3.6. CCP reserves the right to cancel, prohibit or delay any venue hire booking with external speakers

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 SLT member **at least 14 days prior** to the visit by the external speaker

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

SLT Member Name:

Date of Review:

Decision	Please Tick
Do not permit the event with the external speaker to go ahead	<input type="checkbox"/>
Do not permit the external speaker to attend the event	<input type="checkbox"/>
Fully permit the event with the external speaker to go ahead unrestricted	<input type="checkbox"/>
Permit the event with the external speaker to go ahead on the basis of (please state):	<input type="checkbox"/>

This form must be submitted to the Safeguarding Manager 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 Manager for organisational records.

Appendix 2 Register

External Speaker Register

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)

Appendix 3 External Speaker Code of Conduct Agreement

(This should be provided to External Speakers PRIOR to an event and a signed copy of this must be submitted by the speaker **at least 7 days prior** to the event. A copy of the signed Code of Conduct must be sent to the Safeguarding Manager)

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: