

Visiting Speakers and Organisations

To be read and completed by staff not less than 20 working days in advance of the date of the proposed event. Once completed this form should be submitted for consideration by the relevant Approving Manager. A copy should be shared and read by the guest speaker.

Background

Hugh Baird College has a long history of attracting external speakers and organisations to enrich the experience of students, staff and the community. This process seeks 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. The guidance was published in July 2015, to ensure that any risk of attempted radicalisation is considered when inviting speakers to the College or responding to requests from speakers. The process also seeks to ensure that the Equality Act 2010 is respected by all external visitors and no views that may be discriminatory towards any individual, particularly those who fall within one of the nine protected characteristics, is discriminated against.

1. Aim

The aim of this policy is to ensure that the student and staff experience at Hugh Baird 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.

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 1986 Education Action states that: 'persons concerned in the government of any establishment...shall take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the establishment and for visiting speakers.' The College confirms its commitment to freedom of speech and the right to express one's opinions without censorship, restraint, or legal penalty. Therefore, the college will not, as far as is reasonable, deny access to individuals or bodies on the basis of their beliefs, views or policies. However, any belief, opinion or policy which are in contravention of the Prevent agenda, Equality and Diversity legislation, British Values or the college's mission statement will be appropriately challenged.

2.3 This policy seeks to reduce the likelihood that visiting speakers or organisations might seek to promote extremist views or attempt to radicalise students and staff

2.4 This policy seeks to reduce the likelihood that visiting speakers or organisations might seek to promote discriminatory views or attempt to discriminate against specific groups of students.

2.5 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

3.1 This policy applies to all staff who host and organise visiting speakers and organisations, and to students (for example the Student Union).

4. Procedure

4.1 Organisers of a visiting speaker or organisation should, in advance of the event, complete the approval checklist, which includes consideration of the speaker(s) and content of any presentation, the potential audience to whom it is intended to be delivered.

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 approval checklist.

4.3 The approval checklist should be discussed with the organiser's Director prior to confirmation of the visiting speaker or organisation. If the Director has concerns about the speaker(s), the content or any other aspect of the event, they should discuss concerns with the College's Designated Safeguarding Lead (DSL) or the Vice Principal Finance and Estates (GDPR).

4.4 Either of these senior postholders can veto the visiting speaker or organisation or suggest additional controls (and update the approval checklist) to allow the event to go ahead.

4.5 Copies of the checklist should be held in the Directorate Administration Offices and a copy lodged at College Reception in advance of the event.

4.6 Where any visiting speakers or organisations address students, the organiser must ensure that at least one member of staff, who has received Prevent training and equality and diversity training is present at the event to ensure that any extremist views presented can be challenged immediately within the same session.

5. Review

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

Approval Checklist: Visiting Speakers and Organisations

About the event

Organiser's Details	
Full name(s)	
Status e.g. staff	
Contact email	

Deliverer details:

Focus of the Event/Speech	
Speaker	
Online Checked?	
Organisation	
Contact details	
Brief description of content	
Timing and Location	
Age Range	
Start time	
Finish time	

Organiser's Declaration

I declare that the information provided here is to the best of my knowledge a true and accurate statement of intentions and requirements.

I am assured that the information being shared with students by this speaker(s) does not promote extremist views nor seek to radicalise. Further, I am assured that the content of the talk is in line with the colleges and British values, including those of tolerance and respect for all.

I understand and accept that this event/workshop request is made under the provisions of the College's Code on Freedom of Speech, and I agree to comply with it.

Organisers Signature(s)

Date