



External Speaker Policy

REF NO. INF-LSS-031

Approved by Senior Leadership Team (SLT)

Strategy/Policy Responsibility: Senior Leadership Team (SLT)	
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External Speakers

1. Introduction

Sutton College is committed to providing a safe, supportive, healthy and secure environment for learners and staff on the college premises and in online classes. To achieve this, all learners, staff and visiting speakers and or guests are expected to conduct themselves to ensure freedom of speech and expression is confined within the law.

The College believes that a culture of free, open and robust discussion can be achieved only if all concerned avoid needlessly offensive or provocative action and language.

2. Purpose

The purpose of this policy is to ensure that open debate remains central to the culture of academic freedom and the development of learners' ideas and understanding without causing offence or harm to others.

The college has an expectation that any visiting/guest speakers and those taking part in meetings or protest activities respect College values, and are sensitive to the diversity of its community and show respect to all sections of that community.

Similarly, any event which is likely to give rise to an environment in which one could be at risk of radicalization, fear, harassment, intimidation, verbal abuse or violence, particularly because of their ethnicity, race, nationality, religion or belief, sexual orientation, gender, disability or age, is also likely to be unlawful.

As such, freedom to express views needs to be considered alongside existing safeguarding policies and procedures and the level of risk assessed and where possible reduced.

3. Legislative/Quality Framework

- Equality Act 2010
- Terrorism Act 2000
- Counter-Terrorism and Security Bill 2015 (including the Prevent Duty)

4. Scope

This policy applies to all staff across the college, including those on subcontracted programmes who work from college main site or external, community venues. All staff are expected to have read, understood and adhere to this policy and related documents when they are either planning their own, or supporting students to plan for an external guest speaker

5. Definitions

For the purposes of this policy, the following definitions will be used:

An external speaker or guest is used to describe any individual or organisation not a learner or college staff member or one of its contracted partners who has been invited to speak to learners and/or staff. This includes any individual who is a student or staff member from another institution.

An event is any event, presentation, visit, activity or initiative organised by a learner group, individual or staff member that is being held on the College premises, in an online class or

where the College is being represented by a stand on non-College premises e.g. at an exhibition, school event or fair. It also includes events where external speakers are streamed live into a class, an event or a pre-recorded film is shown.

Talks by organisations generally considered to be unsuitable may include a speaker who is known to have spoken previously at another institution on a topic that has caused fear or intimidation of learners or staff; a speaker accepted in mainstream as being highly controversial; a link or links to any person or group that has been connected with any controversy of a negative or positive nature; a speaker who has significant profile and attracts a following that could create crowd control and health and safety issues; a speaker from a political party during an election period.

Main Site is the Sutton Centre and Wallington Centre

External/Community Venues are any venues not owned/let by the College, where learning is delivered by College staff.

6. Roles and Responsibilities

- All Staff to be aware of and follow the procedure and good practice guidance for organising an external speaker. This includes conducting brief research into the proposed speaker. If in doubt as to the suitability of a speaker, they should refer the decision to the Head of Service, who should discuss who is the designated safeguarding lead. (*doubt could be (but are not restricted to) the following: - any person or group on/or linked to the UK Government list of prescribed terrorist organisations)

[Home Office - Proscribed Terrorist Organisations](#)

- **The member of staff overseeing the activity** must ensure that the speaker/guest does not use the session to:
 - Incite hatred, violence or call for learners to break the law
 - Encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts
 - Spread hatred and intolerance in the community and thus aid in disrupting social and community harmony
 - Within a framework of positive debate not insult other faiths or beliefs
 - Raise or gather funds for any external organisation or cause without expression permission of the Head of Service

Not all external speakers or facilitators utilised by the college will be DBS checked. Where an external speaker or facilitator is present with a group of students then a current member of staff must stay in the room/area of the activity to oversee it and ensure appropriate safeguarding of the learners concerned. Any violation of this requirement will be dealt with under the staff disciplinary procedure.

- **Head of Executive Support** to centrally collate external and guest speaker record sheets.
- **Safeguarding Team** to offer staff support relating to the policy, procedure and forms. To raise any concerns over the suitability of the proposed external/guest speaker with the DSL.

- **Designated Safeguarding Lead (DSL)** should investigate all concerns in relation to actual or potential harm, including the radicalisation of learners or staff on college premises as part of the college safeguarding procedures and report to relevant authorities.
- **Head of Service and SLT** to retain the right to cancel or prohibit any event on its premises.

7. Dissemination

Sutton College intranet and Sutton College website.

8. Monitoring and Review

The policy will be reviewed by the Head of Service.

9. Management Responsibility

The Head of Service has overall management responsibility for this policy with Sutton College. Day to day management responsibility for this policy has been devolved to the Head of Learner Services.

10. Appendices

Appendix 1: External Speaker/Guest Procedure

Appendix 2: External Speaker/Guest Checklist

Appendix 3: External Speaker/Guest record sheet

Appendix 1: External Guest/Speaker Procedure

STEP	PROCESS	ACTIONED BY	DOCUMENTS USED
STEP 1	External/guest speaker identified and discussed with relevant staff in the service management team to establish reason & suitability	Tutor or any other staff planning a visit & Curriculum or Programme Leader	n/a
STEP 2	Complete external speaker checklist and record sheet, clearly indicating when and where the visit is due to happen. Consult with the Designated Safeguarding Lead if there are any concerns	Tutor or any other staff planning a visit & Curriculum or Programme Leader	Appendix 2 - External/Guest Speaker Checklist, Appendix 3 - Record sheet
STEP 3	Book the External Guest/Speaker in at reception, providing reception with a copy of the record sheet. (For offsite provision please provide reception with the record sheet) Online attendance should be recorded as appropriate	Tutor or any other staff planning a visit & Curriculum or Programme Leader	Appendix 2 - External/Guest Speaker Checklist, Appendix 3 - Record sheet
STEP 4	Monitor the external speaker whilst presenting and treat as a visitor on campus/venue/online class. Ensure they are escorted and signed out at reception	Tutor or any other staff planning a visit & Curriculum or Programme Leader	N/A
STEP 5	Complete Part 2 of the record sheet within 10 days of the completion of the activity, any concerns must be reported to the DSL immediately	Tutor or any other staff planning a visit & Curriculum or Programme Leader	Appendix 3 - Record Sheet, Part 2
STEP 6	A copy of the completed checklist and record sheet to be retained in teachers course file or with the member of staff arranging the visit	Tutor or other staff members leading the visit	Copy of Appendix 2 – External/Guest Speaker Checklist, Appendix 3 – Record sheet, course folder or equivalent

Appendix 2: External Guest/Checklist

- Who is to be an external or guest speaker?
 - Name and contact of main organiser
 - Name and details of speaker– basic details recorded to include speakers contact address, phone number and organization details.
 - Who do they represent? - The identity of the speaker has been confirmed and their organisation is bona fide and are known.
 - Why have been invited in to the College as an external speaker?
 - Who are the target audience and how many learners/staff are expected to be present?
 - Checks on the internet undertaken to confirm the status of the speaker to include websites, You Tube, or social media
 - The speaker is from the area and are UK citizens or from overseas travelling specifically for this event
 - Have they visited the College in person or online before?
 - Date, time and place of visit
 - Expected arrival and departure time
 - Number likely to attend confirmed and previous or similar events either locally or online checked

What is the topic?

Topic for the event and marketing details confirmed. Level of marketing agreed: local, regional, national?

How will the event be advertised?

Conditions and management such as tickets, open event?

What media will be present?

Wider considerations

The speaker's reputation and the interest they may generate?

Does the speaker agree to follow the Sutton College's regulations, values and vision?

Any risk associated to the topic or location?

The potential for the speaker to use language that may be unlawful

Any Health and Safety regulations that may be required

Appendix 3: External Guest/Record Sheet

<p>Person Inviting speaker:</p> <p>E-mail address:</p> <p>Phone Number:</p> <p>Curriculum Area/ Directorate:</p> <p>Venue person invited to speak at:</p>
<p>Name of speaker/s:</p> <p>Organisation they represent:</p> <p>Address:</p> <p>Reason for event:</p> <p>Topic of event and brief synopsis:</p> <p>Who is expected to attend?</p> <p>Appropriate checks carried out on speaker to confirm status? Yes No</p>