POLICY NAME: POLICY ON HOSTING VISITING SPEAKERS AND EXTERNAL ORGANISATIONS

The College is committed to the equality of opportunity and to a proactive approach to equality, which supports and encourages under-represented groups, promotes inclusivity and values diversity.

Responsible Senior Leader	Donna Trusler
Policy Owner	Donna Trusler
Approved by	ELT
Approval date	November 2023
Next approval date	November 2026
Policy location	Safeguarding Hub

Equality Impact Assessment by	Donna Trusler						
Intended Audience	Staff	X	Governors		Students	X	External	
Added to College website by	Megan Ardley		Date		27.02.2025		
Added to Staff intranet by	Imogen Kennedy		Date		27.02.2025		

Amendment summary

Version no.	Date	Comments	Paragraphs amended
1	2023.11.13	Scheduled refresh	1.1.1; 2.1; 2.2; 2.3; 2.4; 4.1; 4.3; 4.3(a); 4.4; 4.5; 4.6; minor changes to checklist
2.	2025.02.27	Scheduled refresh	The Visiting Speakers Checklist (Appendix 1) has been converted in to a Microsoft Form; approval sought electronically.

Policy on hosting Visiting Speakers and External Organisations

1   Introduction

The 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, to ensure that any risk of attempted radicalisation is considered when inviting speakers to the College, responding to requests from speakers or organisations.

1.1   The aim of this policy is to ensure that the student and staff experience at the College is enriched by a range of activities, and that any benefits and risks are considered appropriately in advance of any 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, organisations and supporting a range of appropriate activities.

2.2   The College recognises that the Prevent duty complements other responsibilities for ensuring that speakers do not undermine the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

2.3   The College must be mindful of our existing duties regarding political impartialiy and ensure the balanced presentation of political issues. Guidance on political impartiality is available on GOV.UK.

2.4   The College confirms its commitment to freedom of speech in the College. However, freedom of speech is not an absolute right, and it does not include the right for individuals to harass others or incite them to violence or terrorism.

2.5   The policy seeks to reduce the likelihood that visiting speakers or organisations might seek to promote extremist views or attempt to radicalize students and/or staff.

2.6   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.

3   Scope

3.1   This policy applies to all staff who host and organise visiting speakers and organisations, and to student societies and the Student Executive who do the same.
(Appendix 2 lists such events and activities that this Policy might cover – this is not exhaustive and will be continually added to as activities emerge)

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 as provided 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, they should discuss concerns related to the speaker(s) and the content of the presentation with the College's Single Point of Contact for the Prevent Duty (the Associate Principal Students and Welfare).

4.3.a   The checklist must be given to the Associate Principal Students and Welfare at least two weeks in advance of the proposed visit. Failure to do so may result in the visit not being able to go ahead. The visit cannot be booked or confirmed until the Associate Principal Students and Welfare has agreed it in writing.

4.4   The Associate Principal Students and Welfare is able to veto the visiting speaker or organisation or suggest additional controls (and update the checklist) to allow the event to go ahead.

4.5   It is the responsibility of the staff member leading the (approved) visit to ensure that Reception staff have all appropriate information to ensure the safeguarding of students and staff at all times during the visit.

4.6   Where any visiting speakers or organisations address students, the organiser must ensure that the College has at least one member of staff (who will be Safeguarding and Prevent trained) present at the event, to ensure that any extremist views presented at the event can be challenged.

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

Member of staff responsible for this Policy:	Associate Principal (Students and Welfare)
Date approved by ELT	November 2023
Date when this Policy and Procedures will be reviewed:	November 2026

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Checklist: visiting speakers and organisations

This form to be completed and submitted to the Associate Principal (Students and Welfare) **AT LEAST 2 weeks in advance** of the planned event. Failure to submit to deadline may result in the request being denied.

1   About the event

Day/Date/time(s)		Organiser		Location	
Audience (e.g. group/ course / staff)				Speaker(s)	
Topic of presentation		Organisation details			

2   Visitor/speaker checklist

Consideration	Y/N			
I have researched the speaker/ organisation and/or know them from previously. Give details about their suitability/credibility to contribute to this event.		**Details of contact**		**Research undertaken**
		References		**Content of presentation received. Y/N? Outline content**
I have considered the benefits that the speaker/organisation will bring.		**Benefits to students and/or WQE**		
I have considered potential risks (e.g. controversial views, disruption, inappropriate subject matter).		**Potential risk**	**To who?**	**How is any risk being managed?**
Risk Assessment needed?		**Risk Assessment completed. Y/N?**	**Risk Assessment approved. Y/N?**	**Risk Assessment attached. Y/N?**
I have a contingency plan for curtailing this activity should it be necessary to do so.		**Outline contingency plan**	**Staff involved**	**Other support needed**
I have discussed the event with my line manager.		**Line manager comment…**		

3   Line Manager decision *(Delete as appropriate)*

* I approve the event described overleaf

*I have concerns about the event described overleaf and have passed this checklist to the Associate Principal (Students and Welfare) for a decision.

Line manager of organizer   **Name:** _____

Signature: _____   **Date:** _____

4   Approval (to be completed by Associate Principal)

I approve /do not approve the event described above

Reason for non-approval

Associate Principal Signature: _____   Date: _

Above to inform organiser and line manager of decision.

Activities and events covered by this policy and procedure (lists are not exhaustive)

Visiting speakers to • Individual classes • Curriculum/subject area student groups • Student led societies • HE applicants	Visitors promoting activities/opportunities such as… • Banks • NCS • Volunteering groups • Rik Basra campaign
Exhibitors at events organised by the College such as… • Careers convention • Fresher's Fayre • Gap Year Fair • Open Day • Welcome to WQE	Specialist subject visitors such as… • Stonecarving expert/visiting artists • Local MPs • HE links