

Visiting Speakers, Organisations and Events Policy

Version 3

Please note that this policy is awaiting Trade Union consultation.

This policy applies to all NCLT institutions.

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1.0 Introduction

- 1.1 The Trust is committed to treating everyone with dignity and respect and that diversity is valued. This policy outlines the procedure relating to events involving the use of external speakers regardless of who is organising them.
- 1.2 It also details that we are ensuring to protect both staff and students and the reputation of New Collaborative Learning Trust whilst following the legislation that we are responsible for upholding. This policy is written with reference to the Prevent Duty which is contained within section 26 of the Counter Terrorism and Security Act 2015. The duty states that specified authorities in the exercise of their functions must have “due regard to the need to prevent people from being drawn into terrorism”.
- 1.3 In line with the Prevent Duty all Trust staff must at all times ensure that in carrying out their roles they are politically neutral, non-partisan and ensure that staff and students are not exposed to views or material which supports extremist views.

2.0 Policy Statement

- 2.1 The Trust recognises the value that external speakers bring and seeks to encourage the provision of enrichment to learners and staff through exposure to high quality visiting speakers and organisations.
- 2.2 The Trust confirms its commitment to freedom of speech in any of its institutions.
- 2.3 This policy seeks to reduce the likelihood that visiting speakers or organisations might seek to promote extremist views or attempt to radicalise staff and students and to provide an inclusive supportive safe space for students while encouraging and providing a balance of opinion at any academic discussion or debate.

3.0 External speakers and their responsibilities

- 3.1 An external speaker or visitor is used to describe any individual or organisation who is not a student or staff member of NCLT.
- 3.2 An event is any event, presentation, visit or initiative organised by a student group/society, individual or a staff member that is being held on any NCLT premises or where the Trust is being represented by a stand offsite e.g. feeder school event. It also includes events where external speakers are streamed live into an event or a pre-recorded film is shown. It also includes activity being held on NCLT premises but organized by external venue hire clients.
- 3.3 All speakers or visitors should be made aware by the person or group arranging the event (by referring visitors to this policy on the NCLT website) that they have the responsibility to abide by the law and the Trust’s policies including that they:
 - Must not advocate or incite hatred, violence or call for the breaking of the law.
 - Are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts.
 - Must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony.

- Must be mindful of the risk of causing offense to or seek avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Are not permitted to raise or gather funds for any external organisation or cause without express permission of the school/college.

4.0 Guidance for staff and students organising an event with an external speaker or venue hire

- 4.1 No event involving any external speaker may be publicised or considered confirmed until the speaker has been cleared through the procedure detailed in this policy.
- 4.2 The Site Team Lead or ENGIE must be informed of any events that involve external speakers through this procedure.
- 4.3 The Trust reserves the right to cancel, prohibit or delay any event with an external speaker if the policy is not followed or if health, safety and security criteria cannot be met.
- 4.4 Any event with an external speaker involved must be arranged ideally no later than 10 working days in advance of the event.
- 4.5 The staff member/student should conduct brief research into the proposed speaker. If in doubt as to the suitability of the speaker they should refer the decision to the Safeguarding Lead and reasons for doubt could be (but are not restricted to) the following:
- 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>)
 - talks by organisations generally considered to be extremist;
 - a speaker who is known to have spoken previously at another institution on a topic that has caused fear or intimidation of students 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 or 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 purdah.
- 4.6 In the event of a referral one of the following decisions will be made.
- To not permit the event with the external speaker to go ahead.
 - To not permit the external speaker to attend the event (if it's a wider event).
 - To fully permit the event with the external speaker to go ahead unrestricted.
 - To permit the event with the external speaker to go ahead on the basis of the regulatory steps designed to reduce risk. These may include observations; independent filming; the inclusion of opportunities to debate or challenge the view being held.
- 4.7 The external speaker consent form (Microsoft Form as shown in Appendix A), should be completed and submitted for review by the Trust Health and Safety Manager, Principals and Safeguarding Leads. Once approval is given arrange for rooming and parking spaces through Reception.

4.8 Reception to ask staff at the point of visitors/speakers being booked in if they have completed and returned the external speaker form. If staff state they have not, then they should be asked to complete the form and then confirm the booking once the request has been approved.

5.0 Additional guidance for venue hire clients organising an event with external speakers

5.1 The Trust Estates Manager will make external clients aware of this policy and request details of any external speakers, presentations etc. that they are bringing in. This information should be provided no later than 12 days before the booking goes ahead.

5.2 The Trust reserves the right to cancel, prohibit or delay any venue hire booking with external speakers if the policy is not followed, requested information not produced or if health, safety and security criteria cannot be met.

Appendix A - External Speaker Approval Form (Microsoft form) Example (colleges)

Questions

Responses

NCP External Speakers Approval Form

The survey will take approximately 6 minutes to complete.

1. Staff Responsible for Speaker *

Enter your answer

2. Email of Staff who is responsible for speaker *

Enter your answer

3. Room Number/Location *

Enter your answer

4. Date of Event *

Please input date (dd/MM/yyyy)



5. Event Start Time *

Enter your answer

6. Event End Time *

Enter your answer

7. Age of Attendees *

- 16-18 (Y12 and Y13)
- Post 18

8. Name of Guest Speaker *

Enter your answer

9. Organisation Guest Speaker Represents *



Enter your answer

10. Guest Speaker Email *

Enter your answer

11. Topic of Talk *

Enter your answer

12. How will the Talk Benefit Learners? *



- Supports Career Progression
- Links to the Curriculum
- Supports General Health and Wellbeing
- Supports with the Trusts Culture and Ethos (5C's)
- Other

13. Background Checks *



- Checked Website of Individual/Organisation
- Examined Resources to be Presented
- Examined Printed Literature from Organisation
- Google Search of Individual/Organisation
- Recommendation from another College
- Other

14. Is the guest speaker known for holding controversial positions or making provocative statements?

*

- Yes
- No

15. Are you satisfied that the guest speaker will avoid inappropriate topics or statements which cause reputational damage to the trust.



*

- Yes
- No

Policy Status

| | | | |
|----------------------------|--------------------------------|---|---------------|
| Policy Lead (Title) | Trust Director of Safeguarding | Review Period | Every 3 years |
| Reviewed By | Trust Executive Team | Equality Impact Assessment Completed (Y/N) | Y |

POLICY AMENDMENTS

| Version | Approval Date | Page No./Paragraph No. | Amendment | Audience | How Communicated |
|---|--|----------------------------|--|-----------------------------|---|
| Version 1 (Author: Jamie Baker, Health and Safety Manager) | 15/09/2020 | | | College Staff and students | |
| Version 2 (Reviewer: Jamie Baker, Health and Safety Manager; Jo Holden, Trust Safeguarding Lead) | TET 14/06/2021 TU Pending | Throughout | Responsibility of policy transferred from Health and Safety Manager to Safeguarding Lead | NCLT All Staff and students | Uploaded onto Moodle, WFA shared drive and training sessions to be delivered. |
| | | Throughout | Policy updated to incorporate Wingfield Academy | | |
| | | Page 4, Paragraph 4.1 | Removed reference to Head of Estates due to changes to Trust Management Structure | | |
| | | Page 4, Paragraph 4.2 | Added statement to inform site team lead about planned events or external speakers | | |
| | | Page 4, Paragraph 4.5 | Head of Estates changed to Safeguarding Lead. | | |
| | | Page 5, Paragraph 4.7 | Corrected approval names on form. Specified where form can be located on Moodle. | | |
| | | Page 5, Paragraph 5.1 | Updated job title | | |
| | | Page 5, Paragraph 5.2 | Removed reference to colleges. | | |
| | | Throughout | Capitalised instances where reference is made to the Trust. | | |
| | | Paragraph 2.3, 2.4 and 2.5 | Combined paragraphs to improve flow of text. | | |
| | | Paragraph 3.2 | Changed outside of college to offsite and added amended to feeder school | | |
| | | Paragraph 3.3 | Removed 2 references to colleges and replaced with Trust and amended one instance of college to school/college | | |
| | | Paragraph 4.2 | Added or ENGIE to reflect provision of site duties at WFA | | |
| | | Paragraph 1.1 and 4.3 | Removed and it's colleges to include school in statement about the Trust | | |
| | | Paragraph 4.5 | Re-formatted into bullet points for ease of reference | | |
| Appendix A | Added MachForm version for reference | | | | |
| Appendix B | Retitled paper based Visiting Speaker Form | | | | |
| Version 3 (Reviewer Jo Holden, Trust Safeguarding Lead) | TET 21/06/2022 TU Pending | Page 5, Paragraph 4.8 | Additional step added | NCLT All Staff and students | Uploaded onto Moodle, WFA shared drive. |