
Visiting Speaker Procedure

1.0 Introduction

Background

City of Bristol 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 new Prevent Duty Guidance for Further Education Institutions in England and Wales, 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.

Aim

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

2.0 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 College confirms its commitment to freedom of speech in the College
- 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 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

3.0 Scope

This policy applies to all staff who host and organise visiting speakers and organisations, and to students who do the same.

4.0 Procedure

- 4.1 Organisers of a visiting speaker or organisation event are required, in advance of the event, complete the visiting speakers online request form which includes consideration of the speaker(s) and content of any presentation, and 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 checklist as provided below.
- 4.3 The above procedure applies to virtual events too and the visiting speakers request form should also be used in the event that the speaking event is planned to be held online.
- 4.4 The visiting speakers request should be discussed with the organiser's line manager and subsequently will be reviewed by the Head of Safeguarding and Health and Safety prior to confirmation of the visiting speaker or organisation. If any concerns about the speaker(s), content or any other aspect of the event, s/he 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 (5733).
- 4.5 Heads of Curriculum Department, Health and Safety and Safeguarding are able to veto the visiting speaker or organisation, or suggest additional controls (and update the checklist) to allow the event to go ahead.

4.6 Copies of the visiting Speakers request form are kept in a sharepoint space and the visiting speakers details will be added to the electronic visitors system. College Reception will also be made aware in advance of the event.

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

5.0 Review

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

Appendix 1

Process flow chart

