
Visiting Speakers, Organisations and Events Protocol

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 a checklist and risk assessment 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 and subsequently with their area Strategic Leadership Team (SLT) member prior to confirmation of the visiting speaker or organisation. If the line manager or SLT member has 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).
- 4.4 Members of SLT are able to veto the visiting speaker or organisation, or suggest additional controls (and update the checklist) to allow the event to go ahead.
- 4.5 Copies of the checklist should be held in area 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 the College has at least one member of staff, who has received Safeguarding and Prevent training, present at the event, to ensure that any extremist views presented at the event can be challenged.

5.0 Review

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

Checklist: visiting speakers and organisations**1 About the event**

Date / Time		Organiser	
Location		Audience (e.g. group / course / staff)	
Speaker(s)		Topic of presentation	
Organisation		Address of organisation	

2 Checklist – Risk assessment

Consideration		Details
I have considered the benefits that the speaker / organisation will bring to students and the College.	Yes/ No	
Hazards identified (potential to cause harm), e.g. extremist views, violent radicalisation, controversial views, disruption, inappropriate subject matter etc.	Yes/ No	
Consequences of the hazard (what is the potential harm?): e.g. Students could be at risk of sympathising with, coming under the influence of or joining violent radical organisations and eventually committing violent crimes.	Yes/ No	
Controls in place to minimise risk: The potential visitor/speaker has been vetted by one or more of the following means: <ul style="list-style-type: none"> • Seeking a recommendation from a trusted source • Internet search • Contacting the Regional Prevent FE/FE Lead for advice 	Yes/ No	
Date of risk assessment		

3 Supervision

Which member(s) of staff will be responsible for:

Meeting and greeting the visitor and supervision during other times of potential student contact points

Supervising the visitor during the talk _____

4 Risk Assessment Outcome (circle as appropriate)

No risk/Minor risk **Unlikely/Improbable risk** **Likely/Serious risk** **Very high risk**

Visiting speakers will only be allowed contact with students if the final risk assessment is either 'no risk' or 'unlikely/improbable risk'

5 Authorisation

(Delete as appropriate) I approve the event described above / I have concerns and have passed this checklist to the safeguarding Team

Line manager of organiser – name: _____ **Signature:** _____

I approve / do not approve the event described above

Senior manager – name: _____ **Signature:** _____

Senior manager to inform organiser and line manager of decision.

6 Next steps (organiser of the event to arrange)

It is the event organiser's responsibility to ensure that the visiting speaker is aware of the values of City of Bristol College and will not communicate any personal views that would contradict or undermine these.

Tick when completed

Completion date _____