

Guest Speaker Policy

POLICY STATEMENT:

The College values the opportunities presented by external speakers for students to experience diverse opinion and to enter into debate. This is seen as an essential part of both personal and academic development.

The College values the tradition of academic freedom and holds that no subject or belief should be excluded from reasonable, constructive discussion and debate.

The College values freedom of opinion and speech but recognises that, in the interests of the whole learning community, this must exist within formal guidelines.

The College recognises and supports the moral and legal frameworks of the society and community within which it works.

The College will not accept the use of language by external speakers that offends and is considered to be intolerant. Specifically, this means offensive “street”, misogynistic, misanthropic, sexual or racist language irrespective of context. Direct attacks on any religions or beliefs are not permitted.

The College will not tolerate any person who intentionally demeans individuals and groups defined by their ethnicity, race, religion and/or belief, sexuality, gender, disability, age or lawful working practices and which give rise to an environment in which people will experience, or could reasonably, fear harassment, intimidation or violence. The Head of Campus Operations will ensure that any political talks represent a balanced view and invite speakers from a variety of political parties to enable students to make informed decisions.

This policy aims to ensure that any events where external speakers are invited to address students and other members of the college community:

- safeguard the students' well-being and the College's good reputation
- ensure the health and safety of all members of the college community, buildings and equipment
- support equality and diversity and embed British Values
- support good community relations (internally and externally)
- do not significantly constrain the work of the College
- are lawful

PROCEDURES:

Before an external speaker is contacted about coming onto campus, it is advised that the member of staff conduct a basic online background check on the individual. If any information comes to light that could mean the individual is not appropriate then the member of staff should consult with their line manager. The member of staff should be aware that their line manager will also conduct this search prior to consent and may refuse the request.

All requests for an external speaker are to be submitted by the member of staff or member of the Student Union, making the request using the appropriate form (Guest Speaker Consent Form) to their line manager at **least ten working days before** the planned event.

Policy Owner: Group Deputy Principal /Assistant Principal

Approving Body: Policy Committee

State of Approval: Approved

Date of approval: December 2016

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The request must include a summary of the intended talk and a written undertaking to abide by the provisions of this policy and to uphold the College policies on equality and diversity. Requests that do not comply with this provision will be refused.

Line managers will be required to conduct a basic background search on the individual if they have not been consulted about the search already. If the line manager is concerned they should consult with the College Principal / Assistant Principal.

The College Principal / Assistant Principal reserves the right to require references for the proposed speaker and also to refuse permission for the speaker to visit the College. A refusal is final.

A member of staff will be present at all talks and will intervene if the speaker significantly deviates from the planned topic or causes offence. This will be made known to the speaker.

Speakers must be informed that all talks may be recorded / filmed by the College. These recordings are for future reference and to prevent the abuse of trust. They will not be made public unless agreed in writing by the speaker.

All guest speakers will be sent a standard email outlining the college's expectation of guest speakers. As outlined below:

Dear

Thank you very much for agreeing to speak to our students.

I would just like to take this opportunity to inform you of the College's values of respect, ambition, creativity, excellence, enterprise and responsibility. We would hope that all our partners and visitors support these values and the content of your talk ensures that no one would feel demeaned because of their ethnicity, race, religion and/or belief, sexuality, gender, disability or age.

I have no doubt that your talk will be engaging and your support of the College is greatly appreciated. We look forward to seeing you on at, if you require a parking space please provide me with your car registration number. When you arrive at the College please report to reception, so that you can sign in and receive a visitor's lanyard.

Kind regards,

The Receptionist will produce a summary report ready to each Campus Safeguarding / Campus Management Team meeting with any feedback for improving policy and procedure as appropriate.

All guest speakers will receive a copy of this policy.

Other related policies and procedures:

- Safeguarding and Preventing Extremism and Radicalisation
- Single Equality Scheme

Policy Owner: Group Deputy Principal /Assistant Principal

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GUEST / EXTERNAL SPEAKER CONSENT FORM

1. Complete all boxes in Section A
2. Conduct a basic online background check on the external speaker
3. Ensure you have signed Section B
4. Send the form to your line manager to get consent
5. When you have the consent of your line manager, send the completed form to the Head of Campus Operations to ensure that the form is actioned in terms of parking and room bookings.

SECTION A

NAME OF PERSON REQUESTING MEETING/SPEAKER:	
NAME OF PERSON TAKING RESPONSIBILITY FOR MEETING / SPEAKER, including being in attendance at the meeting/session :	
NAME OF OUTSIDE SPEAKER/S: only those listed will be allowed into College)	ORGANISATION THEY REPRESENT:
ADDRESS OF ORGANISATION THEY REPRESENT:	TEL NO:
POSTCODE:	
I/We wish to invite:	
to talk to (group):	
on (topic):	
in (room):	
on (date):	start time: finish time:
CAR PARKING NECESSARY: Y / N	REGISTRATION NO(S):

SECTION B

I confirm that the guest speaker has been sent the college email as outlined in the policy and agrees to abide by the College's values regarding equality and diversity.	
SIGNATURE OF APPLICANT:	DATE OF SUBMISSION:
EXTENSION NO:	

CONSENT:

I give my consent for the named speakers to enter the College for this meeting. **Only those speakers listed can enter the College.**

LINE MANAGER'S

SIGNATURE:.....DATE:.....

Note: Staff must always have agreement from their line manager if they wish to invite an outside speaker into the College.

1. Staff should have consulted with their Line Manager
2. Having completed the form with all information and relevant signatures, the form needs to be signed by the Line Manager
3. The signed form to be returned to the member of staff who will then give it to the relevant staff member for each College (see below) who will ensure that a room is booked and parking if required and will forward the form to Reception.
4. Receptionist will file and store the form.
- 5. PLEASE NOTE THAT YOUR VISITOR MAY NOT BE ALLOWED ACCESS ONTO THE COLLEGE IF THE RECEPTIONIST DOES NOT HAVE THIS FORM**

This procedure should ensure that arrangements are approved well in advance of guest(s) arrival.

Form to be submitted to and Room / Parking booked by:

College /Site:

Canterbury	Martyn Rogers, Assistant Principal
Sheppey	Martin Owen, Service Manager
Broadstairs	Support Services
Dover	Support Services
Folkestone	Support Services