

Wakefield College External Speaker Policy

Lead: Carol Price	Status: Approved
Version: V1	Date of Version: 6/8/16
Approving Body: Senior Team	Supersedes: N/A
Approved on: June 2017	Next Review date: August 2019

Equality analysis tool¹

1.	Is the policy relevant to the public sector equality duty?	Yes
2.	Have any concerns previously been raised about this policy or practice?	No
3.	Is likely to result in discrimination against a protected group?	No
4.	Does this policy positively contribute to the participation of under-represented groups in the College's activities?	Yes

Version Control

Version	Date	Change(s)
V1		

Access

Location	Address/Link
Sharepoint	
Service Centre	
Document Centre	

Communication

Medium	Audience
Team Briefing, Managers' Briefing, All-site Staff Meetings, Moodle	All staff and students

The Screening Template relating to the External Speakers Policy can be found on page 8 of this document.

External Speaker Policy

Review Cycle: Every 3 years

Next Review Date: August 2019

Person Responsible: Student Wellbeing and Safeguarding Manager

Approving Body: Senior Leadership Team

1. Introduction

Wakefield College is committed to creating an environment where everyone is treated with dignity and respect and where diversity is valued. This policy outlines the procedures relating to events involving the use of external speakers regardless of who is organising them.

It also details our approach to ensuring that we are protecting both staff and students and the reputation of Wakefield College whilst following the legislation that we are responsible for upholding. This policy is written with reference to the Prevent Duty contained within Section 26 of the Counter Terrorism and Security Act 2015. The Duty states that specified authorities including Further Education Colleges, in the exercise of their functions, must have “due regard to the need to prevent people from being drawn into terrorism”.

2. Objectives

- To provide an environment where freedom of expression and speech are protected balanced with the need to ensure that our community is free from harm and that incitement to hatred is never acceptable.
- To provide a supportive, inclusive and safe space for students
- To provide clearly defined and effective procedures to ensure that the law is upheld.
- To collaborate with others to reach sound, evidenced judgments about proposed external speakers ensuring that the College can meet their legal obligations
- To encourage and provide a balance of opinion at any academic discussion or debate
- To communicate to all members, volunteers, staff and visitors, that it is our mutual responsibility to comply with equality and safeguarding and that both the College and the individual can be held liable if they contravene the law.
- To provide clear instructions for organising an event with external contribution e.g. speaker, representatives, film and guidance for researching an external speaker

3. Freedom of speech and expression

- 3.1 Freedom of expression and speech are basic human rights protected by law. Freedom of speech and freedom of expression are not absolute freedoms but freedoms within the law. Universities and College have a history of being open to debate and ideas with students at the forefront of pushing the limits of freedom of expression. 'Academic freedom' is a term used to describe the law that allows for open and honest debate in an academic context.
- 3.2 However, we have a duty to ensure the safety and welfare of our staff, students and communities. The freedom to express views needs to be balanced with the need to secure freedom from harm for students and communities. We want all of our events, activities and initiatives to be safe; without risk to the reputation of the College; and within the law.
- 3.3 Sometimes an external speaker or their topic of discussion has the potential to go against our conditions for a safe event. We are committed to working together with event organisers and in some cases, external speakers themselves, to make sure that we reach a judgement that is reasonable, informed and within the law.

4. External speakers and their responsibilities

- 4.1. An external speaker or visitor is used to describe any individual or organisation who is not a student or staff member for Wakefield College or one of its contracted partners and who has been invited to speak to students and/or staff This includes any individual who is a student or staff member from another institution. It also includes the main contact from any external venue hire client who is paying to use College facilities.
- 4.2. An event is any event, presentation, visit, activity or initiative organised by a student group/society, individual or staff member that is being held on the Wakefield College premises or where Wakefield College is being represented by a stand on non-College premises e.g. at an exhibition, school event or fair. It 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 Wakefield College premises but organized by external venue hire clients
- 4.3. All speakers or visitors should be made aware by the person or group arranging the event (by referring visitors to this policy on the College website) that they have a responsibility to abide by the law and the College'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 offence to or seek to 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 Principalship.

5. Guidance for Wakefield College staff and students organising an event with an external speaker or venue hire client

- 5.1. Heads of Department/SEM must be informed of any events that involve external speakers through this procedure. No event involving any external speakers may be publicised or considered confirmed until the speaker has been cleared through the procedure detailed in this policy. This includes advertisement through any social media platform.
- 5.2. Wakefield College 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.
- 5.3. Any room booking/ event organisation with an external speaker involved must be made no later than 14 days before the date of the event. This is to allow for the organizer to have made adequate safeguarding checks as well as allowing time for alterations to the event if necessary. Any request made outside of this timeframe will be rejected unless there are extreme extenuating circumstances.
- 5.4. The individual/group organising an external speaker should conduct brief research into the proposed speaker. If in doubt as to the suitability of a speaker, they should refer the decision to Head of Department/SEM. 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 link or links to any person or group that has been connected with any such controversy; 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.
- 5.5. In the event of 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 is 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 regulatory steps designed to reduce risk. These may include observation; independent filming; the inclusion of opportunities to debate or challenge the view being held.
- 5.6. In making recommendations, a Head of Department/SEM may consult on a wider basis with the College's Student Wellbeing and Safeguarding Group and risk will be assessed on the following basis:
1. The potential for any decision to limit freedom of speech
 2. The potential for the event going ahead to cause reputation risk to the College

3. The potential for the speaker's presence on site to cause fear or alarm to students or members of staff AND/OR to give rise to breach of peace
- 5.7 The External speaker approval form (Appendix 1) should be completed and forwarded to the relevant Head of Department/SEM, no later than 14 days before the planned event. The completed form should be logged centrally in Safeguarding Service Centre/External Speakers and Events.
- 5.8 All managers are responsible for ensuring that their staff team and students are aware of and support the policy.
- 6. Additional Guidance for Venue Hire Clients organising an event with external speakers**
- 6.1. The Estates Administration team will make external venue hire clients aware of this policy and request details of any external speakers and presentations/leaflets etc. if appropriate, that they are bringing in. This information should be provided no later than 12 days before the booking goes ahead. They will also be signposted to this policy via the website.
- 6.2. Wakefield College 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.
- 6.3. If in doubt as to the suitability of speakers, the Estates Administration team should refer the decision to Director of Estates. Reasons may be as outlined in 5.4.
- 6.4. In the event of 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 is 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 regulatory steps designed to reduce risk. These may include observation; independent filming; the inclusion of opportunities to debate or challenge the view being held.
7. This policy will be monitored by the Student Wellbeing and Safeguarding Development Group.

Linked Policies:

- Safeguarding Policy
- Health and Safety Policy
- Security and Access Policy
- DBS and Safe Recruitment Practice Policy

Approval Form for the use of external speakers at Wakefield College

1. Complete **all** boxes and ensure that you have signed the form
3. Forward to Head of Department for approval.
4. When complete, this form should be logged centrally in Safeguarding Service Centre/External Speakers and Events under the speaker name, as approved or not approved, for future reference.

NAME OF PERSON REQUESTING CONSENT:	
GROUP:	GROUP SIZE:
NAME OF PERSON TAKING RESPONSIBILITY FOR EVENT:	
NAME OF OUTSIDE SPEAKER(S):	ORGANISATION THEY REPRESENT:
ADDRESS OF ORGANISATION THEY REPRESENT:	TEL:
I would like to invite/accept the (group) of authors/creatives, as described above:	
Topic:	
Date:	
Room:	

<p>Is there any known or likely media interest in the proposed event? YES/NO</p>
<p>Have adequate background checks been completed? YES/NO</p> <p>Known personally/Internet research/recommendation/DBS/other</p> <p>Are there any matters that require further investigation/action? Supply brief discussion.</p>

CONSENT APPROVAL:

SIGNATURE OF APPLICANT:	DATE OF SUBMISSION:
APPROVING HEAD NAME:	
ANY APPROVAL CONDITIONS IMPOSED	
IF NOT APPROVED GIVE REASONS	
APPROVING HEAD SIGNATURE:	DATE OF APPROVAL:

Appendix One: Screening Tool

Public sector equality duty

The Public Sector Equality Duty requires College to have **due regard** for the need to:

- eliminate discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;
- advance equality of opportunity between people from different groups; this involves considering the need to:
- remove or minimise disadvantages suffered by people due to their protected characteristics;
- meet the needs of people with protected characteristics;
- encourage people with protected characteristics to participate in activities where their participation is low; and to
- foster good relations between people from different groups - this involves tackling prejudice and promoting understanding between people from different groups.

Consequently, we need to assure ourselves that our policies will not have an adverse differential impact on any particular group. This pre-screening section will enable you to identify whether your policy is likely to have an adverse differential impact.

Please use the following template to help determine whether an equality analysis is required

Name of the policy
Author(s):Carol Price

Author(s) of Equality Analysis:
Name: Carol Price
Job title: Student Wellbeing and Safeguarding Manager
Date: 6/8/16
Signature: C.Price

In order to decide whether the policy requires further action, please complete the following questions:

1. What are the main aims, purpose and outcomes of the policy?

To provide an environment where freedom of expression and speech are protected balanced with the need to ensure that our community is free from harm and incitement to hatred and ensure we comply with duties placed upon us and the law.

2. Will these aims affect our duty to:

	Yes / No	How?
advance equality of opportunity?	Yes	Positively
eliminate discrimination?	Yes	Positively
eliminate harassment?	Yes	Positively
foster good relations between people from different groups ?	Yes	Positively
tackle prejudice and promote understanding between people from different groups?	Yes	Positively

3. What aspects of the policy, including how it is delivered, or accessed, could contribute to inequality?

Implementation of this policy could have a negative impact on a range of groups predominantly race and faith groups so staff following this policy need to act with discretion and sensitivity especially where they have initial concerns that are not upheld.

4. Will the policy have an impact (positive or negative) upon the experience of people, including those who share a protected characteristic?

Please complete the following table:

Protected characteristic	Meet needs of people with this characteristic	Encourage participation (if under-represented)	Remove or minimise disadvantages	Possible negative impact
Race	x	x		x
Gender	x			
Disability	x			
Religion / belief	x	x		x
Sexual orientation	x			
Gender reassignment	x			
Pregnancy /maternity	x			
Age	x			
Marriage / civil partnership*	x			

Evidence:

6. What different needs, experiences or attitudes are particular communities or groups likely to have in relation to this policy?

Next steps

If your answers to these questions have identified potential negative impacts, then you should consider further consultation or action to minimise the differential impact. Please contact the Executive Director Quality and Planning for support.

If no further action is required, please sign the declaration below and include with all published copies of the policy.

Declaration

The policy does not have a significant impact upon equality issues and therefore does not require any further action.

Author(s) of EA.
Name: Carol Price
Job title: Student Wellbeing and Safeguarding Manager
Date:7/8/16
Signature: C.Price