

FFURFLEN MANYLION / IDENTIFICATION FORM

<p>TEITL: <i>TITLE:</i></p>	<p><i>External Speaker and Events Policy & Procedure</i></p>
<p>UWCH-GYFARWYDDWR A CHYFRIFOLDEB: <i>RESPONSIBLE EXECUTIVE DIRECTOR:</i></p>	<p><i>James Nelson</i></p>
<p>PWRPAS: <i>PURPOSE:</i></p>	<p>External Speaker and Events Policy and Procedure is required to ensure that Grŵp Llandrillo Menai exercises its duty with regards Prevent. The procedures for the management of events held on college premises apply to all staff, students and visitors.</p> <p>Monitoring and enforcement of activities including the management of external speaker events will be scrutinised by Estyn’s common inspection framework under area 4 Care, Support and Guidance, section 4.2 Personal Development will evaluate the Grŵp’s effectiveness relating to ‘preventing radicalisation and extremism’.</p>
<p>CYFATHREBU <i>COMMUNICATION</i></p>	<p><i>To all staff including the NUS Presidents and associated staff</i></p>
<p>PWLLGOR / GRŴP MONITRO: <i>COMMITTEE / GROUP RESPONSIBLE FOR MONITORING:</i></p>	<p><i>Tîm Strategol – 24/04/2023</i></p>
<p>CYMERADWYWYD GAN / DYDDIAD: <i>APPROVED BY / DATE:</i></p>	<p><i>Board - 26/10/2023</i></p>
<p>DYDDIAD ADOLYGU <i>REVIEW DATE CYCLE:</i></p>	<p><i>Every 2 years.</i></p>

External Speaker and Events Policy and Procedure

Policy Draft: Version 4

Date approved: TBC

Date of next review: TBC



Contents

Grŵp Llandrillo Menai Prevent Contact	Page 2
Purpose	Page 2
External Speaker and Events Policy Statement	Page 4
Implementation	Page 4
Monitoring	Page 4
External Speaker and Events Procedure	
Scope	Page 5
Definitions	Page 5
Organising and External Speaker and/or Event	
Staff Procedure	Page 6
Managing External Speakers, Events and Attendees	Page 7
Data Sharing	Page 7
Complaints	Page 8
External Speaker Event Requests	
Flow Chart	Page 9

Appendix 1 - Application Form for an Event Involving External Speakers

Appendix 2 - Further Information – External Speaker Request Form
Open Source Check to be conducted by North Wales Police

Grŵp Llandrillo Menai Prevent Contacts:

Prevent Lead

Phil Jones, Head of Learner Services and Marketing
Designated Lead Safeguarding Person (DLSP)

Operational Prevent Links

Lisa Johnson, Coleg Llandrillo Learner Services Manager
Alison Owen, Coleg Menai and Meirion-Dwyfor Learner Services Manager

Grwp Llandrillo Menai Safeguarding Officers

Phil Jones, Head of Learner Services and Marketing
Lisa Johnson, Coleg Llandrillo Learner Services Manager
Alison Owen, Coleg Menai and Meirion-Dwyfor Learner Services Manager
Tamlyn Jones, Coleg Llandrillo and Busnes@ Welfare Officer
Kieran Home, Coleg Llandrillo Welfare
Sioned Feaver, Coleg Menai Welfare
Claire Smith, Coleg Meirion Dwyfor Welfare
Jayne Myatt & Eleri Saunders Davies, Programme Area Managers for ILS
Sharon O'Connor, Head of ALN

Purpose

Grŵp Llandrillo Menai is committed to ensure that we provide the best education and opportunities to learn through effective engagement with external speakers and organisations. *Our Values* support the creation of an environment which encourages mutual respect of other cultures, religion, political beliefs and lifestyle choices within clear boundaries as to what is not acceptable behaviour.

We have a duty to support the welfare of learners and staff through our safeguarding policy and associated procedures. Grŵp Llandrillo Menai must take account of other legal obligations including but not limited to the Race Relations Act (Amendment) 2000, Equality Act 2010, Health & Safety at Work Act 1974, the Counter Terrorism and Security Act 2015 (Prevent duty) and the respective Grŵp policies and procedures which have regard to what is said and done on college premises.

External Speaker and Events Policy Statement

The External Speaker and Events policy and procedure explains how GLLM will approve any public or private meeting or activity related to a programme of study on college premises and the conduct required in connection with any such meeting or activity.

The External Speaker and Events policy and guidance applies to all staff, learners, NUS Presidents and organisations using college premises for their own purpose and places a responsibility on an individual or body of persons organising a meeting / event/ activity (known for the purpose of this policy as an “event”) to ensure compliance.

Grŵp Llandrillo Menai reserves the right to refuse, cancel, prohibit or impose conditions on the holding of an event or the invitation to an external speaker which may result in a breach of law or incites violence, violent extremism and / or to racial hatred or is in breach of Our Values.

Implementation

The policy and procedure applies to all staff and all learners enrolled on FE, HE and WBL provision at Grŵp Llandrillo Menai; the Board of Governors and external speakers.

Non compliance of the External Speaker and Events Policy and procedure will be regarded as a breach of college conduct rendering the person(s) liable to discipline.

Grŵp Llandrillo Menai may deem an event not to take place having due regard that such an event may:

- put the safety of learners and staff at risk; or,
- incite extremist views; or,
- cause damage to College property or premises; or,
- bring the name of Grŵp Llandrillo Menai, Coleg Llandrillo, Coleg Menai, Coleg Meirion–Dwyfor or Busnes@ into disrepute.

Monitoring

The monitoring of the compliance will be undertaken by Tîm Strategol and actions reported to the appropriate college Tîm Rheoli.

This policy and procedure will be made available to staff via the Grŵp Portal, learners via E-Drac and to members of the public via the Grŵp’s websites.

Guidance approved by: CSSC

Guidance approval date: TBC

Guidance review Date: TBC

External Speaker Events Procedure

Scope

Freedom of expression and speech are basic human rights to be protected and are protected by law under the Human Rights Act 1998. Grŵp Llandrillo Menai encourages students and trainees to develop ideas, study around their subjects and develop skills that will prepare them for further study and work.

Learner and staff safety and welfare is of paramount importance and we have to ensure that our learners and staff are free from harm. As a public authority we can place restrictions on freedom of speech in the following cases:

- In the interests of national security, territorial integrity or public safety;
- For the prevention of disorder or crime;
- For the protection of health or morals;
- For the protection of the reputation or rights of others;

The College is also mindful and takes account of other legal obligations including but not limited to the Equality Act 2010, Health & Safety at Work Act 1974, the Counter Terrorism and Security Act 2015 (Prevent duty), The All Wales Safeguarding Procedures and the Social Services and Well-being (Wales) Act 2014 (safeguarding).

Procedures must be in place to ensure we meet the legislative requirements and that we safeguard our learners and the college's reputation. External speakers and events at College must abide by our policies and procedures and must **not**:

- Incite hatred, violence or call for breaking the law.
- Encourage, glorify or promote acts of terrorism or individuals/groups that support such acts.
- Spread hatred or intolerance in the community
- Insult other faiths or groups
- Gather funds for any purpose except for agreed registered charities
- Discriminate
- Show images that are illegal or discriminatory
- Bully or harass any member of the College community
- Share personal information with our learners
- Cause any form of damage to the College's computing equipment or software, nor to any of the rooms and their facilities and services which contain that equipment or software

Definition



'External speaker' refers to anyone who is not a learner or a member of Grŵp Llandrillo Menai staff or one of its contracted partners and any staff member invited to speak at an event not directly related to their post. This includes anyone from another FE college or partner university, and the main contact from any external client who is paying to use the College facilities.

Within the scope of these procedures when we refer to the term 'external speaker' we are considering the individual, their message, their affiliations with other groups and the media profile.

An 'Event' is any gathering that is hosted on college premises, an external venue or online in the name of the Grŵp, that includes a speaker addressing a group, including in a teaching, learning or research setting or in the context of curricular or extracurricular or pastoral activity.

Organising an External Speaker and/or Event

Staff Procedure

1. The College reserves the right to postpone or cancel any event with an external speaker if the procedures provided herein are not followed or if the relevant health, safety and security criteria cannot be met.
2. Staff who wish to book a guest speaker to speak to staff or students should discuss this with their line manager and complete the application form for an **Event Involving an External Speaker** at least **4** weeks before the date of the event. This form can be found on Grwp Portal under forms or by clicking the link below. The line manager will then need to authorise the request by clicking the appropriate on the Google Spreadsheet. <https://docs.google.com/forms/d/e/1FAIpQLSeWIEneErLZdkwACDRcguLAad50J4D49hNjDueJ-m4qR1Ijg/viewform?vc=0&c=0&w=1&flr=0>
3. Any failure to disclose full details may result in the guest speaker event being cancelled.
4. On receipt of the form the line manager will check all speakers online. North Wales Police guidance recommends using a Google, searching the first 3 pages of results. This information will be noted on the form and will include the URL of the most relevant information. A decision will be made based on this information. Training can be provided to staff in order to support this task.
5. If there are no concerns, a guest speaker may be approved by the Line Manager. This is confirmed centrally by the manager clicking yes in the appropriate cell on the Guest Speaker Form Spreadsheet. <https://docs.google.com/forms/d/e/1FAIpQLSeWIEneErLZdkwACDRcguLAad50J4D49hNjDueJ-m4qR1Ijg/viewform?vc=0&c=0&w=1&flr=0>
6. All records will be stored centrally on the External Speakers Spreadsheet, this will include all applications and information related to the external speaker application and ensure that the event is recorded as appropriate.
7. If the search results give cause for concern, then the event will be referred for further checking by the Learner Services Manager. The Learner Services Manager, acting as the operational Prevent link, will

conduct a short investigation into the speaker and any affiliations and will complete the risk assessment. Where further investigation is necessary advice will be sought from the GLLM Prevent Lead, the Head of Learner Services in the capacity of DLSP (Appendix 2) who will liaise with the North Wales Prevent Board.

8. Reasons for concern may 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 of 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;

9. As part of the risk assessment mitigating factors that could be put in place to allow the event to go ahead will be considered. These could include:
 - An advanced copy of the speech;
 - An advance copy of all resources;
 - Limits to attendance;
 - Staff present at all times;
 - Alter the proceedings of the meeting and/or its facilitation, such as appointing an alternative Chair;
 - A right to reply by an opposing viewpoint;
 - Security presence and checks;
 - Filming of the event;
 - Reserve the right to input into communications about the event (before and after).

10. The Learner Services Manager acting as the operational Prevent link will make an initial decision based on the evidence gathered and inform the Prevent Lead who is a member of the Tîm Strategol and the Designated Lead Safeguarding Officer for the Grŵp.

The organiser of the event will be informed of the outcome of the risk assessment and the proposed external speaker will be informed in writing.

11. 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 mitigating factors as outlined in point 9 designed to reduce risk.
12. The proposed external speaker has the right to appeal in writing within 10 days of the date of the letter. The appeal will go to the College Principal who will nominate a member of the Tîm Strategol to conduct the appeals process.
 13. The Learner Services Manager will be responsible for maintaining a central record of all applications and information related to applications and risk assessments for their respective college.

Managing External Speakers, Events and Attendees

It is the responsibility of the event organiser to ensure that all external speakers receive a copy of the Procedure for External Speakers and Events. All speakers and attendees are expected to act with civility, consideration and respect for others. Should an incident arise during the event involving an external speaker, the organiser of the event must report the matter of concern to their line manager and the Designated Lead Safeguarding Officer. The matter of concern must be recorded in the **Grŵp External Speaker Events booking sheet**.

Bilingual Presentations

The Welsh Language (Wales) Measure 2011 places a duty on Grŵp Llandrillo Menai to comply with the Welsh language standards. A standard explains how an organisation should use Welsh in different situations. In order to ensure compliance with the Welsh language standards the following process must be adhered to:

When arranging a guest speaker you must ask them if they wish to use the Welsh language. If they inform you that they do wish to use Welsh you must provide a simultaneous translation service (unless the meeting/session can be conducted in Welsh without a translation service).

Students must also be given the opportunity to use Welsh when a guest speaker visits. In order to accommodate this you should ask students in advance whether or not they wish to use Welsh and if they do, you may need to arrange a simultaneous translation service to facilitate this.

All invitations and marketing material relating to a guest speaker event must be published in Welsh/bilingually, and must make it clear that anyone attending is welcome to use the Welsh language at the meeting/session.

Any handouts or resources must always be offered bilingually.

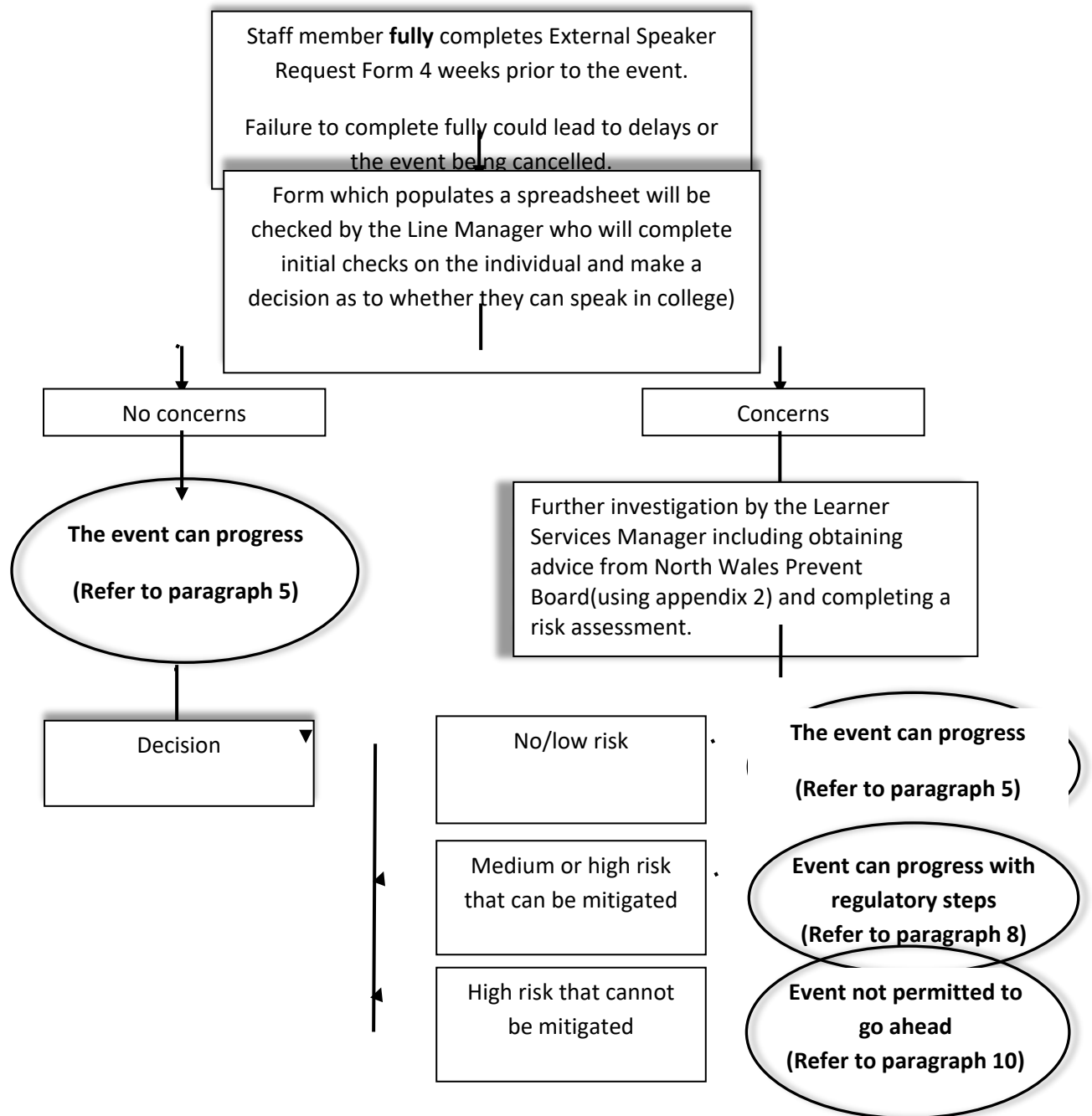
Data Sharing

Where it deems there is a legitimate reason to do so, and in accordance with the Prevent duty, the Grŵp reserves the right to share information on the external speakers it has hosted, and/or those it deemed to be a risk, with other relevant agencies.

Complaints

Failure by a member of staff or student to comply with this policy will be treated seriously and may be subject to formal action under the Grŵp's normal disciplinary processes. In the event that a member of staff, student or visitor considers there to have been a breach of this procedure, they have the right to make a formal complaint.

External Speaker Event Requests – Flow Chart



Appendix 1

External Guest Speaker form

<https://docs.google.com/forms/d/1IQHCV04vQZXnDxOZk6QVfPcKIXpOf72Q42PRArle4qg/edit?pli=1>

Appendix 2

Further Information – External Speaker Request Form

Open Source Check to be conducted by North Wales Police

This form is to be used when identified concerns need further investigation by the Police

Name: (Include full or other names used)	
Date of Birth:	
Address: (Current or previously known)	
Date of Event:	
Venue of Event:	
Subject Matter of Discussion:	
Reason for Referral:	

Please attach **Application Form for an Event Involving External Speakers**, Appendix 1

Appendix 3;

TROSI can support Programme Areas with translation. Below are a list of external organisations who can support External Guest Speakers to translate resources. T

CYMEN (SCYMEN01)

PEN DEITSH
CAERNARFON
GWYNEDD
LL55 2AY

Lingo (SLINGOG01)

per Lowri Gwyn
Morlan
Ffordd Bangor
Caernarfon
Gwynedd

Geiriau Gwyn - Gwynfor Owen (SGEIRGW01)

Gwyndeb
Penrhyndeudraeth
Gwynedd
LL48 6NP

PRYSG (SPRYSG01)

15 ST ANDREWS CRESCENT
CARDIFF
CF10 3DB

CYFIAITH (SCYFIAI01)

UNED 1
BRYN SALEM
FELIN-FACH
LLANBEDR PONT STEFFAN
SA48 8AE

TRYWYDD (STRYWYD01)

Y LLWYFAN
HEOL Y COLEG
CAERFYRDDIN
SA31 3EQ