

External Speaker Policy and Guidance

Policy Draft: Version 2

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Date of next review: May 2021

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Grŵp Llandrillo Menai Prevent Contacts:

Prevent Lead

Samantha McIlvogue, Director, Learner Services
Designated Lead Safeguarding Officer DLSSO

Operational Prevent Links

Philip Jones, Coleg Menai and Meirion-Dwyfor Learner Services Manager
Lisa Johnson, Coleg Llandrillo Learner Services Manager

Safeguarding Officers

Samantha McIlvogue, Director, Learner Services
Lisa Johnson, Learner Services Manager, Coleg Llandrillo
Philip Jones, Learner Services Manager, Coleg Menai and Meirion Dwyfor
Rhona Lewis, Assistant Principal, Coleg Menai and Meirion Dwyfor
Sharon O'Connor, Grŵp ALN Manager
Eifiona Williams, Programme Area Manager, ILS, Coleg Menai and Meirion Dwyfor
Jane Myatt, Programme Area Manager, ILS, Coleg Llandrillo
Tamlyn Cassidy, Coleg Llandrillo
Mererid Davies, Coleg Meirion-Dwyfor

Purpose of this Policy

Grŵp Llandrillo Menai's *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.

Staff and Learners of Grŵp Llandrillo Menai must take account of other legal obligations including but not limited to the Race Relations Act 1976 (as amended), Equality Act 2006, Health & Safety at Work Act 1974, the Counter Terrorism and Security Act 2015 and the respective Grŵp policies and procedures which may have regard to what is said and done on college premises.

Policy Statement

The External Speaker Guidance sets out the procedures to be followed by any individual or body of persons in relation to the organisation of 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 Policy 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 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 Policy by not following the procedures 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 or Coleg Meirion–Dwyfor into disrepute.

Monitoring

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

Publication of Policy and Procedures

This policy and associated procedures 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.

Policy approved by: CSSC

Policy approval date: November 2019

Policy review Date: April 2021

External Speaker Guidance

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 Race Relations Act 1976 (as amended), Equality Act 2006, Health & Safety at Work Act 1974, the Counter Terrorism and Security Act 2015, Child Protection and Protection of Vulnerable Adults legislation and the Public Order Act 1986.

Procedures must be in place to ensure we meet the requirements of this legislation and that we safeguard our learners and the college's reputation. External speakers 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' refers to anyone who is not a learner or a member of staff or 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.

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.

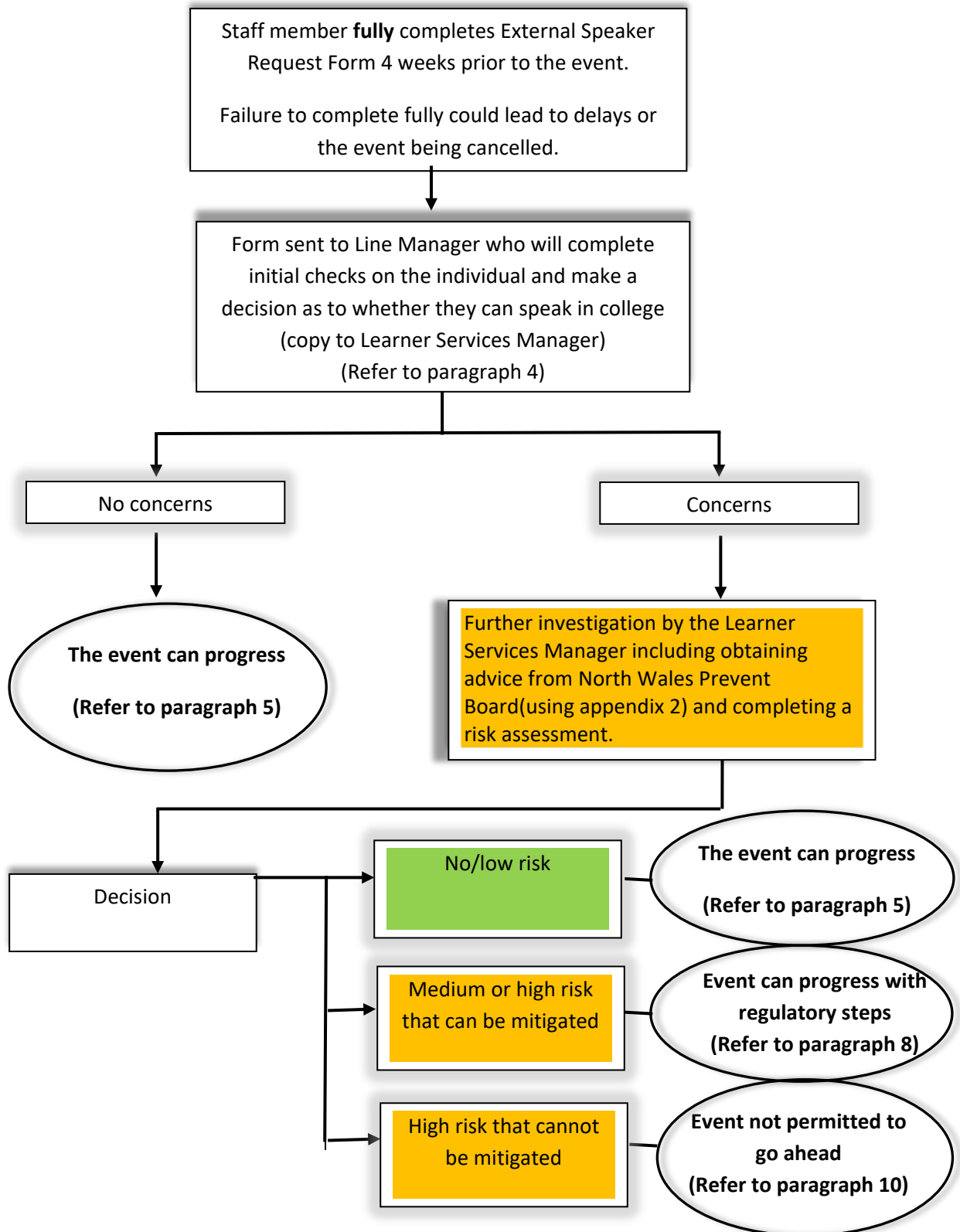
External Speaker Staff Procedure

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 complete the application form for an Event Involving an External Speaker at least **4** weeks before the date of the event (Appendix 1). This form should be returned to the Line Manager.
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 – using Google and 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. Staff will receive regular training to support this task.
5. If there are no concerns, a guest speaker may be approved.
6. The Line Manager will maintain complete records of all applications and information related to the external speaker application.
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, Director Learner Services in the capacity of DLSO (Appendix 2) who will liaise with the North Wales Prevent Board.
8. 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
 - Staff present at all times
 - Limits to attendance
 - A right to reply by an opposing viewpoint
 - Filming of the event
 - Security presence
9. 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.
10. 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. 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.

12. 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.

External Speaker Requests – Flow Chart



Grŵp Llandrillo Menai

Application Form for an Event Involving External Speakers

Main Details

Title of the Event (please be specific): _____

Brief description of event including topic(s) for discussion:

Proposed date of the event:

Campus or Venue:

Principal Organiser:

(this person will be the named “responsible person” during the course of the event)

Name:

Staff or Learner ID:

E-Mail:

Telephone (Ext):

Programme Title or Students’ Union / Society / Project or Group:

Name:

Is this event in conjunction or collaboration with any other group (internal or external to the college or student union)?

Invited Speakers

Full Name(s)	Profile of Speaker (brief biography)	Have they spoken to GLLM's FE, HE, WB learners before?	Affiliations or Associations to any Group or Association? <i>(Please include any religious political/religious affiliations, any controversy or criminal convictions that may impact on this visit)</i>

Speaker Contact Details:

Name:

Telephone:

Email:

Contact Address:

Event Details

Proposed location for the event: _____

Event Starts (Date and Time): _____ Event Ends (Date and Time): _____

Full description of the event:

(Please cover any relevant issues the college should be aware of in hosting the event)

Moderator/Chair: _____ GLLM Staff **Yes/No** Other **Yes/No** - Please State _____

Proposed Audience: _____

Number of people expected:

Is it possible that anyone under 18 might attend? Yes/No

If YES, what mitigations are in place to safeguard those under 18 during and after the event?

Details of proposed administrative arrangements (e.g. ticketing, debate moderation, security):

Is there a charge....

to cover event costs? **Yes/No**

If yes, please specify _____

fundraising for student/college charity? **Yes/No**

If yes, please specify _____

fundraising for external organisation? **Yes/No**

If yes, please specify _____

Other **Yes/No**

If yes, please specify _____

If so, how will any proceeds be used? _____

How will the event be publicised?

Arrival/Departure times of external speakers? _____

To be completed by Line Manager

Please describe checks completed and findings (including URLs):

Decision

No concerns – event to go ahead

(Return form to organiser)

Concerns

(Refer to Learner Services Manager)

Please explain concerns

Form completed by: _____

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