

Hadlow College

External Speakers and Visitors in line with the Prevent Duty Policy 2018/19

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Written by	RA	RA	RA	BC	BC	BC		
Authorised by	BC	BC	BC	BC	BC	BC		
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Introduction

Hadlow 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 activity involving the use of external speakers and visitors regardless of who is organising them.

It also details our approach to ensuring that we are protecting both staff and the reputation of Hadlow College whilst following the legislation that we are responsible for upholding.

This policy is written with reference to the Prevent Duty contained within CONTEST the United Kingdom's Strategy for Countering Terrorism June 2018. The duty states that specified authorities including Further Education College, in the exercise of their functions, must have "due regard to the need to prevent people from being drawn into terrorism".

This policy should be read in conjunction with the following additional information:

- Keeping Children Safe in Education, September 2018
- DfE The Prevent Duty. department advice for schools and childcare providers June 2015
- HM Gov. Revised Prevent Duty Guidance for England and wales

College policies:

- The Policy to Support the Prevention of Extremism and Radicalisation (Prevent)
- The Visitors Policy
- The Safeguarding Policy
- The Safeguarding Policy

Scope

This policy is applicable to any circumstances in which an external speaker or visitor has been invited to speak to students and/or staff. This invitation of the individual or organisation serves as testament to the Group's validation of the topic and content of the speech/discussion/talk.

This policy refers to any activity that would be categorised as promoting radicalisation or extremism.

Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to participate in terrorist groups.

Extremism is vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

This policy covers any person is invited to attend one of/all of the Colleges to interact with students and/or staff. The person may be an individual or representative of an organisation.

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 judgements about proposed external speakers ensuring that Hadlow 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 Hadlow College and the individual can be held liable if they contravene the law
- To provide clear instruction for organising an event with external contribution e.g. speaker and representatives

Freedom of Speech and Expression

Freedom of expression and speech are basic human rights that are protected by law. Freedom of speech and freedom of expression are not absolute freedoms but freedoms within the law. Universities and colleges 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 used to describe the law that allows for open and honest debate in an academic context.

Hadlow College has a duty to ensure the safety and welfare of our students, staff 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 Hadlow College; and within the law.

External speakers and their responsibilities

The term 'external speaker' or 'visitor' is used to describe any individual or organisation who is not a student or staff member of the Hadlow Group 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.

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 College premises or where Hadlow College is being represented on non-College premises e.g. at an exhibition, school event or fair. It also includes events where external speakers are streamed live into an event or pre-recorded film is shown. It also includes activity behind held on College premises but organised by external venue hire clients.

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 disputing 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 SMT

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

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.

Hadlow 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.

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 organiser to have made adequate safeguarding checks as well as allowing time for alterations to the event if necessary. Any request made outside of this time frame will be considered on an individual basis in order to ensure adequate checks can be made.

The individual organising an external speaker should conduct brief research into the proposed speaker. The External Speaker Check and Review Form (Appendix 1) should be used. Head of Support Area/Team Leader/Head of Faculty approval must be sought before a speaker/visitor is booked/confirmed. If in doubt as to the suitability of a speaker, the decision should be referred to a member of SMT.

Reasons for doubt could be but are not restricted to the following:

- Any person or group 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
- A speaker from a political party during an election period

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.

In making recommendations guidance must be sought from SMT. 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

Consent for the utilisation of the proposed external speaker will be confirmed in writing.

Managers are responsible for ensuring that their staff team and students are aware of and support this policy.

Process

1. Identify the speaker/visitor who will be speaking to students or staff
2. Complete the External Speaker Check and Review Form
3. Conduct relevant checks and seek further information where required
4. All forms to be sent to the relevant Head of Support//Team Leader/Head of Faculty for review
5. All forms with Green outcomes can be approved by the Head of Support/Team Leader/Head of Faculty and the booking/invitation can proceed and the visit must be entered into the External Speaker Log
6. All forms with any Amber or Red outcomes should be emailed to the Group Vice Principal Student Support Services, the Group Vice Principal Quality, Standards and Performance or Vice Principal Curriculum as appropriate for review
7. The relevant member of SMT will provide written feedback to the Head of Support/Team Leader/Head of Faculty
8. Outcome a) Speaker/Visitor approved by SMT, possibly with additional safeguards and the booking/invitation can proceed
9. Outcome b) Speaker/Visitor not approved by SMT, feedback provided to Head of Support/Team Leader, possible further communication with Kent Prevent Leads
10. Regardless of the outcome add to the External Speakers Log

The External Speakers Log can be found on SharePoint under Hadlow Group homepage, Central Policies, select a college, External Speakers, External Speaker check and review form, click on the form.

Appendix A
External Speaker Check and Review Form

Completed forms which result in Amber or Red outcome must be sent to the Group Vice Principal Student Support Services, the Group Vice Principal Quality, Standards and Performance or the Vice Principal Curriculum for review

A copy of all completed forms must be stored within the relevant curriculum or support area.

Please note speakers must be accompanied by a member of staff at all times

Name of person completing form:
Name of Line Manager:
Curriculum/College area to be visited:
Name of requested speaker/Visitor:
Topic of Talk/Discussion/Presentation:
Organisation Represented:
Individual/Organisation contact details (Address, telephone, email)
Does this form relate to a single or multiple visit(s):
Date of planned visit:

The following checks have been completed:

Action	Completed	Outcome
Name of individual Googled	Yes / No	Red / Amber / Green / N/A
Name of organisation Googled	Yes / No	Red / Amber / Green / N/A
Individual/organisation referred by colleague who has previously utilised speaker/visitor	Yes / No	Red / Amber / Green / N/A
Reference sought for individual/organisation who have previous utilised speaker/visitor	Yes / No	Red / Amber / Green / N/A
Other action taken:		Over activity outcome: Red / Amber / Green
Any Amber or Red outcomes must be escalated		

Risk Reduction Measures (for Amber and Red)

Action	Completed
Recent (no more than 6 months old) DBS provided by speaker/Visitor	Yes / No
The speaker will supply their materials/resources in advance of the activity for internal security	Yes / No / N/A
Other actions taken:	

Signature of staff member:..... **Date:**.....

Signature of Head/Team Leader:..... **Date:**