INTERNAL PROCEDURE

Title: **Visiting speakers and fundraising guidance**

POLICY HOLDER: **Library and Wellbeing Team Leader**

SMT OWNER: **Assistant Principal Student Services**

VERSION NO: **6 (2022)**

LAST REVIEWED: **September 2022**

Accessibility: If you would like this information in an alternative format, e.g. Easy to Read, large print, Braille or audio tape, or if you would like the procedure explained to you in your language, please contact the College's marketing team on 01603 773 169.

Further information: If you have any queries about this policy or procedure, please contact the named policy holder.

Amendments log

Review date	Version	Changes	Originated by	Approval
08.08.16	2	Annual update 3.8 inclusion of sex 5.2.2 inclusion of safeguarding officers duties Appendix 1 addition of risk assessment following feedback and approval of AMT on 05.09.16 and 12.09.16	HRH	Exec
07.09.17	3	5.2.2 inclusion of online materials	JD	Exec
23.08.18	4	3.7 Updated job title to Library and Wellbeing Team Leader Appendix 1 Updated Job title to Head of Area and Risk Assessments to be sent to PA for the Assistant Principal for Student Services	JD	Exec
24.08.20	5	3.3 Addition of COVID control measures	AW	Exec
05.08.21	6	3.3 updated COVID guidance	AW	SMT
07.09.22	6	No changes	AW	SMT

1. Introduction, context and ethos

1.1   As a College we want to make sure that we provide the best education and opportunities to learn through effective engagement with external speakers and organisations.

1.2   Violent and non-violent extremism in the context of terrorism is of great concern within our liberal democracy where freedom of speech is quite rightly considered a fundamental right.   The UN International Covenant on Civil and Political Rights guarantees the right to freedom of expression and freedom of opinion. The same convention also requires the prohibition of "any advocacy of national, racial or religious hatred that constitutes incitement to discrimination, hostility or violence".

1.3   The Counter Terrorism and Security Act 2015 and the Prevent Duty[1] describes the College's responsibility for preventing extremism 'there is an important role for further education institutions…in helping prevent people being drawn into terrorism, which includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views that terrorists exploit…

'…In order to comply with the duty all further education institutions should have policies and procedures in place for the management of events held on their premises…'

2. Terms and definitions

2.1   *External Speaker* is used to describe an individual or organisation who is not a student or member of College staff

2.2   *Presentation* for the purpose of this document should be read to include all talks, debates, workshops and speeches.

2.3   *Extremism* The Government's Prevent Strategy[2] (2011) describes extremism as: "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. Also included in the Government's definition of extremism are calls for the death of members of our armed forces, whether in this country or overseas". In the absence of a UK legal definition of extremism, this College guidance document uses the Prevent definition as a starting point to identify and mitigate risk to the public.

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[1] See Prevent Duty Guidance for Further Education
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445915/Prevent_Duty_Guidance_For_Further_Education__England__Wales_-Interactive.pdf accessed 08.08.16
[2] See Prevent Strategy
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97976/prevent-strategy-review.pdf accessed 08.08.16

3. Organising an External Speaker and Visitor Protocols

3.1   All events organised on behalf of the College with external speakers including those off site are captured in this guidance.

3.2   All staff wishing to organise an external speaker or organisation to come in and speak to students must first discuss this with their line manager. **A Risk Assessment form should be completed as part of the planning process and this can be found in Appendix 1.**

3.3   It is the duty of all staff to follow the College's established Visitor Protocols[3] for external speakers and ensure that all visitors are pre-booked, compliant with "living with Covid" guidance, and consideration given to online delivery as alternative to onsite. Where online delivery is not considered suitable, all visitors should sign in at the appropriate reception area, wear visitors passes, be asked to adhere to the Colleges Living with Covid control measures and are supervised **at all times** whilst on site.

3.4   It is the responsibility of the staff member, supported by their line manager, to appropriately research the speaker or organisation before agreeing to allow the external speaker address students.

3.5   Extra care should be given to speakers or organisations who make first contact.

3.6   An agreement with the speaker and the organisation they represent should always take place before the event in which the outline of the presentation is discussed and both parties understand the purpose and boundaries of the presentation. The speaker should be fully informed of the need to use appropriate language to address students and the educational level of students they will be addressing.

3.7   Where a presentation is likely to be distressing to some students, the staff member should inform the Library and Wellbeing Team Leader to make sure members of staff from the Wellbeing team can assist with any student affected by the issues discussed.

3.8   Where a presentation is likely to be seen as controversial or addresses topics of religion, sex or politics extra consideration must be given in consultation with a line manager before agreeing to the presentation. Consideration should not just be given to the content of the presentation but also to the individual who attends, for example the risk of someone high profile.

3.9   Where additional support is required to judge the appropriateness of the presentation or speaker, the members of staff can contact the Executive Office where a member of the team will make the ultimate decision as to whether the presentation takes place. How this decision is reached is detailed below in section 4. *Making the decision on referred speakers.*

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[3] See the Visitors Protocols available on the Policy Portal

3.10   In situations where the presentation is on religion, politics or controversial issues and the speaker is unable to attend at short notice and instead offers an alternative speaker, without giving the college time to consider the new speaker, the presentation must not proceed.

4. Making the decision on referred speakers

4.1   Any presentation with referred speakers will be authorised by a member of the College Exec team. A member of the team will conduct a short investigation into the speaker and the presentation and this may involve liaising with colleagues in Norfolk Counter Terrorism Unit and/or the local Prevent Coordinator.

4.2   In making recommendations the level of risk will be assessed on the following basis:

1. The potential for any decision to limit freedom of speech
2. The potential for the presentation going ahead to cause the College to be in breach of its equal opportunities policy
3. The potential for the event going ahead to cause reputational risk to the College
4. The potential for the speaker's presence on campus to cause fear or alarm to members of the student body
5. The potential for the speaker's presence on campus to give rise to breach of peace.

As a result the Exec member may make one of the following recommendations:

- Fully permit the presentation with the external speaker to go ahead unrestricted
- Not permit the presentation with the external speaker to go ahead
- Permit the presentation with the external speaker to go ahead on the basis of steps designed to reduce risk

Examples of steps that could be taken to reduce risk;

- Requiring that a copy of any presentation or speech to be delivered by the speaker be submitted in advance of the presentation
- Requiring that an event promoting a particular view includes an opportunity to debate or challenge that view
- Requiring the use of the Security Team to be on the door of any large scale event

4.3   When considering any steps designed to reduce risk, their potential to cause risk themselves (for example, the sense of oppression felt by the imposition of security on the door) should be taken into account.

5. Community Groups, Charities and Fundraising

5.1   Collecting on behalf of a Charity

5.1.1 Collecting money for a local, national or international charities should always been seen as a positive move and can build up excellent links for the College and our students.

5.1.2 All staff wishing to organise a collection for a charity should always first discuss this with their line manager. It is the line manager's responsibility to make sure the charity is registered with the Charity Commission[4] and does not have potential links to extremist groups. Where the charity is not registered with the Charity Commission or there might be potential links to extremist groups the line manager should contact the SMT team for further advice.

5.1.3 The College will seek to work with community groups to support the learning and enrichment of our student body and will actively seek to work in partnership. Where there is a concern raised about a community group and their involvement in any aspect of College life, we will investigate this accordingly.'

5.2 Extremist Literature

5.2.1 It is the duty of all staff to follow the Safeguarding Procedure and report incidents where they believe a child or vulnerable adult might be at risk of potential harm (for example if they are vulnerable or susceptible to being groomed into an extremist agenda)

5.2.2 Extremist Literature in the form of leaflets, pamphlets or online materials can be the first step in grooming a young person into an extremism. It is the duty of all staff to be vigilant to any literature they find in the college premises that might be trying to engage young people in extremism. All literature found should immediately be reported to the College's Safeguarding Officer via the normal procedure for reporting concerns. It is the duty of the Safeguarding Officer to bring such materials to the attention of a DSL who will take further action.

5.2.3 Where an authorised visitor, unauthorised visitor or student is seen to be handing out extremist literature this should immediately be reported to Campus Security who will first contact the Duty Principal and then deal with the issue.

5.2.4 Where a person or group is in the vicinity of the college but not on the College campus and handing out extremist literature then Campus Security should be contacted who will contact the Duty Principal before dealing with the issu

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[4] See the Charity Commission Website on
https://www.gov.uk/government/organisations/charity-commission

Appendix 1: Risk Assessment & Consent form for Visiting Speakers

Guest / External Speaker Consent Form

1. Complete all boxes in Section A
2. Ensure you have signed in Section B
3. Take the form to your Head of Area for their approval and signature
4. When you have this, take the completed form to the PA for the Assistant Principal for Student Services

SECTION A	
Name of CCN colleague requesting mtg:	
Reason for request:	
Name of person taking responsibility for this meeting or visit (CCN or NES based CCN)	
Name(s) of external visitors, speakers	
Organisation or group they represent and address:	
Telephone No:	
Why would you like to invite this person/organisation in to the College?	
Topic:	
Where will it take place on site?	
on (date):	
Start time and finish times:	
SECTION B	
Signature of CCN colleague applying:	
Date:	
MOBILE NO:	
Line manager name (if appropriate):	
Signature (if appropriate):	
Head of Schools / Programme Manager CONSENT: I give my consent for the named speakers above to enter the College for this meeting. Only those outside speakers listed above can enter the College.	SIGNATURE: .... DATE: ....

(Completed form to be sent to the PA for the Assistant Principal for Student Services. You will receive an acknowledgement and you can then go ahead with your arrangements. Any changes must be agreed with the person authorising the visit.)
Note: Staff must always have this agreement signed if they wish to invite an outside speaker into the College.

1. Staff should have consulted with their line manager (if appropriate)
2. Having completed the form with all the information and relevant signatures, the form needs to be signed
3. A copy of this form must be retained and held centrally in School.
4. The completed form to be returned to the member of staff organising the visit to allow the session to proceed.

This procedure should ensure that arrangements are sorted out and approved well in advance.