

VISITING SPEAKER PROCEDURES

Policy Aim

This procedure details our approach to ensuring that we are protecting both staff and students and the reputation of Leeds City College whilst following the legislation that we are responsible for upholding. This procedure 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”.

Applies to:

- Keighley College
- Leeds City College



LEEDS CITY
COLLEGE



KEIGHLEY
COLLEGE

CHANGE CONTROL

Version:	2	
Approved by:	DELT	
Date approved:	January 2017	
Name of author:	Andrew Ottey / Steven Richards	
Name of responsible committee:	DELT	
Related policies: (list)		
Equality impact assessment completed	Date:	
	Assessment type <input type="checkbox"/> Full <input type="checkbox"/> Part <input type="checkbox"/> Not required	
Policy will be communicated via:	Staff Intranet, All staff emails	
Next review date:	January 2019	

Introduction

Leeds City College is committed to creating an environment where everyone is treated with dignity and respect and where diversity is valued. This document outlines the procedures relating to events involving the use of external speakers regardless of who is organising them and applies to all staff, students, the student union and volunteers at Leeds City College.

Objectives

- To provide an environment where freedom of expression and speech are protected and 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 legislation and that both Leeds City College and the individual can be held liable if they contravene the law.

To provide clear instructions for bringing in a visiting speaker and/or organising an event with external contribution e.g. speaker, representatives, film and guidance for researching an external speaker.

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 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.

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.

Sometimes an external speaker or their topic of discussion has the potential to go against our conditions for a safe event. We're 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.

External Speakers and Their Responsibilities

Example policy and procedure

An external speaker is used to describe any individual or organisation who is not a student or staff member at Leeds City 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. This policy also applies to any external organisation wanting to use rooms at the College.

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 Leeds City College premises or where Leeds City College is being represented by a stand 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 a pre-recorded film is shown. It also includes activity being held on Leeds City College premises but organised by external venue hire clients.

All speakers should be made aware by the person or group arranging the event (by referring visitors to this procedure 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 College (available from Director of Student Services)

We would expect that any visiting speakers would be given a copy of the Speaker protocols which can be found in Appendix 2.

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

Heads of Department must be informed of any events that involve external speakers through this procedure. No event involving any external speakers may be published or considered confirmed until the speaker has been cleared through the procedure detailed in this document. This includes advertisement through any social media platform.

Leeds City 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 timeframe will be rejected unless there are extreme extenuating circumstances.

When an event takes places consideration should be given to topics covered and whether they may raise any sensitivities for students.

The individual/group organising an external speaker should complete the External Speaker and Events' risk assessment form <https://goo.gl/forms/y0CA9NajtCGUOTsG3> . If this is part of an event then the organiser should complete an event risk assessment, which can be found in the Fundraising

Procedures on the Health and Safety pages on the staff intranet.

If in doubt as to the suitability of a speaker, they should refer the Director of Student Services. 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 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

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 the Director of Student Services may consult on a wider basis with appropriate staff including the College Prevent lead and risk will be assessed on the following basis:

- The potential for any decision to limit freedom of speech
- The potential for the event going ahead to cause reputational risk to the College
- 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

Managers are responsible for ensuring that their staff team and students are aware of and implement the procedure.

Additional Guidance for the letting of Leeds City College Premises

Leeds City College does not generally let space to external organisations. However, on occasion we do get adhoc requests from partners whom we work with e.g. Leeds City Council or employer networks to host events.

The member of staff supporting organising the room/event will make external venue hire clients aware of this policy and request details of any external speakers, presentations etc that they are bringing in. This information should be provided no later than 14 days before the booking goes ahead.

Leeds City College reserves the right to cancel, prohibit or delay any venue booking with external speakers if the policy is not followed, requested information not produced or if health, safety and security criteria cannot be met.

If in doubt as to the suitability of speakers, this should be referred to the Director of Student Services.

Reasons for doubt may be as outlined in 4.4.

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

Speaker Protocol

Leeds City College is committed to creating an environment where everyone is treated with dignity and respect and where diversity is valued. This commitment includes doing everything we can to ensure students and staff are kept safe and protected from harm. As a college we promote the British values of democracy, rule of law, individual liberty and mutual respect and tolerance of difference faiths and beliefs.

All speakers have a responsibility to abide by the law and the Colleges policies. In order to do this we respectfully ask all speakers follow the protocol below:

Please do:

- Provide ID upon arrival
- Wear your visitor badge at all times
- Have a nominated point of contact at the college
- Remain on the topic scheduled for the event
- Abide by Leeds City College values
- Ensure that messages communicated to students do not demonstrate active or vocal opposite
- on to British values
- 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

Please do not:

- Swear or use any offensive language
- Exchange, give or accept personal contact details from/with students
- Instigate verbal or physical contact with a student, unless it part of the agreed reason for your visit
- Advocate or incite hatred, violence or call for the breaking of the law
- Encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts
- Spread hatred and intolerance in the community and thus aid in disrupting social and community harmony
- Raise or gather funds for any external organisation or cause without express permission of the College

Please see here Risk Assessment form: <https://goo.gl/forms/y0CA9NajtCGUOTsG3>

When filling in the Risk Assessment, please follow the guidelines below:

Who wants to use the venue?

Example policy and procedure

- Basic details should be recorded to include speakers address, mobile number and organisation details
- Has the identity of the speaker been confirmed and is their organisation bona fide? Are they known to you?
- Is the speaker from the area? Are they UK citizens or from overseas and are they travelling specifically for this event?
- Check on internet to confirm status of speaker: include – website, Youtube ,social media sites
- How many people are likely to attend (check previous events locally / online)

What are the reasons for this event/speaker?

- What is the topic for the event and how will it be marketed? Will it be advertised locally or at a regional / national level?
- Has the topic met regionally or nationally with any criticism or hostility when it has been hosted before?
- Why has Leeds City College been chosen for this event? Is it capacity, local interest or some other reason?
- Are the event organisers requesting special conditions such as a closed meeting, tickets or segregation?
- Has any pressure (either directly or indirectly) been undertaken by any person to run or not run this event? Is there community pressure to run the event? Or have there been objections by some people to running it?

Wider Considerations

- Does the speaker or members from the organisation they represent have a reputation for causing disruption at venues?
- Are there likely to be any health and safety or public order issues that may occur as a result of the event?
- Have we alerted local police and partner contact details if we have concerns regarding the above?
- Are there any risks to Leeds City College's reputation by hosting this event?
- Will the event/speaker be supervised by Leeds City College staff