

Visiting Speaker Policy

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Document Control

Owner	Director of SEND and Student Experience
Audience	All Moulton College Stakeholders
Confidentiality	Low

Version Control

Version	Description/Changes	By	Date
1.0	Initial Release	QM	Jun. 2017
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Approval

Approved By	Meeting Date	Next Review
Senior Leadership Team	24 March 2025	26 March 2027

Related Policies

Ref.	Policy
SGP-01	Safeguarding Policy
	Prevent Duty Policy
	Freedom of Speech Policy
SS-02	Moulton College Visitors Policy

Equality Impact Assessment

Equality Impact Assessment
An Equality Impact Assessment has been completed but deemed not appropriate to this Policy.

Visiting Speaker Policy

Policy Statement

Introduction

1. Moulton College is committed to creating an environment where everyone is treated with dignity and respect, and where diversity is valued. The External Speakers policy sets out the procedures relating to events involving the use of external speakers regardless of who is organising them.
2. This policy details Moulton College's approach to ensure the protection of staff, students and the reputation of Moulton College, whilst following the legislation that we are responsible for upholding. The document is written with reference to the Prevent Duty laid down in 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'.
3. This policy ensures that the College complies with its general safeguarding duties in ensuring that our staff, students, governors and visitors are safe.
4. This policy will not discriminate against any individual or groups on grounds of sex, race, ethnicity or national origin, sexual orientation, marital status, religion or belief, age, disability, socio-economic status, offending background or any other personal characteristics. It operates in the best interest of its learners, staff, College and the wider community and does not infringe on an individual's human rights and responsibilities. It must be read in conjunction with the College mission and values.
5. This policy is not directed to any specific ideology, religion, religious groups or faiths, or at the proponents of any other sets of belief. The aim is to ensure that the College is able to monitor, manage and deal effectively with the threat posed by any individual or group of individuals engaging in activities that are against the law and the college values. The College commits to the promotion of cohesion and inclusion within the College community which does not allow any particular individual or group of individuals to be marginalised, stigmatised or excluded from college life.

Objectives

6. The objectives of this policy are:
 - a. To provide an environment where freedom of expression and speech is protected and balanced with the need to ensure that the Moulton College community is free from harm and that incitement to hatred is never acceptable.
 - b. To provide a supportive, inclusive and safe space for students.
 - c. To provide clearly defined and effective procedures to ensure the law is upheld.
 - d. To collaborate with others to reach sound, evidenced judgements about proposed external speakers, ensuring that the College can meet its legal obligations.

- e. To encourage and provide a balance of opinion at any academic discussion or debate.
- f. To communicate to all staff, visitors, customers and students that it is our mutual responsibility to comply with equality and safeguarding legislation.
- g. To provide clear instructions for organising an event with external contribution. E.g. speakers, representatives, film; and guidance for researching an external speaker.

Responsibilities

7. This guidance applies to:

- a. All employees of the College and those undertaking duties on its behalf.
- b. All Moulton College students (whether full or part time) throughout the period in which they are formally enrolled.
- c. All persons invited by Moulton College to speak or otherwise take part in teaching or events.
- d. Vice Principal Curriculum & Quality / Assistant Principal Data and Standards/ Director of Curriculum, Director of SEND and student experience/ Heads of School who are responsible for ensuring that this guidance is taken into account in the planning of teaching and learning activity.

8. Designated Safeguarding Lead:

- a. The Designated Safeguarding Lead is responsible for ensuring compliance with the guidance and shall periodically carry out an audit on activity to ensure compliance, share learning and to enable an ongoing review of the policy and procedures. Activity shall be reported to the Senior Leadership Team on a termly basis, and non-compliance will be escalated to SLT as appropriate.

Policy Statement

9. Freedom of speech and expression:

- a. Freedom of speech and expression 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.
- b. Moulton 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. College events, activities and initiatives have a need to be safe, without risk to the reputation of Moulton College and within the law.

10. External speakers and their responsibilities

- a. The term 'external speaker' or 'visitor' is used to describe any individual or organisation who is not a student or staff member of Moulton College or one of its contracted partners and who has been invited to speak to or work with 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.
- b. An 'event' is any event, presentation, visit, activity or initiative, organised by a student group / society, individual or staff member (including commercial staff member) that is being held on college premises or where Moulton 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 and any activity held on college premises but organised by external venue hire clients.
- c. Persons or groups arranging events must make all speakers or visitors aware of their responsibility to abide by the law and college policies, through reference to the External Speakers Policy on the college website, 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; and,
 - Are not permitted to raise or gather funds for any external organisation or cause without express permission of the College Senior Leadership Team.

Guidance for College Staff

11. No event involving any external speakers or visitors 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.
12. Moulton 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 4 weeks before the date of the event. This is to allow the organiser time to make adequate safeguarding checks as well as any alterations to the event if necessary. Any request made outside of this time frame will be rejected unless there are extreme extenuating circumstances, as agreed by the Safeguarding Administrator.
13. The individual organising an external speaker should conduct brief research into the proposed speaker. This should include a review of any material proposed to be used at the event. The online External Speaker Check and Review Form (Appendix 2) should be used. The online form will be reviewed by the Safeguarding team against

any restricted organisations or individuals. The Vice Principal Curriculum & Quality / Assistant Principal Data and Standards / Director of Curriculum, Director of SEND and student experience will be notified and final approval is given by the Heads of School before a speaker/ visitor is booked/confirmed.

14. If an External Speaker Check Form has been completed within the last 12 months / end of the academic year (whichever is sooner), this will be available for all staff to access online and can be booked without further checks. Any doubts as to the suitability of a speaker, should be referred to Vice Principal - Curriculum & Quality for final approval. Reasons for doubt could be, but are not restricted to, the following:
 - a. 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/proscribed-terrorist-groups-or-organisations-accessible-version>
 - b. Talks by organisations generally considered to be extremist.
 - c. 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.
 - d. A speaker accepted in mainstream as being highly controversial.
 - e. A link or links to any person or group that has been connected with any controversy of a negative or positive nature.
 - f. A speaker who has a significant profile and attracts a following that could create crowd control and health and safety issues.
 - g. A speaker or visitor that may present views or behaviour not in keeping with the College's values or safeguarding policies and procedures.
 - h. A speaker from a political party during an election purdah.
15. In the event of referral, one of the following decisions will be made:
 - a. To not permit the event with the external speaker to go ahead.
 - b. To not permit the external speaker to attend the event (if it is a wider event).
 - c. To fully permit the event with the external speaker to go ahead unrestricted.
 - d. 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, and inclusion of opportunities to debate or challenge the view being held.
16. All requests for outside lettings must be discussed with the Director of Facilities Management to promote transparency and share awareness of the activity.
17. In making recommendations, guidance must be sought from SLT. Risk will be assessed on the following basis:

- a. The potential for any decision to limit freedom of speech.
 - b. The potential for the event going ahead to cause reputation risk to the college.
 - c. 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.
18. Consent for the utilisation of the proposed external speaker will be confirmed in writing.
 19. Following approval organisers are responsible for ensuring that their staff team and students are aware of and support this policy.

Quality review of material

20. Where visitors / speakers will be addressing a substantial number or wide range of students, any materials to be used will need to be assessed by the Director of Curriculum to ensure the content meets the standards of the college. Materials should be forwarded to the Director of Curriculum for review when agreement is being sought from the Head of School.
21. Where a referral is being made to SLT for approval, the view of the Director of Curriculum will be taken into consideration in the final decision.

Supervision of external speakers

22. Supervision of external speakers should be carried out in accordance with the Moulton College Visitors Policy, with particular reference to *Policy, Principles and Practices*.
23. During the speech staff will be present to monitor the content and that the speech aligns with the values and ethos of the College and Fundamental British Values. In the unlikely event that the speech does not meet this requirement, it should be immediately reported to the Heads of School who will ensure that prompt action is taken to balance the information given.

Guest speakers in an online space

24. The External Speaker's Policy is applicable to all online guest speakers who are delivering a presentation or learning to students. All of the appropriate checks as laid out in this policy as applicable to online sessions.
25. When conducting online sessions, a member of Moulton College staff should supervise the session throughout, as 23.

Appendices

26. The following appendices apply to this policy:
 - Appendix 1: Procedure for approving External Speakers
 - Appendix 2: External Speakers Review and Check form
 - Appendix 3: Guidance on completing the RAG assessment in the Review and Check Form

APPENDIX 1: Procedure for approving External Speakers



APPENDIX 2: External Speakers Review and Check Form

External Speakers Review and Check Form is an online form accessible through the staff intranet [here](#). Or is available directly [here](#).

External Speakers Review and Check Form

The External Speakers Review and Check Form reflects the key guidance for all staff ensuring that appropriate safeguarding measures are in place when introducing external speakers to students at Moulton College. This process reflects government guidance on safeguarding and prevent policies around preventing radicalisation. This form is applicable to all staff booking external speakers both on site and in online sessions. If you would like further guidance on this process, please speak to a member of the safeguarding team.

Hi Tony, when you submit this form, the owner will be able to see your name and email address.

* Required

1. Name of external speakers? *

Enter your answer

2. Name of organisation that they represent? *

Enter your answer

3. Individual/Organisation contact details (Address, telephone, email)? *

Enter your answer

4. Purpose of Visit? * 

 

5. Topic of talk/discussion/presentation (e.g. Session on drug or alcohol misuse)? *

6. Does this form relate to single or multiple visits? *

 

7. Date of planned visit?

 

Next

* Required

Risk Assessment Checks on the Organisation/Individual

The purpose of these checks are to ensure that any individuals or organisations are appropriate before the booking. Any checks that are completed that are Red or Amber will need further assessment by Heads of School or the Senior Leadership Team. All checks on organisations should be completed before booking external speakers.

Green - No concerns found

Amber - I have completed these checks and there are some low level concerns around this individual/organisation which need some further advice, OR, I have been unable to find any information in these checks and need some further advice.

Red - I have completed these checks and found significant concerns.

*Note - If you have found significant concerns about an individual or organisation, this form should still be completed so we can ensure other colleagues do not book them in the future.

8. Name of individual/organisation googled *

☐ Green

☐ Amber

☐ Red

9. If Amber or Red - Comments or Concerns?

Enter your answer

10. Was the individual/organisation recommended by a colleague or other professional? * 

☐ Yes

☐ No

11. Name of Colleague/professional - where appropriate

Enter your answer

12. Reference sought for individual/organisation who have previously used speaker/visitor *

☐ Green

☐ Amber

☐ Red

13. If Amber or Red - Comments or Concerns?

Enter your answer

14. Material to be used reviewed? *

☐ Green

☐ Amber

☐ Red

15. If Amber or Red - Comments or Concerns? 

Enter your answer

16. Other actions taken?

Enter your answer

17. Any sessions booked should be supervised by a member of Moulton College staff.

Where possible, please name the colleague or team who are responsible for ensuring the session will be supervised.

Enter your answer

Back

Submit

Equality Impact Assessment (EIA)

Please complete both sides of this Equality Impact Assessment and ensure that the latest copy of this is recorded as part of the appendices of the specific policy.

Policy Reference and Name	Visiting Speaker policy
Assessment date	6 th March 2025
Completed by	DSS
What are the aims of the policy?	As identified
Who does the policy affect?	All internal and external stakeholders involved in event/talk organisation
Who is involved in implementing the policy?	Director of SEND and Student Experience
What information is currently available about the impact of this policy and its associated procedures?	None
Do you need more information to help you make an assessment about the impact of this policy and its associated procedures?	No
Do you have any examples that show how this policy will have a positive impact on any of the equality characteristics listed in the table below?	No reported incidents
Which other policies does this policy link with?	As list on page two
What consultation has taken place in the development of this policy?	Vice Principal Curriculum & Quality / Assistant Principal Data and Standards/ Director of SEND and student experience/ Heads of School

Use the table below to assess the impact of this policy on each of the listed characteristics. Your decision must be evidence based. Sources of evidence might include success rates, achievement gaps, application and enrolment data, student voice, consultation outcomes, recruitment and employment data, customer feedback or complaints, meeting minutes.

Characteristic (These characteristics are protected under the Equality Act 2010)	Negative impact? Y / N	Evidence to support your impact assessment decision	Requires further action? Y/N
Age	N		N
Disability	N		N
Race	N		N
Gender, inc. re-assignment	N		N
Sexual orientation	N		N
Religion / belief	N		N
Pregnancy / maternity	N		N
Marriage / civil partnership	N		N
Socio-economic	N		N

Overall EIA judgement

Select	
✓	No change required - The assessment is that the policy is/will be robust. There is no evidence of potentially unlawful discrimination and all reasonable opportunities to advance equality and foster good relations have been taken, subject to continuing monitoring and review
	Adjust the policy or practice - This involves taking steps to remove any barriers, to better advance equality and/or to foster good relations. This may involve removing or changing the aspect of the policy that creates any negative or unwanted impact. It may also involve introducing additional measures to reduce or mitigate any potential negative impact
	Continue the policy - This means adopting/continuing with the policy despite the potential for adverse impact. Set out the rationale for this decision, including how the decision is compatible with our legal obligation. Where there is discrimination, but it is considered not to be unlawful – the objective justification must be recorded
	Stop the policy - If there would otherwise be unlawful discrimination or adverse effects that are not justified and cannot be prevented/mitigated