

LEARNING AND SKILLS SERVICE

EXTERNAL SPEAKERS POLICY

External Speaker Policy

1. Introduction

The Learning and Skills Service welcomes visitors to support our approach to a broad and balanced curriculum throughout the year: visitors make a contribution to the life and learning and the experience and opportunities they bring are encouraged and appreciated.

It is The Learning and Skills Service responsibility to ensure that any information learners receive is provided in a safe environment and that care is taken to respect the diverse views and values of all.

It is our aim to make sure that The Learning and Skills Service are protecting learners and staff and to ensure that visitors comply with the Visitors and Visiting Speaker's agreement (see Appendix 2)

This Policy should be read with the following policies:

- Safeguarding Policy
- Prevent Policy
- Prevent Duty 2015

It is our objective to establish a clear protocol and procedure for admittance of external visitors to Learning and Skills Service provision, which is understood by all staff, visitors and learners and conforms to The Prevent Duty 2015.

2. Scope of Policy

This policy applies to all The Learning and Skills Service personnel, subcontracted training providers and their personnel, learners and partners carrying out activity on behalf of Sunderland City Council Learning and Skills Service.

3. Freedom of Expression

Learning and Skills Service acknowledges that Freedom of Expression is a fundamental right under British law, as well as under European Union and International human rights law.

Learning and Skills Service will exercise its right as part of their Safeguarding obligations to staff, training providers and learners to restrict freedom of expression based on a number of factors

- Beliefs, opinions and ideas which contradict Learning and Skills Service values and ethos
- Opposes Fundamental British Values

4. External speakers / Visitors

“External speaker”/ “Visitor” is used to describe any individual who is not a learner or staff member or subcontractor for The Learning and Skills Service. This includes any individual who is a learner or staff member from another learning provider.

All sessions organised with external speakers in and outside of our The Learning and Skills Service buildings are still within the responsibility (and liability) of The Learning and Skills Service.

At Learning and Skills Service, we encourage the use of external agencies or speakers to enrich the experiences of our learners; however, we will positively vet those external agencies, individuals or speakers, to ensure that we do not unwittingly use agencies that contradict or are in opposition with The Learning and Skills Service values and ethos.

Learning and Skills Service will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to learners or staff support British Values.
- Any messages communicated to learners are consistent with the ethos of The Learning and Skills Service and do not marginalise any communities, groups or individuals.
- Any messages communicated to learners do not seek to glorify criminal activity or violent extremism or seek to radicalise learners through extreme or narrow views of faith, religion or culture or other beliefs and ideologies (must not incite hatred, violence or call for the breaking of the law).
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of learners and staff.

We recognise, however, that the ethos of The Learning and Skills Service is to encourage learners to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate and support this.

5. Organising an event/ lesson with an external speaker

The Learning and Skills Service should be notified of any external speakers attending sessions.

The member of staff (organiser) who has invited the visitor to contribute at The Learning and Skills Service provision is responsible for the activities that take place within their lessons/ events. The organiser must ensure that all speakers/ visitors are made aware of their responsibility in line with The Learning and Skills Service safeguarding policy and by reading the Visiting Speaker’s agreement (See Appendix 2). The organiser will ensure that the visitor is fully briefed.

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.

When organising an event or visit from an external speaker, the organiser will be asked for the following details:

- brief description of the presentation to be delivered
- details of the exact purpose of the visit
- name and contact details of the visitor
- start and end time of the event
- brief biography of the visitor

Any failure to disclose the full details of an external speaker may result in cancellation. The member of staff requesting speaker/visitor will check all speakers' details, group links and other connections.

Any request for a visit from an external speaker must be made no later than **14 days** before the date of the event. Any request made outside of this timeframe may be rejected.

6. Procedure for Organising an Event with an External Speaker

- The organiser will notify the external speaker/ visitor of the Visiting Speaker's Policy and Agreement (Appendix 2).
- The organiser will ensure required details for organising a visit, are collated.
- The organiser will complete the Visitor/External Speaker Booking Form.
- The organiser will carry out agreed checks on the external speaker.
- The organiser will obtain a copy of any presentation/lesson plan and vet the content

7. Procedure for Researching a Speaker

The organiser will conduct a short check into all potential speakers using an open-source check: searching the speaker and any organisation the speaker is affiliated with, on a suitable Search Engine and look at the first three pages of results. They will then repeat the search with 'controversy' added to the search terms.

If the speaker has a history of, or has in the past been accused of:

- Inciting hatred, violence or calling for the breaking of the law.
- Insulting or making derogatory remarks to other faiths or groups.
- Using threatening, abusive or insulting words or behaviour.

Then the details for the booking will be sent to the Learning and Skills Service Designated Safeguarding Lead (DSL), for further investigation and guidance. The event will not go ahead as planned.

If no issues are identified, then the event/ speaker will proceed and event confirmation will be given.

Reasons for details to be shared with DSL may include but are not limited to any of the following:

- Any person or group on/or linked to the UK Government list of proscribed terrorist organisations
- Talks by organisations generally considered to be extremist by Home Office, Northumbria Police, and related organisations
- 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 speaker known to/or likely to cause harm to a specific group of staff or students
- A link or links, to any person or group that has, in those Google listings, 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 booking form will be emailed to external speakers or completed by the organiser.

8. Relevant Legislation and Guidance:

- [Terrorism Act 2000](#)
- [The Education \(No. 2\) Act 1986 S43](#)
- [Education Reform Act 1988 – Academic Freedom](#)
- [The Human Rights Act 1998](#)
- [Equality Act 2010 \(s.10 relates to religion & belief as a protected characteristic\)](#)
- [Discrimination Law – religion and belief](#)
- [Public Order Act 1986 – Violent, Threatening or Abusive Conduct and Speech](#)
- <https://www.gov.uk/government/publications/working-together-to-safeguard-children>
- <https://www.gov.uk/government/publications/keeping-children-safe-in-education>
- [Counter Terrorism and Security Act 2015](#)

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Appendix 1

Ref:

External Speakers Policy Form

This form should be completed by a relevant staff member as detailed in section 2 of this policy, in advance of an external speaker into Learning and Skills Service. It is not to stop such a person coming to speak. It is instead to ensure that the correct arrangements can be put in place to allow such an event to take place safely.

All forms must be returned to the Learning and Skills Service via the FACL inbox facl.info@sunderland.gov.uk 14 days prior to the planned date of the event.

If the guest speaker is recurring across courses the form should be submitted at the start of the contract year with Learning and Skills advised of any changes.

Training Provider:

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Name of Organiser:

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Contact Email:

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Contact Telephone Number:

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Event details – please see attached Policy Notes

Name of Speaker:

Date of Event:

Course Title/ Title of Event:

Venue:

Speaker details:

1. Short Biography – list affiliation to other organisations if identified
2. Aims, Objectives & Outcomes of the session
3. Brief outline of session content – attach copy of presentation if available
4. Length of session
5. Please identify any specific equipment/material required

The organiser should ensure that the guidance notes attached to this booking form, are passed to the speaker and that they fully understand the implications contained therein.

Office Use Only

Authorised By:

Signed:

Date:

Appendix 2

Visiting Speaker's Agreement

Within the Learning and Skills Service we understand the contribution made by visitors and external agencies to enrich the experiences of our learners.

In order to safeguard our learners and staff we expect all visiting speakers to read and adhere to the statements below (Please tick to confirm that you have read and accept the statements).

Please tick	Statement
	Any messages communicated to learners are consistent with the ethos of Sunderland City Council and do not marginalise any communities, groups or individuals.
	Any messages communicated to learners do not seek to glorify criminal activity or violent extremism or seek to radicalise learners through extreme or narrow views of faith, religion or culture or other ideologies.
	Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
	Activities are matched to the needs of learners.
	Visitors will be accompanied by a member of staff at all times
	Any messages communicated to students will support British Values and our values.

Name:

Signed:

Date:

Please note, any points of concern raised by you (the visitor) in adhering to the agreement, will be shared with the Learning and Skills Service.