

Guidelines for Guest Speakers

We frequently invite guest speakers both to our college campus as well as through virtually means such as webinars. The knowledge and understanding of our guest speakers help to enrich our student's college experience and provides them with valuable information to support their learning.

We have a responsibility to our students to ensure that the information they receive is aligned to the values of the College and British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The Prevent Duty Guidance: for further education institutions (DfE, July 2015)

(<https://www.gov.uk/government/publications/prevent-duty-guidance/prevent-duty-guidance-for-further-education-institutions-in-england-and-wales>) requires Colleges to have policies and procedures in place for the management of hosting guest speakers. These apply to all staff, students and visitors and clearly set out what is required for any event to proceed.

Guest speakers are required to agree to the following terms and conditions:

- Talks/presentations must not incite hatred, violence, or call for the breaking of the law
- Digital presentations should accessible to include subtitles where possible.
- Guest speakers are not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts
- Guest speakers must not spread hatred and intolerance of any minority group/s in the community
- Guest speakers must seek to avoid insulting other faiths or groups
- Guest speakers are not permitted to raise or gather funds for any external organisation of cause without express permission of the College Principalship
- In the unlikely event the event does not meet the requirements of this agreement College staff have the right to stop a presentation
- Guest speakers must provide the College representative with any presentation material etc in advance
- All visitors to the College must sign in on arrival and are required to read and agree to Health & Safety, Equality & Diversity and Safeguarding Guidelines for Contractors & Visitors

Your participation as a College guest speaker will be considered as confirmation you have read and understood these guidelines and will comply fully with their requirements.

Harlow College Guest Speaker Procedures

We frequently invite guest speakers both to our college campus as well as through virtually means such as webinars. The knowledge and understanding of our guest speakers help to enrich our student's college experience and provides them with valuable information to support their learning.

As well as helping develop their understanding of the working world they can also contribute to a greater understanding of wider social issues that can inspire and motivate our students as well as encourage positive wellbeing.

We have a responsibility to our students to ensure that the information they receive is aligned to the values of the College and British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

Harlow College greatly appreciates the contribution that guest speakers make and therefore also has a responsibility to ensure their experience is a positive one by providing an environment that is respectful, well prepared and conducive to a constructive learning experience.

The purpose of these procedures are to set out the College's responsibilities when using guest speakers and to outline the standards of behaviour expected from them. These procedures therefore draw reference from the Government's Prevent Duty guidance as well as our own safeguarding policy.

The Prevent Duty Guidance: for further education institutions (DfE, July 2015)

(<https://www.gov.uk/government/publications/prevent-duty-guidance/prevent-duty-guidance-for-further-education-institutions-in-england-and-wales>) requires Colleges to have policies and procedures in place for the management of hosting guest speakers. These should apply to all staff, students and visitors and clearly set out what is required for any event to proceed.

The procedures for hosting a guest speaker are:

- All guest speakers must have a nominated point of contact at the College (usually the event organiser)
- The nominated organiser must complete the Guest Speaker Approval Form. This should be signed by the AAM or relevant Manager and Saved on the S Drive in the following location:
Support Teams- HR Services College Wide – Guest Speaker Forms
- The Organiser must conduct research on the person/organisation to establish whether they have demonstrated extreme views/actions – a biographical internet search will usually be suitable. This should be recorded on the Guest Speaker Approval Form
- The organiser must send a copy of the Guidelines for Guest Speakers to the speaker in advance of the event
- The organiser must request presentation/material etc be sent to the organiser in advance
- Staff must refuse to allow people/organisations access to the College campus, students or staff (including virtually) if they have links to extreme groups or movements
- Justification of the College's decision will be provided to the person/organisation in writing
- Visitors must sign in upon arrival at College and complete all visitor H&S protocols
- Visitors must be accompanied by a College staff member and must never be left unsupervised with students at any time
- In the unlikely event the content does not meet the requirements of the Guidelines for guest speakers, College staff have the right and responsibility to stop a presentation
- Any concerns must be raised with the relevant AAM for escalation if necessary

Guest Speaker Approval Form

To be completed by the College staff member responsible for the event

**HARLOW
COLLEGE**



Staff Name:				Team:		
Number of Students Attending:		Age of Attendees: <i>(select all that apply)</i>			16-17 <input type="checkbox"/>	18+ <input type="checkbox"/>
Name of Guest Speaker(s):				Organisation:		
Contact telephone Number:				Email:		
Is there any known or likely media interest in the proposed event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, please provide details:			
Are there any concerns as a result of background checks that require further investigation or action? Please provide any information.				Sources checked		Agreed
				Website Checked		
				Printed Literature Checked		
				Resources to be Presented		
				Google Search Completed		
				Other Checks, Please State:		
How will speaker deliver the event?	Face to face on campus <input type="checkbox"/>		Face to face off campus <input type="checkbox"/>		Virtually (e.g. Zoom) <input type="checkbox"/>	
What subject will the Speaker be presenting?						
How will learners benefit?						
Is the presentation suitable and accessible, does it include subtitles?						
Date of Event:			Location of Event:			
Start Time:			End Time:			

Consent Approval

Name of Applicant:			Date of Submission:		
Name of Manager Approval:			Consent Approval Signature:		

1. Complete all boxes and ensure that you have signed the form
2. Forward to your AAM or relevant manager for consent
3. **When complete, this form must be saved on the S Drive: Support Teams- HR Services College Wide – Guest Speaker Forms**