



Policy Regarding External Speakers and Events

1. Introduction

- 1.1. The College actively manages risks around external speakers at events. This includes events run by the College (College owned events) and branded events taking place away from the College or virtually, seeking to maintain a safe environment where freedom of speech, expression and academic debate can exist, and where the College can fulfil its charitable purposes. This policy should be read in conjunction with the Prevent Duty and Policy.
- 1.2. In the context of this policy:
 - An External Speaker is defined as someone who is not an employee or contractor to the College. Contractors to the College, including members of the academic faculty, have been recruited following the College's defined recruitment processes and have been inducted into the College
 - A College owned event is defined as anything run by the College which takes place outside of the normal scheduled activity of the College.
 - A branded event is an event sponsored or publicly supported by the College

2. Booking a speaker for a College owned event

- 2.1. The College is committed to providing students with opportunities to meet and share the views of a range of subject specialists. In doing so, the College is committed to providing sufficient checks on everyone, before they are booked, to ensure they are suitable for Higher Education and pose no threat to students. External speakers must act in accordance with the law and not breach the lawful rights of others.
- 2.2. Most external speakers' requests will be straightforward and can be authorised by a member of the Business Committee using the External Speaker Due Diligence Form. However, where any concerns are raised the referral will be further considered by the Principal.
- 2.3. The College reserves the right to not permit an external speaker to speak or attend an event, to refuse to permit an event and/or to halt an event at any time if it reasonably considers there may be a breach of this policy or of any legal obligation.
- 2.4. When booking an external speaker, due regard should also be given to the protection of freedom of speech at the College (see below).
- 2.5. Where the event organiser has any concerns, they should be raised with the Principal or a member of the Business Committee.

3. Branded events

- 3.1. All College events taking place outside of the College's physical or digital infrastructure must be authorised a member of the Business Committee. Completion of the External Event Due Diligence Form is required.
- 3.2. Events which are attended or organised away from the College should align with the College's charitable purposes. Consideration should also be given to the nature of the event and any risk of radicalisation presented through association.

4. Use of College premises for external bookings

- 4.1. This Prevent policy applies to external groups who wish to use our facilities for their own meetings. Groups will be required to read, consent to and abide by this Policy in order to proceed with their booking. Authorisation for external groups to book to use College



premises is subject to alignment with the College's charitable purposes, which will be assessed by a member of the Business Committee. An External Booking Due Diligence Form is required.

5. Circulation of promotional materials

- 5.1. The College will not normally circulate promotional material from external sources. Any external promotional material must be authorised by a member of the Business Committee before circulation to staff or students. If there is any unease about any material or the external source, advice should be sought from the Principal.
- 5.2. External job adverts sent to the College for dissemination likewise need to be authorised by an appropriate member of staff before circulation.
- 5.3. Promotional material left behind by any visiting speaker or external group will be disposed.

6. Freedom of speech and academic freedom

- 6.1. The College is committed to providing staff and students with an environment where freedom of speech (within the law) is protected but balanced with the need to ensure that the College is free from harm and hatred. In hosting speakers and events, the College maintains its responsibility to comply with the Higher Education (Freedom of Speech) Act 2023, as set out in the College's Code of Practice on Freedom of Speech. This must co-exist with the due regard to prevent people from being drawn into terrorism, as set out in the College's Prevent Duty and Policy
- 6.2. The approval of external speakers should not be denied solely on the grounds of policy or belief.

7. Ongoing monitoring

- 7.1. This policy will be reviewed at least annually, as part of the annual policy review, to determine it is still relevant, it is in line with any changes made to legislation and that it is in effective operation at the College.



External Speaker/Event/Booking Due Diligence Form

This form should be completed in physical or digital form by the person organising the event/speaker/booking, and submitted to the College Business Committee.

Nature of due diligence		External speaker at a College-owned event
		External event (sponsored/attended by College)
		External booking of College facilities

Please complete the relevant section below:

External Speaker Details	
Speaker name	
Contact details	
Does the speaker represent an organisation? If so, which one?	
Information about the speaker's reputation, including any due diligence undertaken and sources of evidence	
Review Questions	
Has the Speaker been prevented from speaking at the College or a similar establishment or previously been known to express views that may suggest a cause for concern?	
Does the proposed title or theme of the event present a potential risk that views/opinions expressed by the speaker(s) may be a cause for concern?	
Is the proposed speaker's theme likely to attract attendance from individuals/groups that have previously been known to express views that may be a cause for concern?	

External Event Details	
Event name and date	
Organiser and location	
Are any other organisations known to be represented at the event?	
Information about the event's reputation, including any due diligence undertaken and sources of evidence	
Review Questions	
Does the proposed theme of the event present a potential risk that views/opinions expressed by the speaker(s) may be a cause for concern?	
To your knowledge, has the event or the organiser previously expressed views that may be a cause for concern?	
Is the proposed event's theme likely to attract attendance from individuals/groups that have previously been known to express views that may be a cause for concern?	

External Booking Details	
Booking date and description	
Organiser	
Are any other speakers/organisations expected to be present?	
Information about the organiser's reputation, including any due diligence undertaken and sources of evidence	
Review Questions	

Does the proposed booking contravene the charitable purposes of the College?	
Does the proposed theme of the booking present a potential risk that views/opinions expressed may be a cause for concern?	
To your knowledge, has the organiser previously expressed views that may be a cause for concern?	
Is the proposed booking likely to attract attendance from individuals/groups that have previously been known to express views that may be a cause for concern?	

Guidance

- If the answer to all questions is **NO**: the organiser can book the external speaker/external event/proceed with the booking
- If the answer to any of the questions is **UNCLEAR**: the event organiser must seek guidance from a member of the College Business Committee, whose responsibility it will be to undertake further review against the questions above.
- Ultimately, if the answer to any of the questions is **YES**: it is the responsibility of the event organiser to submit a referral to the Prevent Lead at the College, the Principal. The Prevent Lead will consider the risks in light of the right of freedom of speech and academic freedom. Mitigating measures may be recommended, or in exceptional circumstances the speaker/event/booking may be refused.

Date completed:	
Completed by:	
Referred to:	