

# External Visitors & External Speakers Policy

Exppanse Learning College

September 2023

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Author: Karl Wane

Version 3

Review Date: September 2024

## 1. Scope

This policy applies to all staff at Expanse Learning College across all sites (Hereafter the college)

## 2. Introduction

The college welcomes many visitors to various events and to support our approach to a broad curriculum throughout the year: visitors contribute to the life and learning of the college and the experience and opportunities they bring are encouraged and appreciated.

It is the college's responsibility to ensure that security and welfare of the whole college community is not compromised at any time. It is our aim to make sure that our college is protecting students and staff during college time and in extracurricular activities and to ensure that visitors comply with the Visitors & Visiting Speaker's Agreement (See Appendix A).

This Policy should be read with the following policies:

- Safeguarding Policy & Procedure
- Health and Safety Policy
- Prevent Strategy, Policy, and Procedures
- Section 26(1) of the Counter-Terrorism and Security Act (2015)
- Keeping Children Safe in Education DfE (2023)

It is our objective to establish a clear protocol and procedure for admittance of external visitors to college, which is understood by all staff, governors, visitors, and parents/carers and conforms to child protection guidelines and the Prevent Duty 2015.

External Speakers / Visitors "External Speaker"/ "Visitor" are used to describe any individual who is not a student or staff member of our college. This includes any individual who is a student or staff member from another college. All sessions organised with External Speakers in and outside of our college building are still within the responsibility (and liability) of our college.

At the College, we encourage the use of external agencies or speakers to enrich the experiences of our students; however, we will positively vet those external agencies, individuals, or speakers, to ensure that we do not unwittingly use external agencies, individuals or speakers that contradict or are in opposition with the college's values and ethos.

Our college will assess the suitability and effectiveness of input from external agencies, individuals or speakers or individuals to ensure that:

- Any messages communicated to students support British Values and our college values
- Any messages communicated to students are consistent with the ethos of the college and do not marginalise any communities, groups, or individuals
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students 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 students

We recognise, however, that the ethos of our college is to encourage students 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, individuals, or speakers to facilitate and support this.

## 3. Organising the Event

When organising an event/lesson with an external speaker, permission should be granted by the Headteacher before any visitor is asked to come into college. The Head of College should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit; this is to be completed through our Application for External Visitors & Visiting Speakers form (see Appendix B) both available from the College Administrator.

The College reserves the right to cancel, prohibit or delay any event with an external speaker if this Policy is not followed or if health, safety, and security criteria cannot be met.

The member of staff (organiser) who has invited the visitor to contribute to college 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 college's Safeguarding Policy and by reading the Visiting Speaker's Agreement (See Appendix A), given by the Receptionist on arrival. 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
- Details of the exact purpose of the visit
- Name and contact details of the visitor
- Start and end time of the event (including any timetable variations or requested cover)
- Brief biography of the visitor

Any failure to disclose the full details of an external speaker may result in cancellation. The College will check all speakers' details, group links and other connections (on the first three pages of a search on the internet, using a suitable search engine, and any web link provided).

Any application for a visit from an external agency, individual or speakers must be made no-later than 14 days before the date of the event. Any request made outside of this time may be rejected.

#### **4. Procedure for organising an event with an external speaker**

The organiser will notify the external agencies, individuals, or speakers of the Visitors & Visiting Speaker's Agreement (See Appendix A)

- The organiser will ensure that all the details required for organising a visit are collated
- The organiser will complete the Application for External Visitors & Visiting Speakers Policy Form (See Appendix B)
- The organiser will carry out agreed checks on the external speaker

#### **5. 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 any of the following:

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

The details for the booking must be sent to the colleges' Designated Safeguarding Leads DSL(s) for further investigation and guidance and if verified the event will not go ahead as planned. If no issues are identified, then the event/ speaker will proceed with event confirmation.

Reasons for the speaker's details to be shared with the DSL(s) may include, but are not limited to, any of the following:

- any person or group on/or linked to the UK Government list of prescribed terrorist organisations
- talks by organisations considered to be extremist by Home Office 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 search engine listings, related to 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

## 6. Relevant Legislation and Guidance

- Terrorism Act 2000
- The Education Act 1986
- Education Reform Act 1988
- The Human Rights Act 1998
- Equality Act 2010
- Discrimination Law – religion and belief
- Public Order Act 1986 – Violent, Threatening or Abusive Conduct and Speech
- Counter Terrorism and Security Act 2015

## 7. Monitoring arrangements

This policy will be reviewed every 12 months but can be revised as needed. It will be approved by the governing board

### Impact of non-compliance

<b>Staff:</b>	Disciplinary action, Support Plans
<b>Student:</b>	Not applicable
<b>Legislation/organisational:</b>	Reputational damage, litigation, statutory and non-regulated compliance.
<b>Compliance lead:</b>	Director
<b>Policy Reference:</b>	ELCO-POL-SAFG-0013
<b>Version:</b>	3
<b>Agreed policy location:</b>	Intranet and Website
<b>Review Schedule:</b>	24 Months
<b>Does the policy require Governor approval?</b>	No

### Approval

<b>Prepared by</b> Scott Roberts (Assoc. CIPD) 10/11/2022  Head of Shared Services	<b>Approved by</b> Tony Brown 25/08/2023  CEO	<b>Counter Signatory</b> Karl Wane 25/08/2023  Director of Post 16 Education
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### Version Control

Version	Date	Revision	Review Date
1	01/09/2021	Policy Reviewed	31/08/2022
2	10/11/2022	Policy Reviewed	09/11/2024
3	25/08/2023	Policy Reviewed	01/09/2024
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## Appendix A - Visitors & Visiting Speakers Agreement

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Thank you for agreeing to visit our college, we appreciate the contribution you make. At Expanse Learning College we understand the importance of visitors and external agencies to enrich the experiences of our students.

Speakers Name:		Date of visit:	
Purpose of visit:			

To safeguard our students, we expect all visiting speakers to read and adhere to the statements below:

- Any messages communicated to students are consistent with the ethos of the college and do not marginalise any communities, groups, or individuals
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies
- Visitors will also be always accompanied by a member of staff
- Any messages communicated to students support British Values and our college values

***Please be aware your presentation will be ended immediately if the content proves unsuitable.***

I confirm that I have read the statements above and will adhere to them accordingly.

Signed:		Date:	
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## Appendix B - Application for External Visitors and Visiting Speakers

This Form should be completed by any member of staff or student wishing to bring an external speaker into college. 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.

To:	Head of College	From:	
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### Section A

Date of requested visit:		Requested start time:		Requested end time:	
Timetable variation form		Required		Attached	
		<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No	<input type="checkbox"/>	No

### Section B

Name of Visitor:		Telephone Number:	
		Email Address:	
		Website Address:	

Brief biography of the Visitor (including why you have chosen this speaker):

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### Section C

Details of exact purpose:

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### Section D

If the request is accepted, suitable checks will be carried out, it is your responsibility to complete the following:

- The speaker will be expected to talk with staff about the content of the presentation before the event; speakers and staff must allow time for this discussion, whether it is on the day or beforehand
- The speaker will need to arrive in good time and must bring suitable identification with them
- The speaker must be supervised at all times and not left alone with students unless their enhanced DBS check has been confirmed.

### Section E

<b><u>Level 1 Approval</u></b> (Teacher etc) – <i>appropriate checks on the suitability of the person, which includes internet searches and/or contacting other colleges where the person has spoken previously</i>			Yes <input type="checkbox"/> No <input type="checkbox"/>
Print Name:		Signature:	
Position:		Date:	
<b><u>Level 2 Approval</u></b> (Head of College)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Print Name:		Signature:	
Position:		Date:	
<b><u>Level 3 Approval</u></b> (Director of College) <i>if appropriate</i>			Yes <input type="checkbox"/> No <input type="checkbox"/>
Print Name:		Signature:	
Position:		Date:	