

<b>Policy/procedure title</b>	External Speaker Policy		
<b>Review Cycle</b>	3 Years	<b>Responsible Department</b>	All
<b>Procedure Owner</b> *overall responsibility	Assistant Principal Student Services		
<b>Responsible Person</b> (if different to above) *responsibility for communicating changes and staff training where appropriate	Quality Coordinator		
<b>Types of provision this procedure applies to:</b> (delete as appropriate)	14-16 Study Programmes 19+ Apprenticeships Higher Education		
<b>Revision Record</b>			
<b>Rev. No.</b>	<b>Date of Issue</b>	<b>Details and purpose of Revision:</b>	
1	20/02/2024	New Procedure	

### Equality Impact Assessment

Whenever a policy is reviewed or changed, it's impact assessment also must be updated. The Equality Act 2010 seeks to simplify discrimination law and introduced statutory duties to promote equality whereby The College of West Anglia must, in the exercise of its functions, pay due regard to the need to promote equality in relation to the protected characteristics.

**Could any staff or students be adversely impacted by this policy/process? If yes give details and how this will be mitigated: No adverse impact.**

<b>Date</b>	<b>Action and Monitoring:</b>
Feb2024	No actions


**E, D & I Statement**

This procedure has been reviewed in line with the Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment., Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual Orientation and Disability. We will continue to monitor this procedure to ensure that it allows equal access and does not discriminate against any individual or group of people.

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## 1 INTRODUCTION

The College of West Anglia (CWA) is committed to creating an environment where everyone is treated with dignity and respect and where diversity is valued. CWA values freedom of speech and expression, both of which are rights protected by law, and believes that no subject or belief should be excluded from reasonable, constructive discussion and debate. However, as well as complying with our legal duties, we have a duty to ensure the safety and welfare of our staff, students and the wider college community. Our commitment to freedom of speech and expression, therefore, needs to be balanced by the need to safeguard all members of this community.

CWA values the opportunities presented by external speakers and organisations to enrich the experience of students and staff. This is seen as an essential part of both personal and academic development. Furthermore, external speakers and organisations can provide students with the opportunity to experience diverse opinion and to enter into healthy debate and discussion.

## 2 PURPOSE

The purpose of this policy is to:

- Support an environment which promotes freedom of expression and speech whilst ensuring the college community is protected from harm and exposure to extremist views and ideology.
- Set out CWA's expectations for staff and students when considering the use of external speakers and organisations at CWA events.
- Ensure proper consideration is given to the risks of any external speaker or organisation expressing views and/or promoting information that could be considered extremist, that incites hatred and/or risks drawing people into terrorism
- Provide clear instructions for organising an event with an external contribution e.g. a speaker or representatives, and guidance for researching an external speaker.
- Fulfil our obligations under the Prevent Duty

## 3 SCOPE

This policy applies to:

- all staff, students, student groups (e.g. Student Council) who host or organise activities on or off CWA premises under the auspices of CWA (including online activities) at which an external speaker or organisation will be present.
- External speakers (non-CWA staff or students) invited to attend an event with the intention of delivering information and/or speaking to CWA students or staff. This

includes those invited for the purposes of speaking about careers, demonstrating skills, instructing, or leading workshops with students as part of a planned programme.

## 4 DEFINITIONS

- **External speaker:** Any individual, group, organisation or representative thereof who is not an employee of CWA or one of its contracted partners. This includes any staff member from another educational institution. It also includes the main contact from any external facilities hire client who is paying to use CWA facilities.
- **Event:** An event is any presentation, visit, activity or initiative organised by a student group/society, individual or staff member that is being held on CWA premises or that is organised by CWA representatives off campus. It also includes events where external speakers are streamed live into an event or a pre-recorded film is shown at an event. It also includes activities being held on CWA premises but organised by external facilities hire clients.
- **Prevent** is the Government's strategy to stop people becoming involved in violent extremism or supporting terrorism, in all its forms. Prevent works within the non-criminal space, using early engagement to encourage individuals and communities to challenge violent extremist ideologies and behaviours.
- **Extremism** is defined by the UK government as 'Vocal or active opposition to fundamental British values and calls for the death of members of our armed forces, whether in this country or overseas'.

## 5 RELATED POLICIES & DOCUMENTS

[Safeguarding, Child and Vulnerable Adult Protection Policy](#)

[Single Equality Scheme and EDI Policy](#)

[Prevent duty guidance: England and Wales \(2023\)](#)

[Keeping children safe in education 2023](#)

## 6 PROCEDURE

### 6.1 Staff

Organisers of an event that includes external speaker(s) or organisation(s) should, in advance of the event, seek permission from a member of the College Leadership Team (CLT). This will usually be their line manager.

The CLT manager will make the decision as to whether further checks are required, based on the specific circumstances of the event. Consideration should be given to risks of the external

speaker or organisation expressing views and/or promoting information that could be considered extremist, that incites hatred and/or risks drawing people into terrorism.

If there are any doubts about the suitability of the external speaker or organisation, the manager should undertake research and checks to include at least two of the following as appropriate:

- Google and social media search
- Reference/feedback from other colleges
- Website check
- Printed literature check
- Resources to be presented

On completion of these checks, if the manager remains concerned or unsure about the suitability of the external speaker or organisation, they should seek advice/approval from the Assistant Principal Student Services via this [online form](#)

The APSS may decide that the external speaker or organisation should not be invited to attend the event (or, where relevant, the event should not go ahead), may seek further information or suggest additional mitigation measures to allow the event to go ahead.

## 6.2 Students

If the organiser of the event is a student or student group, they should seek permission from their Head of Faculty or the Head of Learner Experience, who will then follow the same procedure as above.

**NB:** This procedure also applies in circumstances where the external speaker or organisation are interacting with students online. The same assessment process should be followed as above. Additionally, any recordings or meeting links/ invites should be owned by the College host and not the visitor/visiting organisation.