External Speaker, Organisation, Event and Literature Policy and Procedure

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Principalship Lead	Vice Principal Student Experience and Support (TMC)
Accessible to Students	Yes

BACKGROUND

Freedom of speech and expression is a fundamental right, crucial in a democracy. The LTE Group is committed to the principle that the Group should support broad debate and deliberation to extend understanding and enhance learning. It is expected and encouraged that individuals hold a diversity of views, have different points of view or perspectives and will not agree on all issues or topics. However, the enjoyment of the freedom to express points of view on the widest range of topics comes with responsibilities for the rights of others and must be subject to reasonable restrictions of time, place, content and manner. Freedom of expression must be managed in a way that ensures balance of opinion and that students, staff or visitors are not exposed to extreme narratives or expression that is indecent, grossly offensive or includes expressions of hate or suggested discriminatory behaviour against others on matters such as, but not limited to, race, ethnicity, religion, gender or sexual preference, all of which are deemed to be unacceptable conduct by the LTE Group. Where speakers cover sensitive or contentious topics, including taking points of view that some may judge extreme, this must be carefully managed to ensure that a balance of information and debate is provided but also, where necessary, should be subject to a carefully considered process to manage events or speakers organised or hosted by the college. The same consideration must be given before agreeing to any literature that may be displayed, published or distributed at the college by internal or external sources.

SCOPE

The scope of the Group External Speaker, Organisation, Event and Literature Policy and Procedure is to support staff who are part of LTE Group to assess the potential risk of each individual guest speaker or organisation and/or literature proposed for use or display and thereby ensure that all external speakers who speak at Group, Group-led or Group-hosted events and any literature displayed, published and distributed meet the principles of the policy.

The policy further applies when organising an event with several external speakers or representation from an external organisation. The Risk Level Matrix (Appendix 2) must be completed for each speaker and for the organisation as applicable.

When organising an event where an individual or organisation is judged to hold strong or extreme views care must be taken to assess the risk level and to ensure a balance (e.g. political, environmental, cultural, religion or belief) of views are provided. Where necessary, agreement must be sought from the relevant level of management where the level of risk is deemed to be moderate or high.

The Policy and Procedure applies to all Group activity including speakers / events / literature organised by any student groups including, but not limited to, the Student Council, Student Union or Student Representative Groups. The policy applies to all events organised by staff of the Group whether on Group sites or external venues other than Group sites.

It can reasonably be expected that a significant proportion of guest speakers and organisations will be assessed as low risk and that the risk assessment process will not be onerous.

AIMS

The aim of The LTE Group's External Speaker, Organisation, Event and Literature Policy are:

- To plan and support a curriculum and enrichment offer which utilises expertise and valuable contributions from a broad range of Guest and External Speakers and Organisations.
- To ensure students are provided with information and literature from a broad range of organisations and services which will enhance the student's learning experience and/or provide information about sources of support, guidance and information.
- To ensure that all students have opportunities appropriate to the level, mode of delivery and curriculum content of their course of study to take part in a broad range of guest/external speaker events and that events can be accessed by all eligible students with no restrictions excepting space or where an event is targeted at specific curriculum groups for the purposes of meeting a specific curriculum aim.
- To allow our students to take part in open debate which is central to the culture of academic freedom and the development of students' ideas and understanding whilst ensuring:
  - o where individuals hold a particular point of view, students are given a range of different or alternative opinions or have the opportunity to challenge and debate that point of view/opinion
  - o debate does not allow inflammatory or discriminatory content in a way that means the freedoms of others are denied or ignored
  - o if discriminatory comments or content are made or included that these do not remain unchallenged
- To ensure that all external speakers are risk assessed following a standard risk assessment procedure (Appendix 2) **and** by completing an External Speaker checklist (Appendix 1) which ensure clear guidelines are followed prior to booking.
- To make sure all guests or external speakers/organisations are aware of the responsibility to abide by the law and LTE Group policies and procedures
- To ensure that the same principles apply to literature displayed, published or distributed on Group sites. Where literature is displayed, published or distributed without consent from the line manager, at head of department level or above, the material must be removed immediately.

External Guest Speakers or Organisations are strictly prohibited from:
- Inciting hatred or violence or calling for actions which would break the law
- Spreading hatred and intolerance or disrupting the relationships between stakeholders and the organisation by word of mouth when on Group sites or by use of literature, including use of IT and/or social media outlets linked to the LTE Group
- Encouraging, glorifying or promoting any acts of terrorism, including individuals, groups or organisations which support such acts
- Gathering or raising funds for any external or third-party organisations without the express written permission of the relevant College/Group manager
- Exhibiting discrimination towards any individuals and/or their protected characteristics.

PROCEDURE

External Speaker/Organisation Application and Risk Level Assessment prior to the event.

A Checklist Application for External Speakers or Organisation (Appendix 1) and Risk Level Matrix (Appendix 2) must be completed by the staff member organising the speaker/event a minimum of two weeks prior to the event and sent to the relevant manager (line manager at head of department level or above) to authorise. This is not expected to be an onerous requirement but ensures managers are aware of speakers and organisations invited to Group events or to speak to learners/staff.

The process must be followed for each external speaker where there is an event with more than one speaker or an event with multiple organisations who may hold strong or extreme views (whether as an external speaker or involvement in an event e.g. Induction Fair).

Where necessary the process can be applied to assess the risk level of an organisation, group or business where a planned speaker is representing an organisation, group or business.

All staff of the LTE Group must ensure they support the Group to carry out its duty of due diligence to assess the risk of the external guest speakers or organisations to assess:

- Level of controversy the external guest speaker may attract or cause
- Any health and safety or security issues
- The level of potential adverse media attention
- The potential for the speaker's presence to cause students and staff fear or alarm or a breach of the peace

All guest speakers will be informed that their presentation may be observed or recorded for safeguarding purposes

Where the risk rating is not mitigated to low or acceptable, the manager is to refer the request to the relevant senior manager (assistant principal or director of service level) for further review.

Process following speaker approval

- External Speakers to provide copy of resources (presentations and literature) at least 5 working days prior to the presentation to be checked to ensure material is appropriate and inclusive.
- Event organisers to ensure students and other participants know how to raise any concerns they may have regarding the presentation
- Ensure speaker/organisation is aware that if a replacement speaker is to attend the event organiser must be advised in advance and a review of the risk level matrix will need to be completed as required
- All presentations must be in English or British Sign Language or, if using a language other than English, independent translation into English/BSL must be provided by a member of College/Group staff or a person appointed by the College/Group for that purpose

- Ensure risk assessment completed if required for any activities to be undertaken as a part of the event e.g. experiments or practical activities
- A risk assessment is required to be completed where external personnel are attending an event
- Check appropriate rooms have been booked by staff arranging the event
- Any payment is to be made must follow normal College/Group payment processes (refer to Group Procurement Guidelines)
- Ensure all speakers are aware of the visitor sign-in procedure before arriving on campus/site
- All external speakers must sign in at reception and follow the College/LTE Visible ID, Health and Safety and Safeguarding policies and procedures
- Ensure all external speakers are met by a staff member and taken to and from the presentation.
- College/Group Staff must be present throughout the presentation to monitor content and delivery.

Speaker/organisation not approved

- Event organiser to contact External Speaker/Organisation to provide feedback on decision as required.

Literature

All external requests to display, publish or distribute literature on College/Group premises must be risk assessed by the receiving member of staff completing the Literature Risk Level Matrix (Appendix 3). If concerns are identified these must be referred to the relevant manager (line manager at head of department level or above) and the external organisation/individual contacted and informed of the reasons for concern. For College staff, additional support and guidance can be provided by the relevant HoD Student Experience.

EQUALITY, DIVERSITY AND INCLUSIVITY

Students can expect an inclusive and supportive learning environment whatever their background, and the EDI Policy is available on the Hub.

ALIGNED POLICIES, PROCEDURES AND STRATEGIES

- Safeguarding Policy
- Single Equality Scheme
- Visual ID Policy
- Third Party Room Booking Policy and Responsible Booking Procedure
- New supplier set up procedure.

LOCATION AND ACCESS TO THIS POLICY

- Staff Hub
- Student Hub.

Appendix 1 RISK LEVEL MATRIX

Read each section below and score each one with the relevent rating description. Record level of risk on the External Speaker Application Form and Checklist (Appendix 2) and follow the recommended guidelines linked to safeguarding and risk assessments

Risk Level	Section A Rating Description: Level of Controversy		Section B Rating Description: Health and Safety		Section C Rating Description: Level of media attention/ risk of breach of peace/security	
Low (1)	The topic of the talk or presentation is not controversial nor is it likely to be regarded as offensive by anyone. The speaker/organisation or guest is a known expert in their field and is not known to be controversial or to hold controversial views. Where the speaker represents a known local or national business or organisation (Google Open Check), that organisation has no controversial links or purpose.		There are no health and safety issues. No activities are taking place that require a risk assessment.		The event/speaker is unlikely to attract any media attention and poses no physical risk to staff or students	
Acceptable (2)	The speaker/organisation/guest may hold a strong position/point of view on their topic, but this would not be regarded as controversial. The speaker /guest may not have a publicly established reputation in their field. The talk is unlikely to be regarded as controversial.		There are health and safety considerations that require a standard risk assessment.		Speaker is very unlikely to attract adverse media attention or pose a risk to staff or students	
Moderate (3-4)	The speaker/organisation and/or topic may be uncontroversial, but the event is open to non-TMC students and staff, including the general public, and high numbers are likely to attend. **OR** The		Risk assessment required if open to non-TMC public.		There may be some media attention, photographs and filming may take place. Staff and students may need briefing prior to event.	

	topic may be regarded as controversial by some and this could be cause for concern even if attendance likely to be low.			
Substantial (5)	The speaker/guest/organisation and/or topic are controversial. There may be adverse media attention. The speaker has been refused permission to speak at another institution before. Attendance at the event may/will be high.	There may/will be high volumes of people and a subsequent need for additional security measures/additional staffing presence.	Potential for high level of media attention that may cause controversy or upset to students and staff. Potential demonstrations/ attention from members of the public	
Extreme (6)	The speaker/guest/organisation and or topic are highly controversial and will definitely attract adverse media attention. The speaker/guest has been refused permission to attend an event at The Manchester College and/or other institutions before. High attendance is expected at the event. The speaker/guest and or topic may attract protest from other students or outside organisations. *The event cannot take place until a review of strict controls is completed to protect individuals and property. If controls are not in place, speaker/event cannot be agreed.*	High risk of student safety due to high risk of protest and/or volume of numbers. The potential for the speaker's presence to cause students and staff fear, alarm or to be exposed to extreme views is high	Very high levels of media attention likely which may cause controversy or upset to students and staff. The potential for the speaker's presence to cause students and staff fear, alarm or breach of the peace is high	

Appendix 2: CHECKLIST APPLICATION for EXTERNAL SPEAKER/ORGANISATION
To be completed for all external speakers/organisations

Details of staff member organising speaker/event:	
Details of external speaker/organisation/event:	Date/s: Venue/s:
Purpose/aim of external speaker/event:	
Intended audience for speaker/event:	
Topic/s to be covered:	
External speaker/organisation contact details	
Speaker/organisation name:	
If an organisation, named contact and named speaker/s:	
Postal address:	
Email address:	
Contact phone number:	

Does the speaker belong to a recognised/registered organisation or business?	**Y/N**	Has the organisation or business/ speaker been checked on google search or open source?	**Y/N**	Has Risk Level Matrix (Appendix 1) been completed?	**Y/N**

Is level of risk Low or Acceptable?	
Yes ↓ Complete External Speaker Booking Form	**No: Risk Moderate** 1. Contact the relevant manager (line manager at head of department level or above) to apply any risk mitigation measures. 2. If level of risk now Low or Acceptable complete External Speaker Booking Form 3. If level of risk remains moderate or if risk level is extreme or substantial refer to the relevant senior manager (assistant principal or service director): • Decision by senior manager not to allow external speaker/organisation. Speaker/organisation informed of the decision and reasons for it. • If decision made to invite external speaker where risk is moderate/mitigated agreement required from Principalship.

Appendix 3: EXTERNAL SPEAKER/ORGANISATION BOOKING FORM
To be completed for all speakers/events with external speakers

Staff name		Approving manager	
Session Title		Guest Speaker/s	
Session Date		Session Time	
Estimated no of attendees		Attendees/Group details	
External Speaker/ Organisation Checklist completed		Guest Speaker/ Organisation RAG rating matrix completed	

Tick each of the following actions once completed:

Are members of staff confirmed available to be present at all time when external speakers are with students?		Has the speaker been notified regarding specific requirements during and prior to the event in line with the External Speaker policy?	
Has speaker been advised to provide copy of resources, including any presentation, 5 working days prior to presentation?		Has speaker been advised that if a replacement speaker is to be provided the college must be notified in advance and that a replacement may require additional risk assessment?	
Is there adequate rooming available on required date?		Is there any payment to be authorised? If so, insert cost here. If payment to an individual, has a Single Person Contract (incl. bank details) form been signed?	
Once approved, confirmation sent to speaker, including the following statement: "On arrival, you will be asked to sign in and in doing so you will be agreeing to comply with our Health and Safety and Safeguarding procedures."			

Manager Approval signature …………………………………………….

Any additional comments