

External Speakers Policy HR41

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. INTRODUCTION

- 1.1 Askham Bryan College ('the College') is committed to attracting external speakers and organisations to enrich the experience of students, staff and the community. The requirements of the Prevent Duty will be met when responding to requests from external speakers to ensure that any risk of attempted radicalisation is considered to the College. The College recognises the value that external speakers bring to the College and its students, and seeks to encourage the provision of enrichment to learners and staff through exposure to high quality visiting speakers and organisations. The College confirms its commitment to freedom of speech in the College
- 1.2 This policy seeks to reduce the likelihood that visiting speakers or organisations might seek to promote extremist views or attempt to radicalise students and staff. In addition it seeks to reduce or eliminate any risks of disruption or poor behaviour for example, as the result of a controversial or popular speaker's presence in College.
- 1.3 This policy is written with reference to the Prevent Duty contained within Section 26 of the Counter Terrorism and Security Act (CTSA) 2015. The Duty states that specified authorities including Further Education Colleges, in the exercise of their functions, must have "due regard to the need to prevent people from being drawn into terrorism". The College is committed to supporting vulnerable students through its safeguarding policies and procedures and recognises that this can support the College's contribution to the Prevent duty. The Guidance on Prevent is included within SCA06 (Safeguarding Policy).
- 1.4 The College clearly needs to balance its legal duties in terms of both ensuring freedom of speech and also protecting student and staff welfare. Encouragement of terrorism and inviting support for a proscribed terrorist organisation are both criminal offences. The College should not provide a platform for these offences to be committed. When deciding whether or not to host a particular event that involves a residential element, the College will consider carefully whether the views being expressed, or likely to be expressed, constitute extremist views that risk drawing people into terrorism or are shared by terrorist groups. Likewise the College will consider whether the activities of the organisation wishing to book a residential event constitute a risk of drawing people into terrorism or are shared by terrorist groups. In these circumstances the event should not be allowed to proceed except where the College is entirely convinced that such risk

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can be fully mitigated without cancellation of the event. Where the College are in any doubt that the risk cannot be fully mitigated they should exercise caution and not allow the event to proceed.

- 1.5 The College will undertake a process for assessing risks associated with any planned events, which provides evidence to suggest whether an event should proceed, be cancelled or whether action is required to mitigate any risk. There is also a mechanism in place for assessing the risks associated with any events which are College-affiliated, funded or branded but which take place off their premises and for taking swift and appropriate action.
- 1.6 The College will ensure that staff involved in the physical security of the estate have an awareness of the Prevent duty. Where appropriate and legal to do so, the College will also follow statutory protocol in place for the sharing of information about speakers with other institutions and partners.

2. SCOPE

- 2.1 This policy applies to all staff who host and organise visiting speakers and organisations, and to students (for example the Student Union) who do the same.

3. AIMS

- To provide an environment where freedom of expression and speech are protected balanced with the need to ensure that our community is free from harm and that incitement to hatred is never acceptable.
- To provide a supportive, inclusive and safe space for students
- To provide clearly defined and effective procedures to ensure that the law is upheld.
- To collaborate with others to reach sound, evidenced judgments about proposed external speakers ensuring that the College can meet their legal obligations
- To encourage and provide a balance of opinion at any academic discussion or debate
- To communicate to all members, volunteers, staff and visitors, that it is our mutual responsibility to comply with equality and safeguarding and that both the College and the individual can be held liable if they contravene the law.
- To provide clear instructions for organising an event with external contribution e.g. speaker, representatives, film and guidance for researching an external speaker.

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4. EXTERNAL SPEAKERS AND THEIR RESPONSIBILITIES

- 4.1. An external speaker or visitor is used to describe any individual or organisation who is not a student or staff member for the College or one of its contracted partners and who has been invited to speak to students and/or staff. This includes any individual who is a student or staff member from another institution. It also includes the main contact from any external venue hire client who is paying to use College facilities.
- 4.2. An event is any event, presentation, visit, activity or initiative organised by a student group/society, individual or staff member that is being held on the College premises. It also includes events where external speakers are streamed live into an event or a pre-recorded film is shown. It also includes activity being held on the College premises but organized by external venue hire clients.
- 4.3. All speakers or visitors should be made aware by the person or group arranging the event (by referring visitors to this policy on the College website) that they have a responsibility to abide by the law and the College's policies, including that they:-
- Must not advocate or incite hatred, violence or call for the breaking of the law;
 - Are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts;
 - Must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony;
 - Must be mindful of the risk of causing offence to or seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge;
 - Are not permitted to raise or gather funds for any external organisation or cause without express permission of the College (available from Head of Student Services or Head of Marketing).

5. GUIDING PRINCIPLES (FOR COLLEGE STAFF AND STUDENTS ORGANISING AN EVENT WITH AN EXTERNAL SPEAKER OR VENUE HIRE CLIENT)

- 5.1. Head of Marketing or Director of Student Services must be informed of any events that involve external speakers through this procedure. No event involving any external speakers may be publicised or considered confirmed until the speaker has been cleared through the procedures detailed in this policy. This includes advertisement through any social media platform.
- 5.2. The College reserves the right to cancel, prohibit or delay any event with an external speaker if the policy is not followed or if health, safety and security criteria cannot be met.

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- 5.3. Any room booking/ event organisation with an external speaker involved must be made no later than 14 days before the date of the event. This is to allow for the organizer to have made adequate safeguarding checks as well as allowing time for alterations to the event if necessary. Any request made outside of this timeframe will be rejected unless there are extreme extenuating circumstances.
- 5.4. The individual/group organising an external speaker should conduct brief research into the proposed speaker. The Head of Marketing (for external events) or the organiser's line manager (for internal events) can approve the risk assessment checklist, where no concerns about the nature of the speaker/proposed content are raised as a result of the research.
- 5.4.1 If in doubt as to the suitability of a speaker, they should refer the decision firstly to their Head of Department or the Head of Marketing and then to the Director of Student Services. Guidance may also be sought at this point from the Director of Physical Resources. Reasons for doubt could be (but are not restricted to) the following:
- any person or group on/or linked to the UK Government list of proscribed terror organisations <https://www.gov.uk/government/publications/proscribed-terrorgroups-or-organisations--2>;
 - talks by organisations generally considered to be extremist;
 - 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 link or links to any person or group that has been connected with 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;
 - a speaker from a political party during an election purdah.
- 5.5. In the event of referral, one of the following decisions will be made:-
- To not permit the event with the external speaker to go ahead;
 - To not permit the external speaker to attend the event (if it is a wider event);
 - To fully permit the event with the external speaker to go ahead unrestricted;

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- To permit the event with the external speaker to go ahead on the basis of regulatory steps designed to reduce risk. These may include observation; independent filming; the inclusion of opportunities to debate or challenge the view being held.

5.6 In making recommendations, the Head of Marketing or Director of Student Services may consult on a wider basis with the Executive Director for Students and HE and risk will be assessed on the following basis:

- The potential for any decision to limit freedom of speech;
- The potential for the event going ahead to cause reputation risk to the College;
- The potential for the speaker's presence on site to cause fear or alarm to students or members of staff AND/OR to give rise to breach of peace.

5.7 Managers are responsible for ensuring that their staff team and students are aware of and support the policy.

5.8 The Marketing Team will make external venue hire clients aware of this policy and request details of any external speakers that they are bringing in. This information should be provided no later than 12 days before the booking goes ahead.

5.9 Where any visiting speakers or organisations address students, the organiser must ensure that at least one member of staff, who has received Prevent training is present at the event to ensure that any extremist views presented can be challenged.

6. PROCEDURES

6.1 Procedures relating to this Policy can be found in HR41a

7. RELATED POLICIES

SCA6 Safeguarding
HR40 External Lettings

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