

External Speakers and Visitors Policy

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Introduction

Barnet and Southgate College are committed to honesty and openness amongst the College community whilst striving to create a safe and welcoming environment conducive to learning and development where well-being is paramount to future progress, achievement and success; and where students are free to express their views.

The College is committed promoting its core values and providing students an opportunity to express themselves freely in a manner that is respectful and ethical and must not in any way promote violence, hatred of any type. It is everyone's right to feel safe within the College and this is of paramount importance.

In the context of this policy *'external speakers' 'events' facilitators', 'visitors'* and other such

Policy Statement

Barnet and Southgate College is committed to providing high quality education and training and to ensuring that our students achieve to the very best of their ability.

The College recognises its role in preparing students for life, employment and progression in the UK and in undertaking this responsibility students may be exposed to a variety of events, facilitators and visitors that will help to broaden their thinking and views. The College positively encourages this on condition that appropriate checks have taken place to ensure that visitors, facilitators and events are lawful, inclusive of the entire college community and do not represent organisations that advocate violence, hatred of any nature or could be potentially harmful.

The safety of our students and college community remains our priority.

descriptors are defined as; an individual, group or organisation invited to address students and those who enter into a letting contract.

Links to Other Policies

This policy should be read alongside other college policies which includes but is not limited to;

Safeguarding Policy, Equality and Diversity Policy, Acceptable Use Policy, Positive Behaviour Policy, Staff Code of Conduct, Lettings and External Hire Policy.

Aims and Links to College Values

This policy sets out to:

- Provide guidance regarding staff responsibilities when inviting external speakers/ visitors/facilitators or organisations to the college.
- Provide guidance to achieve an environment where freedom of expression or speech are protected yet balanced with the safety and welfare of our community; where hatred, violence and incitement are never acceptable.
- To ensure that the messages that external speakers, visitors and organisations give is compliant with the College's Values, Policies, Procedures and Ethos including Equality & Diversity, Safeguarding & Prevent and Freedom of Expression.
- To inform staff where to record the information that they have gathered in order to verify the authenticity of and messages that the external speaker is giving to the college community.
- Communicate to external speakers/visitors/facilitators their responsibility to adhere to the College's wider policies and procedures, which include but are not limited to; Health and Safety Policy; Safeguarding & Prevent Policy/Procedures, Equality and Diversity Policy, Lettings and External Hire Policy/Procedures and Freedom of Expression.
- To inform external speakers about what information the College gathers' records and stores in order to complete verification checks.

Barnet and Southgate College is committed to Freedom of Expression as a basic human right and this is protected in law. Alongside this, everyone regardless of background or circumstances should expect to feel:

- Respected
- Listened to
- Free to speak openly.

- Welcome
- Fairly treated.
- Included and part of the college community.
- Subject to the laws of the UK

Actions and Responsibilities

All speakers, facilitators and visitors should be aware of the College's policies and procedures (via. the event organiser and College website) and their responsibility to abide by these and by the law. This includes, but is not limited to:

- not advocating or inciting hatred, violence or a call to break the law
- not allowing encouragement, glorification or promotion of any acts of terrorism including individuals, groups or organisations that support such acts promoting intolerance in the community thus disrupting social harmony
- being mindful of the risk of causing offence to any group and avoid this within a framework of positive debate
- fund raising without the knowledge of the event organiser and/or ELT

Guidance for Staff and Students organising an event or external hire

- All visitors/external speakers to the college should agree to follow to the colleges Safeguarding and Child Protection procedures which is available on the college website <https://www.barnetsouthgate.ac.uk/safeguarding>
- All visitors and external speakers should have a named point of contact who will act as an escort whilst on site at times, unless they have completed the necessary HR assessments to conduct regulated activity (Appendix 2)
- Permission should be sought through Curriculum Managers and/or Centre Directors
- The event organiser should conduct research into the proposed speaker, visitor, individual or group to ensure suitability and completing the form in Appendix 1. This could include (but is not limited to); seeking references, gathering examples of resources used, DBS checks and viewing social media or online presence
- ***No event including external groups, speakers or individuals should be advertised until the necessary checks have been completed***

Risks around events should be considered with regard to:

- reputational damage
- people's safety and welfare
- security of premises
- interruption of students and staff work not involved in event.
- ability to ensure appropriate behaviour of speakers/ facilitators.

Where there are concerns around suitability, this should be *referred* to the Campus Director, Designated Safeguarding Lead or an ELT member for advice. Concerns may consist of:

- Links to the Government list of prescribed terror organisations

- Links to organisation/s widely considered to be extremist.
- A speaker who is known to have caused fear or intimidation of students/staff or external stakeholders (parents/carers) at other events
- 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.
- A speaker who has a significant profile and attracts a following which could create crowd control and/or health and safety issues
- A speaker from a political party during sensitive periods i.e. election campaigns

The College reserve the right to refuse, cancel, prohibit or postpone an event should the Safeguarding and Child Protection; Health and Safety; Equality and Diversity, Lettings and Conditions of External Hire and /or Freedom of Expression policies are not adhered to.

Staff organising external speakers/visitors and events have the responsibility to work in accordance with this policy and should record the information and evidence gathered when carrying out research into the suitability of a speaker, visitor, individual or group on the central database which is found on the [Hub](#). The speaker should be notified that we shall be storing their Information for our records.

The decision for the event to go ahead must be authorised by a manager.

In the event of concerns arising the following decisions will be made by a Senior Manager (Campus Director or ELT):

- To not permit the event
- To not permit the external speaker to attend the event (if it is part of a larger event)
- To permit the event with the external speaker to go ahead unrestricted.
- To permit the event with the external speaker to go ahead on the basis of agreed steps designed to reduce risk. This may include observation, independent filming, the inclusion of opportunities to debate and/or challenge the view being upheld.

When referring and making recommendations the following will be considered:

- The potential for any decision to limit freedom of speech
- The potential for the event going ahead to cause risk to the reputation of 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

Campus Directors and Curriculum Managers are responsible for ensuring staff and students are aware of and support the policy.

The information and evidence gathered when carrying out research into the suitability of a speaker, visitor, individual or group will be recorded on the College's central database which is found on the staff Hub.

The evidence that should be recorded includes but is not limited to:

- Name and contact details of the speaker and/or organisation
- Date, location and timings of the visit
- Member of staff responsible for requesting information from the speaker
- Topic of discussion
- Verification of signposting to the College's Visitors leaflet, Equality and Diversity Policy, Safeguarding and Acceptable use policy
- Sight of valid DBS record, where appropriate in line with the colleges safer recruitment process
- Copies of resources, leaflets, presentations due to be delivered
- External Speakers/Visitors planning form (appendix 1)

The College will address any questions that an external speaker or organisation has in relation to collection and storage of information.

Additional Guidance for External Hire Clients organising an event with external speakers

The staff member responsible for external room hire will make potential clients aware of this policy and request details of any external speakers, presentations etc. that they invite onto the college premises, as detailed in the Lettings and External Hire Policy.

Appendix 1

External Speaker/Visitor Planning Form

Aim and Objectives	Yes	No	Evidence/Action
Are you clear on the desired (learning) objectives and outcomes? • What are the specific intentions of the speaker? • Has the focus for the session/visit been identified in the scheme of learning/curriculum offer? • Is the session being implemented in response to a specific incident or concern? • Have you shared the (learning) objectives and desired outcomes with the external speaker/visitor?			
Will the session/event supplement the college curriculum offer (online safety, college values, safeguarding, etc)? • Is the external visitor the best way to achieve the (learning) objectives/outcomes? • Have you planned adequate time for discussing details of the visit and safeguarding ethos with the external speaker/visitor?			
• Does the session/event build on, extend or enrich previous work with students/staff (if appropriate)? • Will staff have the skills and knowledge to build on it? ○ If appropriate, how will the learning be shared with other staff and students ○ How will the session support your long term aims?			
• Is there demand from parents/carers on the topic/event? ○ How will the event be advertised? ○ How will you engage with parents/carers who are unable to attend?			
Selecting an External Speaker/Visitor	Yes	No	Evidence/Action
Are you confident the external speaker/visitor has the required skills and knowledge? • What is their professional background or experience? ○ Is this relevant and/or helpful to the session? ○ Are there any limitations? • If appropriate, do they have any accredited or recognised training/teaching and/or child protection qualifications? • Do they have an appropriate understanding of safeguarding in educational settings (KCSIE)? • Can they put you in touch with other settings they have worked with to provide verbal, as well as written testimonials?			

Have you checked the resources being used? • Is the content up to date; does it provide accurate information? • Is the content based on appropriate guidance and/or research? • Will they provide follow up resources to use after the session?			
Are you confident the key messages are being delivered in line with your safeguarding ethos/approach? • Are the messages and content credible, balanced and appropriate? • Do they provide the audience with appropriate and realistic skills/knowledge? • Is there any content or activities which could place members of the community at risk of harm? • Is the speaker an appropriate role model online? - o Have you undertaken appropriate checks such as social media and internet searches?			
Is the external speaker/visitor aware of the colleges specific context? • Are they aware of local trends? • Are they aware of local support available? - o This could include local policies, procedures and key contacts.			
Safeguarding	Yes	No	Evidence/Action
Is the speaker/visitor aware of their main point of contact to escort them whilst on site?			
Is the visitor aware of the colleges safeguarding and Child protection policy and procedures? • Do they need to brief on the following: Acceptable Use Policies, Media, Use of Images, Visitor policies, H&S?			
Have you identified any students or adults who could be upset or distressed by the session/event? • If so, how will you ensure their safety and wellbeing? • Will the audience be briefed on the procedures for raising Safeguarding or Early help concerns? • Will an appropriately trained member of staff be present during the session/event to take responsibility for discipline and safeguarding?			
Evaluating Success	Yes	No	Evidence/Action
Will the external speaker/visitor evaluate the input and assess the impact? • Consider; what went well, were the objectives achieved, what did not work as well, how could the session be improved? • What will 'success' look like for students/college in both the short and long term? Is this realistic to achieve and can			

you evidence it?			
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Appendix 2 Regulated Activity Definition

Regulated activity includes:

a) teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children.

b) work for a limited range of establishments (known as ‘specified places’, which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.

Work under (a) or (b) is regulated activity only if done regularly.

Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes:

c. relevant personal care, or health care provided by or provided under the supervision of a health care professional:

- o personal care includes helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability;
- o health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.