Adult Learning Kirklees Visiting Speaker Policy

Adult Learning Kirklees is part of Kirklees Council and as such follows all Kirklees Metropolitan Borough Council (KMBC) policies, procedures, and guidance. All policies have additional information to ensure they are bespoke to adult learning provision.

All policies will be reviewed annually by the ALK Advisory Board unless there are in year changes required according to legislation or policy change.

Providers will be made aware of any new policies or changes to inform and amend their own policies and guidance. Policies highlighted will need to be reviewed and revised by the provider annually.

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The purpose of this policy is to outline clear guidelines for visiting speakers and when organising events to ensure that ALK provision continues to support a culture of freedom of speech where debate, challenge and dissent are encouraged as part of a positive learning culture. Whilst the law promotes and protects freedom of speech, there are limits on those freedoms to maintain public order and safety. The protection of freedom of speech does not allow a speaker to break the law or use threatening, abusive or insulting words or behaviour, particularly with a view to incite hatred or draw people into extremism.

We may invite speakers from our wider community to give talks to enrich our learners' experience, providing them with information that helps them make decisions at different phases of their learning, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Our responsibility to our learners is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of ALK and wider British values. The "Prevent" statutory guidance (The Prevent Duty: Departmental advice, DfE, June 2015) requires learning establishments to have clear protocols for ensuring that any visiting speakers/ events, are suitable and appropriately supervised.

The protocols are:

- All visiting speakers to have a nominated point of contact at the learning provider institution (the Organiser).
- Requesting the Visiting Speaker/s to complete the **Visiting Speaker/ Events Form**, which asks them to outline the information they wish to communicate and to agree to the Visiting Speaker/ Events Policy (attached to the form).
- Conducting research on the person/organisation to establish whether they have demonstrated extreme views/actions.
- Refusal to allow people/organisations to use learning provider premises if they have links to extreme groups or movements. Justification of the provider's decision will be provided to the person/organisation in writing.
- Conducting a Risk Assessment in relation to the Prevent Duty and safeguarding.
- Maintaining a formal register of all visiting speakers/ events including learners and staff hosting meetings.
- Visitors to provide photo ID upon arrival at the learning institution. **All** visiting speakers should be escorted and always accompanied, whether they have a DBS or not, to safeguard learners.
- Ensuring visiting speakers are always accompanied and are not left unsupervised with learners at any point including learners and staff speaking at events.
- Conducting a post-event evaluation of how the visit met the needs of learners. Where any concern is raised this should be given in writing to the nominated point of contact/ organiser to follow up.

Visiting Speakers and Events Guidance

All providers should have clear policies on visiting speakers and events. The policies should apply to all staff, students, visitors, governors, and board members.

They should set out what is required for any event to proceed.
Institutions need to balance legal duties in terms of both ensuring freedom of speech and protecting student and staff welfare.

Encouragement of terrorism and inviting support for a proscribed terrorist organisation are both criminal offences. Institutions should not provide a platform for these offences to be committed.

External speakers should be vetted well in advance and there should be an application procedure, with clear risk assessments in place. These procedures should also be carried out for learners and staff wishing to hold events/ speak to learners.

There should be advance notice of the content of the event, including an outline of the topics to be discussed.

Providers should have a system for assessing and rating risks associated with any planned events, providing evidence to suggest whether an event should proceed. There should be a mechanism for the risk assessment of external events which are being promoted within the provider's premises and action where appropriate in relation to the promotion of external events.

When deciding whether to host a particular speaker, institutions should 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.

In these circumstances the event should not be allowed to proceed except where institutions are entirely convinced that such risk can be fully mitigated without cancellation of the event.

This includes ensuring that, where any event is being allowed to proceed, speakers with extremist views that could draw people into terrorism are challenged with opposing views as part of that same event, rather than in a separate forum.

Where institutions are in any doubt that the risk cannot be fully mitigated, they should exercise caution and not allow the event to proceed.

Online visiting speakers

Any visitors to online sessions should be carefully vetted in line with online safety policy and following the additional guidance from the Prevent Co-ordinator about bookings. If any doubt, please discuss with the ALK DSO or Prevent team.
We would expect providers to apply their existing arrangements in a reasonable and proportionate manner. This would usually mean that event organisers would submit

their requests in the same way as for a physical event, the request would be considered using existing approval mechanisms, and any risk mitigations would be proportionate and tailored for the specific context of an event. We would also expect providers to balance their legal duties in terms of ensuring freedom of speech and academic freedom, while also protecting student and staff welfare when carrying out their Prevent Duty requirements.

ALK Visiting Speaker/ Events Form

The details below should be completed before a visiting speaker attends a session face to face or online and kept in the tutor file/ uploaded to SharePoint as part of course evidence.

Name of visiting speaker/ event/ including learner or staff speaker:

Venue and date of proposed visit:

Organisation represented:

Title of speech:

Brief summary of speech/ event:

Copy of PowerPoint or leaflet/ literature/ presentation received in advance (Yes or No).

Confirmation that visiting speaker has read and agreed to the Visiting Speaker Policy (Yes or No).

Signature of Visiting Speaker and date:

Signature of Nominated Point of Contact/ Organiser and date: