



LINCOLN COLLEGE

**EXTERNAL SPEAKER POLICY AND
PROCEDURES**

POLICY CO/PO/14

SPONSOR

Director of HR and Student Support Services

Equality and Diversity Statement

Lincoln College strives to treat all its members and visitors fairly and aims to eliminate unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate grounds.

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EXTERNAL SPEAKER POLICY AND PROCEDURES

FOR EXTERNAL USERS OF COLLEGE FACILITIES AND GUEST SPEAKERS

CONTENTS

Para	Content	Page Number
1	Purpose	1
2	Aims	1
3	Introduction	1
4	Procedures	2
Appendix A	External Speaker Prevent Compliance Form	5
Appendix B	External Speaker Responsibilities	6

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FOR EXTERNAL USERS OF COLLEGE FACILITIES AND GUEST SPEAKERS

1 PURPOSE

- 1.1 The purpose of this policy is to protect staff and students from risk of radicalisation whilst upholding the principle of freedom of expression. It is adopted in compliance with the Prevent Duty as contained within the Counter Terrorism and Security Act 2015 and in respect of Article 10 of the European Convention on Human Rights.

2 AIMS

- 2.1 The policy aims to provide guidelines for staff when recruiting external users of college facilities and guest speakers to ensure that the nature of all external contributions is appropriate for students and staff and does not present a risk of radicalisation or incitement of hatred.
- 2.2 It seeks to protect the principle of freedom of expression and to encourage the representation of a broad spectrum of views within the boundaries of the law.
- 2.3 Freedom of expression is a fundamental right protected under the Human Rights Act 1998 and includes the right to express views that may shock, disturb or offend the deeply-held beliefs of others.
- 2.4 Freedom of expression may be limited in some circumstances and in particular does not protect statements that unlawfully discriminate against or harass, or incite violence or hatred against, other persons and groups, particularly by reference to their race, religious belief, gender or sexual orientation.

No one can rely on the human right to freedom of expression to limit or undermine the human rights of others.

3 INTRODUCTION

- 3.1 Lincoln College values the contributions that external speakers and organisations make in enhancing the experiences of our students and staff and is committed to encouraging this practice.
- 3.2 These procedures apply to all external speakers, including those attending events such as volunteer, employer and fresher fairs and those streamed live into an event. This also includes a professional or academic who is providing specialist input or training to a group of learners.
- 3.3 An event is any event, including presentations, workshops or training held on Lincoln College premises where an external speaker will have contact with staff, learners or visitors to Lincoln College.

4.1 Recruitment Process

- 4.1.1 External Speaker Prevent Compliance Form (**Appendix A**) and External Speaker Responsibilities (**Appendix B**) must be sent to the external speaker and external users of college facilities. All external speakers should be made aware of their responsibility to abide by the law and Lincoln College policies and procedures.
- 4.1.2 External Speaker Prevent Compliance Form (**Appendix A**) must be signed by the external speaker and returned to the host member of staff for open-source background checks to be made.
- 4.1.3 It is the responsibility of the member of staff organising the event to carry out reasonable open-source background checks on individuals or the organisations they represent before the event takes place. Open-source background checks involve undertaking an internet search using differing search engines to identify or ascertain whether there is any material associated with the speaker or organisation that may raise concerns. Search engines can include Google, Bing, Ask and Yahoo amongst others.
- 4.1.4 A minimum of three different open-source internet searches should be conducted on an organisation(s) being represented by an individual or on each individual contributor if they are not representing an established organisation.
- 4.1.5 Once open-source internet searches checks have been completed, the relevant sections of the Prevent Compliance Form should be signed by the host member of staff and the completed form returned to safeguarding@lincolncollege.ac.uk.
- 4.1.6 Completed Prevent Compliance Forms/Searches for organisations making return or frequent visits within the College will be valid for one academic year.
- 4.1.7 The host member of staff must request to see and screen all presentation materials before use.
- 4.1.8 All external speakers, not Disclosure and Barring Service (DBS) checked, must be escorted on Lincoln College property at all times as a visitor in accordance with visitor procedures. External speakers should not be left unaccompanied in student social spaces or have unsupervised contact with students unless they are DBS checked.
- 4.1.9 Lincoln College Group will have different types of visitors, including speakers from external organisations or professionals providing specialist input or training to a group of learners.
- 4.1.10 For speakers who are there in a professional capacity (such as emergency services, social services or other statutory agency),

host staff should check ID and be assured that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks). College should not ask to see the certificate in these circumstances.

4.1.11 Host staff must be aware that not all external speakers will be DBS checked. In those circumstances, where an external speaker is present with a group of students, then the host must arrange for a member of staff to remain in the room/area of the activity to oversee it and ensure appropriate safeguarding of the learners concerned.

4.1.12 Where an external speaker is not part of a statutory agency but has a DBS certificate, staff should ask to see the certificate as reassurance that they have made reasonable checks. Please view the certificate to check for activity of concern and if you are unsure of anything please check this with the Safeguarding Team. If a check of the certificate is satisfactory i.e. no concerns, then a record of the DBS number from the certificate should be recorded on the compliance form as part of these checks.

Once these checks have been completed the external speaker can be issued with a "DBS checked" lanyard.

For reference, a DBS certificate contains the DBS logo on the front face and contains a number of security features which can be used to verify whether it has been counterfeited or altered. The areas to be aware of and examined are as follows:

An original DBS certificate has printing on both sides; the paper size is 209mm width x 404mm length which is larger than A4

- The personal information print colour on the certificate is purple
- A 'crown seal' watermark repeated down the right-hand side of the certificate is visible both on the surface and when holding the certificate up to the light
- A background design with the word 'Disclosure' appears in a wave-like pattern across both sides of the document – on the front of the certificate this pattern is green and on the rear of the document this is purple.

Referral Process

4.1.4 Any concerns regarding the suitability of an external speaker or the content of materials should be referred to the any of the College Safeguarding Leads through the Safeguarding Single Point of Contact.

4.1.5 Reasons for referral may include, but are not limited to:

- Organisations generally considered to be extremist

- A speaker who is known to have caused fear or intimidation previously within this or another institution
- Any person or group on, or linked to, the Government list of proscribed terrorist organisations

4.1.6 Following referral, one of the following decisions may be made:

- To not permit the event with the external speaker to go ahead
- To not permit a specific external speaker to attend an event
- To fully permit the event with the external speaker to go ahead unrestricted
- To permit the external speaker and event to go ahead with certain restrictions in place such as independent recording of the event; observation of the event; the inclusion of opportunities to debate and challenge the views being held.

4.2 Right of Appeal

4.2.1 All event organisers have a right to appeal the outcome of a referral

4.2.2 Appeals must be submitted in writing to the Managing Director of Education and Training



LINCOLN COLLEGE COMPLIANCE WITH THE PREVENT DUTY OF 2015 FOR EXTERNAL USERS OF COLLEGE FACILITIES AND GUEST SPEAKERS

In compliance with Section 26(1) of the Counter-Terrorism and Security Act 2015 Lincoln College requires all external speakers and external users of the college facilities to agree that that they will follow the guidance and comply with the Act and the Prevent duties contained within the Act.

If you require further advice/training in respect to the prevent duties please refer to the following:

The Act

<http://www.legislation.gov.uk/ukpga/2015/6/contents>

I agreed to comply with the prevent duties as detailed in Section 26(1) of the Counter-Terrorism and Security Act 2015

Signed:

On behalf of (if signing on behalf of an external company or group):

.....

Date:

For internal use:

Date of booking:

Venue:

Current DBS: Yes No DBS Certificate No.

As per best practice guidance:

3 Internet checks on speaker/ organisation presentation documentation materials review completed:

1. Type of check:..... Date:

Check carried out by:.....

2. Type of check:..... Date:

Check carried out by:.....

3. Type of check:..... Date:

Check carried out by:.....



EXTERNAL SPEAKER RESPONSIBILITIES

Thank you for contributing to our curriculum and our learners' experience; please be aware that whilst you are attending the College you are subject to Lincoln College policies and procedures and in particular the requirement that you:

- 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