



External Speakers Protocol

The External Speakers Protocol is a means of ensuring that the College is aware of who is speaking and the views that are being expressed within the organisation. The protocol does not seek to ban any speakers or impinge on freedom of speech. The current Prevent duty and guidance also places a responsibility upon the College to “pay due regard to the need to prevent people from being drawn into terrorism”.

Having a clear protocol gives the College time to intervene if it is found that any proposed content would stand to harm learners in any way, such as by inciting violence or homophobic rhetoric. The purpose of the External Speakers Protocol is to ensure that the rights under the 2010 Equality and Diversity Act, including the nine protected characteristics, are protected.

The decision about whether to allow their event to take place or not rests with the Head of Student Services and Customer Experience or their nominated deputy. Event organisers must provide all expected information in a timely manner to allow a considered decision to be reached. In reaching this decision, the following will be considered and must be provided in advance:

- The nature of the speaker and the target audience
- An outline of the topics to be discussed and any presentations or footage to be broadcast
- Any promotional materials, such as leaflets, flyers or posters

The College will require all speakers to sign up to the organisation’s equality and diversity policy.

The College may allow speakers into the organisation if they feel that they can take appropriate efforts to mitigate the risk, such as someone being in the audience to monitor the event or ensuring another speaker is present to put an alternative view forward. The College may choose not to invite in speakers due to the potential reputational damage that could ensue. The event may also be prohibited if there is a concern that, while a speaker may choose not to say anything damaging during their event, they could use the opportunity to invite the audience to attend other events on private premises, which in the learners’ eyes may be deemed safe due to the original contact having been made through the College.

The Head of Student Services and Customer Experience or their nominated deputy will record evidence of the final decision made about whether to allow a speaker into the College, including any mitigation measures put in place.