

EXTERNAL SPEAKER POLICY AND PROCEDURE

Policy Group: Health and Safety

Effective: March 2019

Approved: Safeguarding Board

Responsible officer: Gail Crossman, Director of
Performance and Development

Next renew due: March 2020

Ref no.: 2.8

GUIDANCE

Values | Vision | Tone of Voice

Values



Vision

Transforming lives through learning

Tone of voice

Our tone of voice takes its direct influence from our core values.

We are passionate about people and learners and are driven to get the best out of everyone by getting to understand them. We are caring and supportive, as well as being determined and strive for growth. We talk with purpose and enthusiasm in a way that connects and empowers people.

Innovation is at the heart of Learning Curve Group and we're always thinking about what's next!

SUMMARY CHANGES

Date	Page	Details of amendments
1.3.19	ALL	Revisit language and combined Policy and Procedure
19.06.19	1	Add in section of Freedom of Expression,

I. INTRODUCTION

The policy is to ensure a healthy and safe environment for all staff, learners and members of the public by undertaking appropriate checks on external speakers.

This procedure has been produced to support Learning Curve Group to ensure that all external speakers comply with the code of conduct and safeguarding principles.

Having regard to the provisions of relevant legislation, it aims to assist the company in developing and improving their long-term strategies against tolerance. It is recognised that practical solutions must be tailored to suit the location. The protocol outlines principles of good practice with the intention of encouraging tolerance and respect, and preventing the exploitation of academic freedoms at the expense of the legitimate freedoms of others

This procedure provides a process to help Learning Curve Group make informed and robust decisions when authorising the attendance of a guest/speaker. It aims to minimize, manage and spread risk between Learning Curve Group and other agencies and to encourage effective and durable partnership working.

Policy Statement

- 1.1 Freedom of expression and speech are basic human rights that are protected by law. Freedom of speech and freedom of expression are not absolute freedoms but freedoms within the law. Educational establishments have a history of being open to debate and ideas with learners at the forefront of pushing the limits of freedom of expression. 'Academies freedom' is a term used to describe the law that allows for open and honest debate in an academic context.
- 1.2 However, we have a duty to ensure the safety and welfare of our 'learners' and communities. The freedom to express views needs to be balanced with the need to secure freedom from harm for students and communities. We want all of our events, activities and initiatives to be safe; without risk to the reputation of LCG; and within the law.
- 1.3 Sometimes an external speaker or their topic of discussion has the potential to go against our conditions for a safe event. We are committed to working together with event organisers and in some cases; external speakers themselves; to make sure that we reach a judgment that is reasonable, informed and within the law.

LCG value the opportunities presented by external speakers for learners to experience diverse opinion and to enter into debate. This is seen as an essential part of both personal and academic development. We value the tradition of academic freedom and holds that no subject or belief should be excluded from reasonable, constructive discussion and debate. LCG will not accept the use of language by external speakers that offends and is considered to be intolerant. Specifically, this means offensive "street", misogynistic, misanthropic, sexual or racist language irrespective of context. Direct attack on any religions or belief are not permitted. We also will not tolerate any person who intentionally demeans individuals and groups defined by their ethnicity, race, religion and/or belief, sexuality, gender,

disability, age or lawful working practices and which give rise to an environment in which people will experience, or could reasonably, fear harassment, intimidation or violence.

Primarily aimed at Managers and designated staff involved in the management of learner activities and the authorisation of external speaker

RELATED POLICIES

Major Incident and Disaster Recovery Policy
External Speaker request form and log.

Appendix

Procedure A

The procedure is built around four stages detailed on the following pages:

- Scanning: Identify a request by a group or individual for an external speaker/guest and collect information
- Analysis: Assess the risk posed by the external speaker/guest considering all sources available to
- LCG and if necessary local authorities
- Response: Document authority/refusal and monitor the event. Final decisions will be made reflecting presentation, content, speakers' history, likely risk of radicalisation and contradicting of our E&D policy.
- Assessment: Review event and consider future attendance

This policy aims to ensure that any events where external speakers are invited to address learners and other members of LCG community:

- Do not significantly constrain the work of the company.
- Ensure the health and safety of all members of Learning Curve Group's community, buildings and equipment
- Support Equality and Diversity
- Support good community relations (internally and externally)
- Safeguard the company's good reputation
- Are lawful

Procedure B

The following provisions apply:

1. All requests for an external speaker are to be submitted by the individual making the request using the appropriate form to the Director of Performance and Development at least twenty working days before the planned event.
2. The request must be accompanied by information of the intended talk and a written undertaking to abide by the provisions of this policy and to uphold Learning Curve Group's policies on equality and diversity. Requests that do not comply with this provision will be refused.
3. The Executive Team reserve the right to require references for the proposed speaker and also to refuse permission for the speaker to visit Learning Curve Group premises. A refusal is final.

4. A member of the management team will be present at all talks and will intervene if the speaker significantly deviates from the transcript or causes offence. This will be made known to the speaker.
5. Speakers must be informed that all talks may be recorded / filmed by Learning Curve Group. These recordings are for future reference and to prevent the abuse of trust.

Monitoring

There will be a monthly report to the Executive team on requests and events held with recommendations for improving policy and procedure as appropriate.

Crisis Intervention

Learning Curve Group is advised to prepare appropriate mechanisms in advance that are capable of addressing a situation where intolerant activity threatens to effect staff and learners.

The companies Major Incident and Disaster Recovery Plan will be triggered, and a reflection will be undertaken to inform any future response to incident.