

## SOUTH BANK COLLEGES GUEST SPEAKERS POLICY

### 1. Introduction

South Bank Colleges are committed to promoting a learning environment where freedom of speech, academic inquiry, and debate are valued. This policy outlines the procedures for managing external guest speakers, ensuring that all events are conducted lawfully and in line with the safeguarding and welfare of students, staff, and the broader community.

South Bank Colleges are committed to safeguarding the welfare of all students and staff. All events involving guest speakers will be subject to safeguarding protocols to ensure that no one is exposed to harmful, inappropriate, or unlawful content.

This policy applies to all staff and students seeking to invite guest speakers to speak at events or deliver training at South Bank Colleges.

### 2. Purpose

The purpose of this policy is to:

- Ensure that guest speakers uphold the safeguarding requirements of the college and the Keeping Children Safe in Education (KCSiE) document.
- Provide a clear and transparent framework for assessing the suitability of guest speakers via an External Speakers Risk Assessment (ESRA).
- Protect students and staff from speakers who may promote hate speech, violence, or discrimination.
- Ensure compliance with legal requirements, including the Prevent duty, Equality Act 2010, and the college safeguarding policy.

### 3. Freedom of Speech and Academic Freedom

South Bank Colleges require all external speakers are entitled to express their views freely, provided they remain within the bounds of UK law and do not incite violence, hatred, or discrimination.

Speakers should engage in a balanced and respectful debate, offering differing perspectives where appropriate.

#### 4. Prevent Duty Compliance

South Bank Colleges are committed to meeting their responsibilities under the Prevent duty. As part of the government's counter-terrorism strategy, Prevent requires educational institutions to safeguard students and the wider community from being drawn into extremism or terrorism. This policy ensures that guest speakers do not promote views that encourage extremism or undermine the British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs. All visitors to the college must abide by the college safeguarding policy.

#### 5. Process for Inviting Guest Speakers

##### 5.1 Notification and Approval

Any college employee wishing to invite a guest speaker to an event must complete an ESRA. This Must be signed off by a Senior Manager.

The ESRA includes the following details:

- The name and organisation of the proposed guest speaker.
- A brief outline of the purpose of the visit.
- The date, time, and location of the event.
- Any promotional material related to the event.

All guest speaker requests must be submitted to the college's **Careers and Work Experience Manager**.

Upon receiving a guest speaker request, the college will conduct a risk assessment to ensure that:

- The proposed speaker does not pose any risks to the safety and welfare of students or staff.
- The speaker's views comply with UK law, including regulations on hate speech, terrorism, and equality.
- Appropriate security measures are required to ensure the event's safety.

If a significant risk is identified, the event will be denied, or held with additional safeguards (e.g., security personnel).

### 5.3 Decision Making

Decisions on whether to approve or reject a guest speaker request will be made by the college's **Director of Student Engagement and Wellbeing**, in consultation with senior management if necessary. The college reserves the right to deny any guest speaker request if it fails to meet the requirements of this policy or poses a risk to students, staff, or the wider community.

The decision to reject a speaker will be based on a detailed and evidence-based risk assessment (ESRA). All decisions will be communicated to the event organiser within **5 working days** of the request submission.

## 6. Event Management

Where a guest speaker event is approved, the event organiser must ensure that:

- The event is conducted in an orderly and respectful manner.
- No unlawful or harmful speech is allowed.
- Security measures, if required, are implemented.
- A college staff member is present to monitor the event, ensuring compliance with this policy as well as the college safeguarding policy
- Guest speakers or visitors must not be left unsupervised with college students during their visit.

The college retains the right to cancel or terminate an event if it becomes clear that the speaker or audience is not complying with college policies.

## 7. Responsibility of Speakers

All guest speakers are expected to:

- Follow the college safeguarding arrangements as set out in the safeguarding policy.
- Adhere to UK laws on freedom of speech and expression.
- Avoid any speech that could be considered unlawful, such as incitement to hatred, violence, or terrorism.
- Respect the diversity of the college community and refrain from promoting discrimination or extremist views.

- Advise the college if they require and Personalised evacuation plans to be put in place.

### **8. Monitoring and Review**

South Bank Colleges will regularly review this policy to ensure it remains compliant with KCSiE and Prevent duty requirements, and other relevant legislation. The policy will be updated as necessary to reflect changes in law, guidance, or college practice.

### External Speaker Risk Assessment (ESRA)

Name and job title of organiser:		Signature & date:	
Name and job title of staff approving speaker/organisation according to procedure:		Signature & date:	
Class / groups attending:		Date of session/event:	
Date of event		Time of event	
Aim of the session/event:		Name of guest speaker/event:	
Contact details of speaker/ organisation:			
Name and signature of staff member present throughout the session/event:			

No	Activity	Risk Y/N	Action to be taken/already in place to mitigate/address risk.	Action completed?	Date
1	<b>External Speakers/Events</b> <ul style="list-style-type: none"> <li>• Has the external speaker's background checks (e.g. through Google, any relevant literature, telephone conversations) been verified as suitable by staff and/or Student Union member responsible for the booking?</li> </ul>	Y/N			
	<ul style="list-style-type: none"> <li>• Have all resources and literature, including</li> </ul>				

	any flyers/ posters, been checked to ensure they respond to the College's Equality & Diversity Policy?	Y/N			
	<ul style="list-style-type: none"> <li>Confirm there are plans in place to monitor speakers at both internal and external events at all times during their delivery to learners?</li> </ul>	Y/N			
2	<p><b>Charities</b></p> <p>In the event that you engage with a charity please carry out the following:</p> <ul style="list-style-type: none"> <li>Confirm the charity is registered</li> <li>Please include registration number</li> <li>If monies are raised, please confirm that the money will be sent to above charity</li> </ul>	Y/N/N/A			
3	<p><b>Freedom of Speech/Debate</b></p> <ul style="list-style-type: none"> <li>Any speakers/events which are directly relevant to the Prevent Agenda subject matter need approval from Phillip Cuniffe, Director of Learner Journey.</li> </ul>	Y/N			
4	<p><b>Customer Services</b></p> <ul style="list-style-type: none"> <li>Confirm you have sent visitor information to Customer Service via email: customerservice@lambethcollege.ac.uk</li> </ul>	Y/N			

**ESRA passed - Y/N?**

**If not, has the ESRA and any other relevant information been passed to Safeguarding Team – Y/N?**

**Member of staff completing risk assessment:**

**Signature..... Date.....**