



Service Level Policy (Education)

Visitors and Visiting External Speakers

POLICY STATEMENT

- To demonstrate our commitment to fostering an environment where everyone is treated with dignity, respect, and tolerance and where diversity is celebrated. This policy outlines the procedures relating to events where visitors and/ or external speakers are invited into the college.
- To have in place a clear protocol and procedure for the admittance of external visitors to the college which is understood by all the Team Members, governance teams, visitors and parents and conforms to safeguarding guidance.
- The policy also details the college's approach to ensuring that we are protecting both Learners and Team Members and adhering to the legislation within the Prevent duty. This policy is written with reference to the Prevent Duty contained within Section 26 of the Counter Terrorism and Security Act 2015. The Duty states that specified authorities including Schools and Further Education Colleges, in the exercise of their functions, must have "due regard to the need to prevent people from being drawn into terrorism".

Document Control

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1. Rationale

- 1.1.1 Visitors are welcome to our college. They make a valuable contribution to the college community in many different ways.
- 1.1.2 The learning opportunities and experience they bring are encouraged and appreciated.
- 1.1.3 It is, however, the college's responsibility, to ensure that the safety, security and welfare of its Learners is not compromised at any time. The college is equally responsible to the whole college community for ensuring that visitors comply with the guidelines.
- 1.1.4 Our college has responsibility for the safety and wellbeing of its Learners anywhere on the college site, during normal hours, during after college activities and on college organised (and supervised) off site activities.
- 1.1.5 The policy applies to ALL visitors to our college, including and not exclusively,
- All teaching and non-teaching Team Members employed by the college, including agency workers and volunteers.
 - All external visitors entering the college site during the college day.
 - All members of the governance team.
 - All parents and carers.
 - All Learners
 - External stakeholders (Commissioners, Advisors, Inspectors, Social Workers)
 - Building and Maintenance contractors.

2. External Visitors to the College

2.1 Protocol and Procedures

- 2.1.1 Before a visitor is invited to the college the Headteacher should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit.
- 2.1.2 Visitors who are visiting by arrangement must be identified by the person responsible; they should identify themselves, sign in and out of the visitors' book showing name, time and date, their position and time of leaving the premises. Planned visits should be communicated via Team Member meetings etc. so that all Team Members and Learners, if appropriate, are aware of the visit to avoid any misunderstandings or anxiety .
- 2.1.3 All visitors must report to reception first – they must not enter the college via any other entrance.
- 2.1.4 Visitors should be made aware of Fire and Safeguarding procedures and be given the visitors leaflet providing them with further information.
- 2.1.5 Visitors who have direct 1-1 contact with Learners should follow Health and Welfare policies regarding DBS checks etc.
- 2.1.6 Only a Team Member should welcome visitors.
- 2.1.7 As a general rule, visitors should only be seen by appointment and no unknown visitors should be allowed to enter the college without authorisation.
- 2.1.8 Visitors should always be treated with courtesy; an explanation should be given for any delays and the necessity for security procedures although most will be aware of the guidelines. All visitors should be made welcome and comfortable .
- 2.1.9 The visitors' book/signing in book should be completed at all times.
- 2.1.10 Visitors should be informed of the Acceptable use of technology and social media policy and be asked to keep their phones safely stored away.
- 2.1.11 Learners should always be appropriately supervised when there are visitors on the premises.
- 2.1.12 Prior communication and consultation for the college community regarding visitors allows for appropriate preparation.
- 2.1.13 All visitors will be required to wear an identification badge.
- 2.1.14 Visitors will then be escorted to their point of contact, or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
- 2.1.15 On departing the college, visitors should leave via reception and sign out. Visitors must also hand in their lanyard.
- 2.1.16 Where possible, visits by contractors especially for maintenance should be made at times when the Learners are not on the premises.

2.2 Unknown/Uninvited Visitors to the College

- 2.2.1 Unknown visitors should be asked for identification and the purpose of their visit should be conveyed to the College Principal or another senior Team Member if the College Principal is not available.
- 2.2.2 Any visitor to the college site who is not wearing an identification badge should be challenged politely to enquire who they are and their business on the college site. They should then be escorted to reception to sign in and be issued with an identity badge. The procedures for invited visitors then apply.
- 2.2.3 In the event that the visitor refused to comply, they should be asked to leave the site immediately and the Headteacher or member of the SMT should be informed promptly.
- 2.2.4 The College Principal will consider the situation and decide if it is necessary to inform the police.
- 2.2.5 In the unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the college grounds, police assistance will be called for. Use of External Agencies and Speakers
- 2.2.6 Freedom of speech and expression are our human right, and they are protected by law. However, we have a duty to ensure the safety and welfare of our Learners, Team Members, and our communities.
- 2.2.7 We want all of the events and activities initiated to broaden and enhance the experience of our Learners to be safe; without risk to the reputation of the college, and within the law. It is a possibility, however, that an external speaker or their topic of discussion has the potential to go against our conditions for a safe event.
- 2.2.8 We are committed to working together with event organisers and in some cases, external speakers themselves, to make sure that we reach a judgement that is reasonable, informed and within the law. At our college, we encourage the use of external agencies or speakers to enrich the experiences of our Learners; however, we will positively vet those external agencies, individuals, or speakers who we engage to provide such learning opportunities or experiences for our Learners.
- 2.2.9 We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the college's values and ethos.

2.3 External Speakers and their responsibilities

- 2.3.1 An external speaker or visitor is defined as any individual or organisation who is not a Team Member or Learner that has been invited to speak to Learners or Team Members.
- 2.3.2 An event is any event, presentation, visit, activity, or initiative organised by a Learner or Team Member that is held at our college. It also includes events where an external speaker is streamed live, or a pre-recorded event is shown.
- 2.3.3 All speakers or visitors should be made aware by the person or group arranging the event (by referring visitors to this policy on the College website) that they have a responsibility to abide by the law and the college's policies including that they:

- 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 Principal.

2.4 Guidance for Team Members

- 2.4.1 The College Principal and Designated Safeguarding Lead (DSL) must be informed of any events that involve external speakers through this procedure. No event involving any external speakers may be publicised or considered confirmed until the speaker has been cleared through the procedure detailed in this policy. This includes advertisement through any social media platform.
- 2.4.2 The College Principal, or those with delegated authority, reserve the right to cancel, prohibit or delay any event with an external speaker if the policy is not followed or if health, safety, and security criteria cannot be met.
- 2.4.3 Any activity that utilises an external speaker must be proposed no later than 14 days before the date of the event to allow them to make adequate safeguarding checks. Any request made outside of this timeframe will be rejected unless there are extenuating circumstances.
- 2.4.4 Before proposing the visit of an external speaker, the organiser should conduct brief research into the proposed speaker. If in doubt as to the suitability of a speaker, they should refer the decision to a Senior Manager or the Designated Safeguarding Lead.
- 2.4.5 Reasons for doubt could be (but are not restricted to) the following:
- any person or group on/or linked to the UK Government list of proscribed terror organisations <https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2>
 - talks by organisations generally considered to be extremist;
 - a speaker who is known to have spoken previously at another institution on a topic that has caused fear or intimidation of Learners or Team Member;
 - a speaker accepted in mainstream as being highly controversial;
 - a link or links to any person or group that has been connected with any controversy of a negative or positive nature;
 - a speaker who has significant profile and attracts a following that could create crowd control and health and safety issues;

- a speaker from a political party during an election

2.4.6 In the event of referral, one of the following decisions will be made:-

- To not permit the event with the external speaker to go ahead.
- To not permit the external speaker to attend the event (if it is a wider event)
- To fully permit the event with the external speaker to go ahead unrestricted.
- To permit the event with the external speaker to go ahead on the basis of regulatory steps designed to reduce risk. These may include observation; independent filming; the inclusion of opportunities to debate or challenge the view being held.
- In making recommendations, the College Principal / Designated Safeguarding Lead may consult on a wider basis with the senior team to assess the risk of the visit on the following criteria;
- The potential for any decision to limit freedom of speech.
- The potential for the event going ahead to cause reputation risk to the college.
- The potential for the speaker's presence on site to cause fear or alarm to Learners or Team Members AND/OR to give rise to breach of peace.

2.4.7 The External speaker consent form (Appendix 1) should be completed and forwarded to the College Principal/ Designated Safeguarding Lead (DSL) no later than 14 days before the planned event. The completed form will be held by the DSL and logged on the central record.

2.4.8 The Team Member responsible for organising an event with an external speaker(s) must ensure that the correct signing-in procedures are followed, and that the speaker(s) are issued with visitor badges and escorted whilst at the college.

2.5 Monitoring and Evaluation

2.5.1 The suitability of all visitors invited into college to work with the Learners will be assessed throughout the visit and a decision made as to whether they may be asked to visit the college in future.

1. Appendix 1 External Speaker consent form

Team member completing this form	
Role	
Campus	
Date form submitted	

Name of guest speaker	
Organisation	
Purpose of the visit and rationale for speaker	
Registered address	
Contact number	
Email address	

Event details & checklist

Target audience	
Expected numbers and groups	
Have they visited the college before	
Planned date of visit	
Planned location of visit	
Planned time of visit	
Expected arrival and departure time	
Is the event open to external visitors	
Are there any concerns about the speaker's reputation? If yes give details	
Is there any risk associated to the topic or location? If yes give details	
Is there potential for the speaker to use language that may be unlawful? If yes give details	

SMT completion

SMT member name	
SMT member role	
Date of review	

Decision

Decision	Tick
I have reviewed the information provided and am satisfied that the visit can go ahead	
I have reviewed the information provided and require further discussion or information from the visit organiser	
I have reviewed the information provided and recommend a risk assessment takes place prior to permission being given	
At this stage permission for the visit is refused	

Rationale for decision (if applicable)

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Additional notes and comments following actions taken (if applicable)

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SMT member name	
SMT member signature	
Date	