

EXTERNAL SPEAKERS/VISITORS POLICY – Prevent Duty

1. Aim

- 1.1. The college fully endorses the expectations of the Prevent Duty. One aspect of this duty is to risk assess all aspects of college work including a consideration of those who will visit and use the college whether linking to students or as a commercial customer.
- 1.2. The aim of this procedure is to ensure all who visit the college in this capacity are aware of, understand and accept the college’s Prevent Duty.

2. Responsibilities

- 2.1. All managers are expected to ensure form PD1 is completed, signed and dated by the visiting speaker or customer hiring the college facility. The signed form can be obtained prior to the booking/talk or event taking place or on the day of the conference.
- 2.2. The signed form will be saved and filed appropriately by the Reception team.
- 2.3. Only one form per booking is required to cover the bookings for the year. A duplicate copy can be provided for the customer if required.
- 2.4. The Equality & Diversity Committee will ensure a monthly audit of these forms is completed and reported on.

3. Process

Risk Assessment Framework for External Speakers/College Facility Users

1.Has a PD1 Visitors form been completed which indicates appropriate supervision in relation to the College’s Safeguarding duty?	No – permission refused until the PD1 form is completed and there is appropriate supervision in place.	Yes – go to question 2.
2.Has the external speaker/ commercial user confirmed that they respect: <ul style="list-style-type: none"> • freedom of speech • the rights and freedom of others as protected by the law • the College’s responsibilities in relation to equality legislation? 	No – the College is at risk of breaching its legislative duties and permission must be refused.	Yes – go to question 3.
3.Has the external speaker /commercial user confirmed that they will not incite an audience to violence, a breach of the peace or racial hatred?	No- if the external speaker/commercial user is unable to confirm that she/he will not incite the audience in these ways then there is a risk that they will act contrary to public order and permission must be refused.	Yes – go to question 4.

4.Has the external speaker or commercial user confirmed that they support fundamental British Values including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.	No- if the external speaker/commercial user is unable to confirm that she/he supports fundamental British Values then permission must be refused as part of the College's Prevent duty.	Yes – go to question 5. The person who is supervising the external speaker/commercial user should be reminded of the College's legislative duties with regard to Safeguarding, Equality, Public Order and Prevent duties. Where appropriate, such as with a potentially challenging speaker who is deemed to present an acceptable level of risk, the Deputy Principal should provide assistance with the risk assessment.
5.Has a risk assessment for the external speaker/ commercial user been completed which indicates (that effective controls are in place to ensure) an appropriate level of risk.	No – permission will be refused.	Yes – permission will be granted for the external speaker/commercial user.
Comment: This framework is not a justification to curtail legitimate free speech simply because it is challenging. As an example it would be appropriate to allow debate regarding the meaning of democracy or the extent to which it is truly promoted by the British (or other) political system.		

4. Method of Monitoring

4.1. N/A

4.2. **Authorship:** Assistant Principal - Campus and Student Services

4.3. **Date:** October 2020

4.4. **Reviewing Officers:** Assistant Principal - Campus and Student Services

This document is available in a variety of formats. Student Services or main reception will supply guidance on the range

Policy Approval

Name of reviewing Executive Committee: Strategic Leadership Group (SLG)	Chair: B Meredith
Date: 28 th October 2020	Signature: 

APPENDIX 1:- COMMERCIAL USER/EXTERNAL SPEAKER DECLARATION – PD1 FORM

Bishop Burton College has a legal and moral obligation and responsibility to support British values. We seek to ensure that that nobody is exposed to views that conflict or undermine these fundamental values including views which might incite others to unlawfully discriminate against racial and gender groups or encourage others to commit acts of violence.

Please read the statements below and sign the declaration at the bottom of the page, all visiting speakers or users of the college campus are asked to complete this declaration.

Please read the declaration below and indicate your response to each statement and sign at the bottom.

1. I confirm that I will not incite an audience or individual to violence, breach of the peace or racial hatred. I understand that such words or actions are contrary to public order laws and as such will not be regarded as lawful expression.

Yes/No

2. I confirm that I will respect the rights and freedom of others as protected by law (for example, I must not make statements which are actionable for defamation). I will respect the freedom of expression of others and will ensure that no groups face unlawful discrimination as a result of my words and actions.

Yes/No

3. I confirm my support for fundamental British Values including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faith and beliefs. I fully understand that freedom of expression does not extend to individuals or organisations not committed to these values.

Yes/No

Signed:

Name (in capitals):

Date:

Company _____

Title of Event _____

Date of Event _____

Name of external speakers _____