

External Speakers Policy, Fund Raising and Distribution of Leaflets Policy

Scope

The policy applies to the whole of Start Training Limited which includes staff, Student's and external visitors.

Purpose

The purpose of this policy is to demonstrate Start Training's determination to ensure that all learners can enjoy a student life free from bullying of any kind physical or emotional via direct or distant (cyber bullying) interface.

Start Training is committed to creating an environment where everyone is treated with dignity and respect and where diversity is valued. This policy outlines the procedures relating to events involving the use of external speakers regardless of who is organising them. It also details our approach to ensuring that we are protecting both staff and students and the reputation of Start Training whilst following the legislation that we're responsible for upholding.

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 in the exercise of their functions, must have "due regard to the need to prevent people from being drawn into terrorism".

Objectives

- To provide an environment where freedom of expression and speech are protected balanced with the need
- To ensure that at our community is free from harm and that incitement to hatred is never acceptable.
- To provide a supportive, inclusive and safe space for learners.
- To provide clearly defined and effective procedures to ensure that the law is upheld.
- To collaborate with others to reach sound, evidenced judgments about proposed external speakers ensuring that the company can meet their legal obligations
- To encourage and provide a balance of opinion at any academic discussion or debate
- To communicate to all members, volunteers, staff and visitors, that it is our mutual responsibility to comply with equality and safeguarding and that both Start Training and the individual can be held liable if they contravene the law
- To provide clear instructions for organising an event with external contribution e.g. speaker, representatives, film and guidance for researching an external speaker

Freedom of Expression

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. Education providers have a history of being open to debate ideas with learners at the forefront of pushing the limits of freedom of expression. 'Academic 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 staff, learners and communities. The freedom to express views needs to be balanced with the need to secure freedom from harm for learners and communities. We want all of our events, activities and initiatives to be safe; without risk to the reputation of Start Training; 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 judgement that is reasonable, informed and within the law.

2. External Speakers and their Responsibilities

2.1 An external speaker or visitor is used to describe any individual or organisation who is not a learner or staff member for Start Training or one of its contracted partners and who has been invited to speak to learners and/or staff. This includes any individual who is a learner or staff member from another institution. It also includes the main contact from any external venue hire client who is paying to use Start Training's facilities.

2.2 An event is any event, presentation, visit, activity or initiative organised by a learner group/society, individual or staff member that is being held on the Start Training premises or where Start Training is being represented off site e.g. at an employers' premises, school event or fair. It also includes events where external speakers are streamed live into an event or a pre-recorded film is shown. It also includes activity being on Start Training premises but organised by external venue hire clients

2.3 All speakers or visitors should be made aware by the person or group arranging the event (by referring visitors to this policy on the website) that they have a responsibility to abide by the law and the Start Training'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 risk 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 managing director

Guidance for Venue Hire Clients organising an event or booking

3.1 The organiser will make external venue hire clients aware of this policy and request details of any external speakers, presentations or any other material that they are bringing in. This information should be provided no later than 12 days before the booking goes ahead.

3.2 Start Training reserves the right to cancel, prohibit or delay any venue hire booking external speakers if the policy is not followed, requested information not produced or if health, safety and security criteria cannot be met.

3.3 If in doubt as to the suitability of speakers, the organiser should refer to the managing director
Reasons for doubt could be 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
- Speaker who is known to have spoken previously at another institution on a topic that has caused fear or intimidation of students or staff
- 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 period.

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

Community Groups, Charities and Fundraising

5.1 Collecting money for a local, national or international charities should always been seen as a positive more and can build up excellent links for Start Training and our learners.

5.2 All staff wishing to organise a collection for a charity should always first discuss this with their line manager. It is the line manager’s responsibility to make sure the charity is registered with the Charity Commission and does not have potential links to extremist groups. Where the charity is not registered with the Charity Commission or there might be potential links to extremist groups the line manager should contact the Managing Director for further advice.

5.3 Start Training will seek to work with community groups to support the learning and enrichment of our learners and will actively seek to work in partnership. Where there is a concern raised about a community group and their involvement in any aspect of College life, we will investigate this accordingly.'

Extremist Literature

5.4 It is the duty of all staff to follow the Safeguarding Procedure and report incidents where they believe a child or vulnerable adult might be at risk of potential harm (for example if they are vulnerable or susceptible to being groomed into an extremist agenda)

5.5 Extremist Literature in the form of leaflets or pamphlets can be the first step in grooming a young person into extremism. It is the duty of all staff to be vigilant to any literature they find in Start Training premises that might be trying to engage young people in extremism. All literature found should immediately be reported to the Safeguarding Officer via the normal procedure for reporting concerns.

5.6 Where an authorised visitor, unauthorised visitor or student is seen to be handing out extremist literature this should immediately be reported to senior staff who will deal with the issue.

5.2.4 Where a person or group is in the vicinity of Start Training but not on the premises and handing out extremist literature then staff should contact Senior Management before dealing with the issue.

See the Charity Commission Website on

<https://www.gov.uk/government/organisations/charity-commission>

Related policies and procedures

- Safeguarding Policy
- Freedom of Expression Policy

Please feed back to the management any constructive suggestions on how any aspect of the procedure may be clarified or improved

Actual Date	Reviewed by	Next review planned for
24 th September 2017	Esu Hill	2018