



## **Policy Area 7: Effective Safeguarding**

- 1. Prevent Policy**
- 2. External Speakers and Events Policy**

UK Quality Code focus:

Chapter B3: Learning and teaching

Chapter B4: Enabling student development and achievement

**Revised September 2016**

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## **QAA Context**

This Policy Area is allied to Policy Area 6 in establishing a safe and secure learning environment, where all students can enjoy the learning opportunities offered by the College.

As result two areas of the UK Quality Code have direct relevance. These are:

### **Chapter B3: Learning and teaching**

#### **The Expectation**

Higher education providers, working with their staff, students and other stakeholders, articulate and systematically review and enhance the provision of learning opportunities and teaching practices, so that every student is enabled to develop as an independent learner, study their chosen subject(s) in depth and enhance their capacity for analytical, critical and creative thinking.

and

### **Chapter B4: Enabling student development and achievement**

#### **The Expectation**

The Quality Code sets out the following Expectation about enabling students' development and achievement, which higher education providers are required to meet. Higher education providers have in place, monitor and evaluate arrangements and resources which enable students to develop their academic, personal and professional potential.

**Chapter B8** is also relevant in that all these Policies are subject to Review and Evaluation.

It is not considered appropriate to attach specific Indicators to specific areas, but rather to see each Policy as embracing the relevant Expectations and creating a learning environment protected from undue internal and external influences.

# 1. Prevent Policy

Grafton College, in accordance with legislative requirements under the Counter Terrorism and Security (CT&S) Act 2015, is required to practically manage the risk of radicalisation and the development of extremist views of employees and students. This legal requirement has specific and implied tasks for the College to carry out across a range of activities and structures. The actions that the College takes to comply with the Act are also explicitly aligned to the organisational requirements for institutions under the UK Government Prevent strategy, which is the element of the UK Counter terrorism Strategy (CONTEST) that covers prevention of extremism and radicalisation. This also includes the sub-element of Prevent, designated 'Channel', which is designed to provide support at an early stage to people who are identified as being vulnerable to being drawn into terrorism.

To meet legal requirements the College is required not only to conduct a risk assessment related to the overall probability of occurrence, impact and mitigation measures required to manage the threat of radicalisation and extremism, but also to conduct an ongoing management and operational process to ensure that the risk is reduced to an acceptable level. It is important that the actions taken by the College are neither sensationalist nor excessive; and must be aligned with College organisational culture, context, our priorities and the risk itself.

Equally importantly, it is recognised as essential that the human rights and principles of free speech amongst the academic community are championed, maintained and preserved. Counter Terrorism and Security (CT&S) Act 2015 Part 5 (Chapter 1 Section 31) makes direct and clear reference to this requirement. Any measures related to Prevent will be managed in this context.

The Action Plan and associated Risk Assessment provides a risk-aligned and updatable point of reference, guidance and direction for Grafton College in relation to its statutory and legal duties in accordance with the Counter Terrorism and Security (CT&S) Act 2015, Prevent guidance, and other laws and regulations. These are detailed at References A –D.

## **Extremism, Radicalisation and Terrorism**

The Prevent Duty Guidance states that the aim of the UK Government's Prevent strategy is: 'to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism'. The Prevent strategy has three specific strategic objectives:

- Respond to the ideological challenge of terrorism and the threat faced from those promoting it;
- Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support;
- Work with sectors and institutions where there are risks of radicalisation.

The Government has defined extremism in the Prevent strategy as: “vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces”.

The Prevent strategy was explicitly changed in 2011 to deal with all forms of terrorism and target not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. It also made clear that preventing people becoming terrorists or supporting terrorism requires challenge to extremist ideas where they are used to legitimise terrorism and are shared by terrorist groups. The strategy also means intervening to stop people moving from extremist (albeit legal) groups into terrorist-related activity.

An important tenet of the College’s Prevent planning is that we understand and ensure that Prevent is not targeting a particular ethnic, social, ideological or religious group and that extremist, activist and terrorist activities are not confined or exclusive to any such group. The UK Government has published a Counter-Extremism Strategy (Reference E)

### **Legal Requirements under the Counter Terrorism and Security (CT&S) Act 2015**

Under the provisions of the Counter Terrorism and Security (CT&S) Act 2015, the College is a ‘Specified Authority’ that is required to report on the actions and measures that it takes in relation to the prevention of extremism, radicalisation and terrorism. The effectiveness of these actions and measures will be assessed by HM Government who delegates this responsibility to appropriate ‘Monitoring Authorities’ (MA) – in our case the Monitoring Authority is HEFCE.

Where the College does not meet a particular planning or action requirement as specified or implied by the Act, the Monitoring Authority is empowered under law to give direction to the College to achieve compliance. In practice, the Monitoring Authority conducts liaison with the College to ensure and assure Prevent duty compliance in accordance with a specified reporting and ‘audit’ cycle. This cycle, beginning in January 2016, includes self-assessment of Prevent duty compliance against notified criteria and supported by documentary evidence. HEFCE has a subsequent 5-year rolling plan for more detailed assessment of all UK HEIs; the College will be assessed in more detail within that timeframe. Reference F is the HEFCE Monitoring Framework to be followed by the College

## **Legal Requirements to Protect the Rights of all College personnel**

It is a crucial tenet of academic life that freedom of speech and the democratic and human rights of employees, students, guests and visitors are preserved and protected while complying with our duties under Prevent. Any actions taken by the College will ensure that legal obligations are met under the following:

**The Human Rights Act 1998** - which in particular concerns:

- Freedom of speech within the law;
- Use of premises not to be denied on grounds of policy or belief;
- Academic freedom within the law;
- Freedom of expression; freedom of thought, conscience and religion;
- Protection from discrimination.

**The Equality Act 2010** requires the College to protect the rights and requirements of its people.

The College is also required to ensure that our people are protected through ensuring that:

- We do not permit offences under the Public Order Act 1986;
- Intentional harassment, alarm or distress;
- Acts intended or likely to stir up racial hatred;
- Acts intended or likely to stir up religious hatred or hatred on the grounds of sexual orientation.

The College complies with the **Protection from Harassment Act 1997**

- The production or dissemination of publications directly or indirectly encouraging terrorism (Terrorism Act 2006) is not permitted.
- The College complies with reporting duties under the Terrorism Act 2000.

The rights of our employees and students in relation to information that is held and processed about them are enshrined within the Freedom of Information Act 2000 and Regulation of Investigatory Powers Act 2000. The College employs an Action Plan in full compliance with its legal and statutory responsibilities and will always seek to ensure that the personal, legal and human rights and needs of our people are protected in line with UK, EU and International Law.

## **Objective**

Our objective under the Prevent Action Plan is to manage this risk. We are required to ensure that we are resilient to extremism and that we are confident and capable in identifying and managing any concerns of extremism that emerge.

HM Government's Prevent Duty Guidance offers the rationale for implementation and areas to be considered for action:

'Section 26(1) of the Counter-Terrorism and Security Act 2015 ("the Act") imposes a duty on "specified authorities", when exercising their functions, to have due regard to the need to prevent people from being drawn into terrorism. Certain higher education bodies "Relevant Higher Education Bodies" or "RHEBs" are subject to the section 26 duty. RHEBs' commitment to freedom of speech and the rationality underpinning the advancement of knowledge means that they represent one of our most important arenas for challenging extremist views and ideologies.

Young people continue to make up a disproportionately high number of those arrested for terrorist-related offences and of those who are travelling to join terrorist organisations in Syria and Iraq. RHEBs must be vigilant and aware of the risks this poses.

Some students may arrive at RHEBs already committed to terrorism; others may become radicalised whilst attending a RHEB due to activity on campus; others may be radicalised whilst they are at a RHEB but because of activities which mainly take place off campus.

## **Prevent Agenda**

The Prevent agenda is managed in Grafton College by the Accountable Officer who is appointed as a Prevent Lead who deals with immediate risk assessments in conjunction with advice from HEFCE and BIS. Compliance with the Prevent duty requires that appropriate procedures and policies are in place.

## **Risk Assessment**

A risk assessment is carried out to assess where and how students might be at risk of being drawn into terrorism. This includes not just violent extremism, but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. Help and support will be available to do this.

To carry out a comprehensive risk assessment, institutional policies are reviewed to include the campus and student welfare, equality and diversity, and the safety and welfare of students and staff. Such a risk assessment includes the physical management of the College estate, including policies and procedures for events held by staff, students or visitors and relationships with external bodies and community groups who may use the premises, or work in partnership with the institution.

Additionally, the Prevent Lead maintains a research link to Police and Home Office units to establish Best Practice and emerging risk.

Students from conflict zones are considered vulnerable to radicalisation or manipulation as well as having very specific welfare needs. This places them at risk. The Welfare Team are charged with monitoring such groups and individual students to ensure their safety and welfare. This is a constant requirement and specific checks should be actioned periodically but also in relation to developing regional and trans-regional events and in response from Home Office advice. This process is continually monitored by the Prevent Lead and Head of Organisation.

### **Action Plan**

With the support of co-ordinators, and others as necessary, if the College identifies a risk it will develop an Prevent action plan to set out the actions it will take to mitigate this risk.

### **Matters of Concern or Instances Requiring Immediate Response**

In the event of a member of staff or a student becoming concerned by an event, occurrence or person on campus, they will, in the first instance, inform their Teacher / Student Welfare Officer who will contact the Prevent Lead. The Prevent Lead will assess the situation and, in consultation with the Head of Organisation, make a decision about the seriousness of the situation.

If necessary, the Prevent Lead will then contact the appropriate Prevent Coordinator at HEFCE or BIS for advice or police unit, dependent on the severity of the situation. The Prevent Lead, having contacted the Police, will then copy emails and relevant documents, including timelines and a narrative of events from the staff or student concerned, and hold them in the 'Prevent' register for reference.

If there is grave or immediate concern of danger to life, the correct procedure is to call 999 and then inform the Prevent Lead. The diagram in Appendix 1 (page 12) shows clearly the process of dealing with a concern.

### **External Speakers and Events**

In order to comply with the duty Grafton College (RHEB) has policies and procedures in place for the management of events on campus and use of all RHEB premises. This policy applies to all staff, students and visitors and clearly sets out what is required for any event to proceed.

Encouragement of terrorism and inviting support for a proscribed terrorist organisation are both criminal offences. RHEBs should not provide a platform for these offences to be committed.

Furthermore, when deciding whether or not to host a particular speaker, Grafton College (RHEB) should consider carefully whether the views being expressed, or likely to be

expressed, constitute extremist views that risk drawing people into terrorism or are views shared by terrorist groups.

Grafton College will assess and rate risks through risk assessment, for any planned events, which provides evidence to suggest whether an event should proceed, be cancelled or whether action is required to mitigate any risk. Additionally, the College should pay regard to its existing responsibilities in relation to gender segregation, as outlined in the guidance produced in 2014 by the Equality and Human Rights Commission: Gender Segregation

The College will follow and apply guidance in Reference G in its Freedom of Speech Policy – which is aligned to Prevent.

## **Partnership**

In complying with this duty, active engagement is expected from senior management of the College (including, Directors, Accountable Officer and Principal) with other partners including police and BIS regional higher and further education Prevent co-ordinators. Appropriate advice is sought from the partner coordinators to engage and consult students on the College's plans for implementing the duty.

Given the size and complexity of the institution's internal mechanisms will be used to share information about Prevent across the relevant faculties of the institution. For operational delivery of Prevent-related activity a single point of contact has been nominated which is useful; regular contact with the relevant Prevent co-ordinator is also made when deemed necessary and appropriate.

## **Staff Training**

This strategy demonstrates that it is willing to undertake Prevent awareness training and other training that could help the relevant staff prevent people from being drawn into terrorism and challenge extremist ideas which risk drawing people into terrorism. Appropriate members of staff should be trained to have an understanding of the factors that make people support terrorist ideologies or engage in terrorist-related activity. Such staff should have sufficient training to be able to recognise vulnerability to being drawn into terrorism, and be aware of what action to take in response. This will include an understanding of when to make referrals to the Channel programme and where to get additional advice and support.

The College is expected to have robust procedures both internally and externally for sharing information about vulnerable individuals (where appropriate to do so). This should include appropriate internal mechanisms and external information, sharing agreements where possible.

The DfE (previously BIS) offers free training for higher and further education staff through its network of regional higher and further education Prevent co-ordinators. This covers safeguarding and identifying vulnerability to being drawn into terrorism and can be tailored to suit each institution or group of individuals. Grafton College sends its relevant staff for training and in this regard makes regular contacts and establishes links with HEFCE and the nominated training provider (Leadership Foundation for Higher Education).

## **Welfare and Pastoral Care / Chaplaincy Support**

The College has a distinct role to play in the welfare of its students and therefore maintains sufficient pastoral support available for all students. In this regard the College clearly demonstrates in its Student Welfare Policy the use of prayer rooms and other faith-related facilities. This policy outlines arrangements for managing prayer and faith facilities and for dealing with any issues arising from the use of the facilities.

## **Information Technology policies**

RHEBs are expected to have policies relating to the use of College IT equipment. Whilst all institutions will have policies around general usage, covering what is and is not permissible. These policies must contain specific reference to the statutory duty. Many educational institutions already use filtering as a means of restricting access to harmful content, and should consider the use of filters as part of their overall strategy to prevent people from being drawn into terrorism.

To enable the College to identify and address issues where online materials are accessed for non-research purposes, we would expect to see clear policies and procedures exist for students and staff working on sensitive or extremism-related research. Universities UK has provided guidance to help universities manage this (Reference H).

## **Student unions and societies**

Institutions should have regard to the duty in the context of their relationship and interactions with student unions and societies. They will need to have clear policies setting out the activities that are, or are not, allowed to take place on campus and any online activity directly related to the College. The policies should set out what is expected from the student unions and societies in relation to Prevent including making clear the need to challenge extremist ideas which risk drawing people into terrorism. We would expect student unions and societies to work closely with their institution and co-operate with the institution's policies.

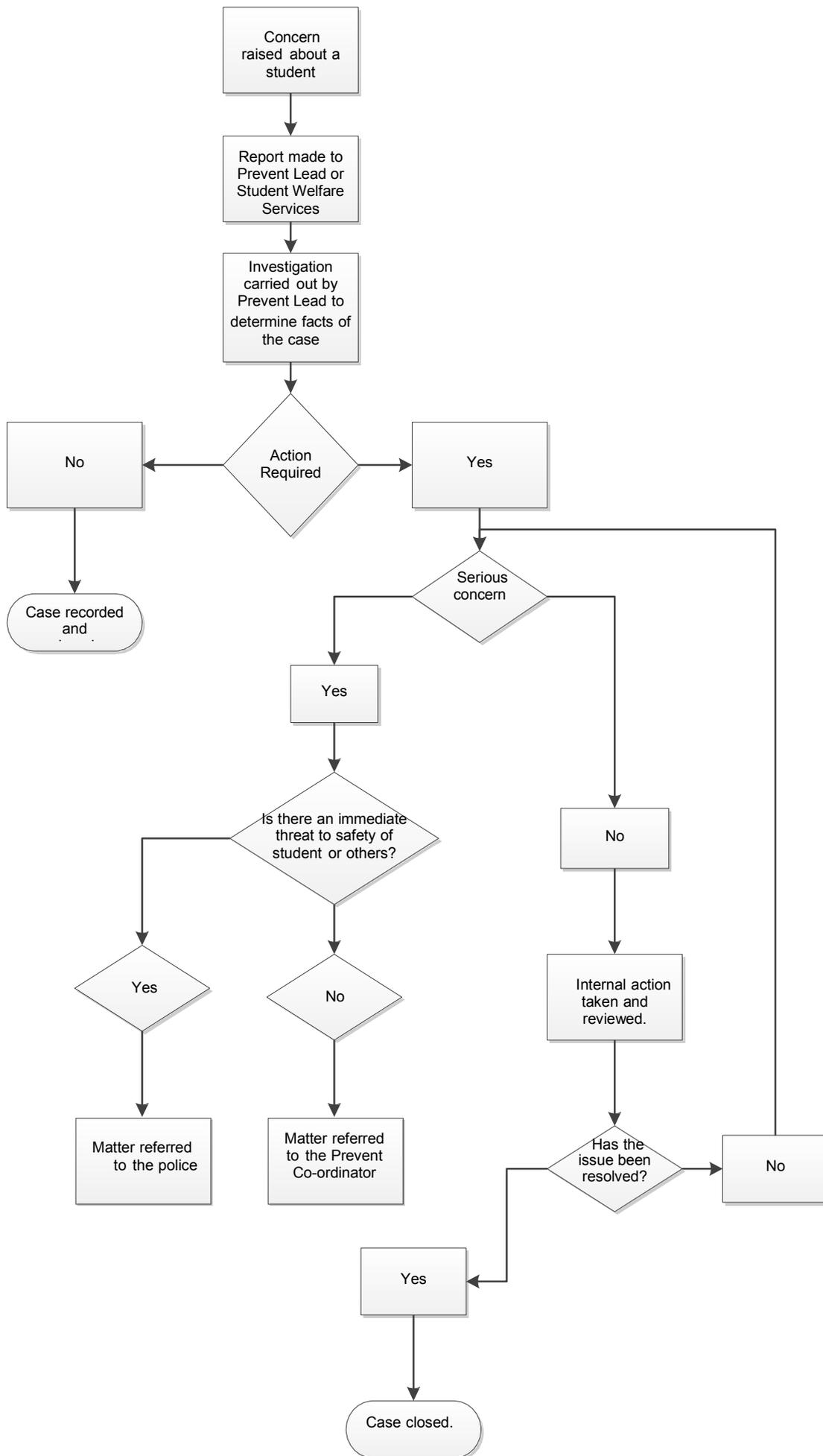
At Grafton College, there is no formal Student Union. However, the students operate their independent committee in the form of a Staff-Student Liaison Committee and are required by the College to comply with the following:

- No religious, spiritual or philosophical event hosted by students may be permitted unless hosted by a recognised Student Union society.
- Students wishing to host such an event will speak first to the Student Lead Representative detailing speaker history at least 14 days in advance of the planned event. This is then passed on to the Prevent Lead / Coordinator for consultation.
- The Prevent Lead will action a check on all events, and proposed speakers.
- No specific religious, spiritual or philosophical groups may form societies if identified with a single denominational or sectarian perspective. External leadership of a society is not permitted.

- All speakers addressing students or staff dealing with religious, spiritual or philosophical issues must comply with the 'Freedom of Speech Policy.
- Prayer rooms, used for worship or religious purposes by all faith groups, are to be managed.
- Any contentious or security issues that might affect the safety of staff or students or the reputational integrity of the College are referred to the Prevent Lead and Head of Organisation.

#### References:

- A. Counter-Terrorism and Security Act 2015 CTSA
- B. Prevent Duty Guidance for England and Wales dated 16 July 2015 DG
- C. Prevent Duty Guidance for HE Institutions DG HE
- D. Channel Duty Guidance Channel
- E. HM Government Counter-Extremism Strategy October 2015 CE
- F. HEFCE – The Prevent Duty Monitoring Framework for the Higher Education Sector November 2015/32 HEFCE
- G. Universities UK Freedom of speech on campus: rights and responsibilities in UK universities FOS
- H. Universities UK Oversight of security-sensitive research material in UK universities: guidance Research



## 2. External Speakers and Events Policy

### Introduction

Grafton College 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.

The Policy details the approach to ensuring that the College protects both staff and students and the reputation of Grafton College whilst implementing the legislation. 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 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 the College community is free from harm and that it is clear that incitement to hatred is never acceptable.
- To provide a supportive, inclusive and safe space for students
- 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 so that the College can meet its 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 College and the individual can be held liable if contravened.
- 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 Speech and Expression Code

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 institutions (especially higher education institutions) have a history of being open to debate and ideas with students 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.

The College has a duty to ensure the safety and welfare of our staff, students and communities. The freedom to express views needs to be balanced with the need to secure freedom from harm for staff, students and communities. We want all of our events, activities and initiatives to be safe; without risk to the reputation of the College; and within the law.

Where any person or body, subject to the obligations of Freedom of Expression, wishes to hold any event for the expression of any views or beliefs held or lawfully expressed on premises controlled by the College, consent shall not be unreasonably refused.

Expression of opinions which are annoying, offensive, in bad taste, or ill-mannered is not automatically unlawful and should not be the sole ground for refusal unless this would result in the College failing in its wider legal duties (for example to promote equality of opportunity and good relations between persons of different racial groups). The fact that disorder may result at any event is not of itself a ground for refusal of permission or facilities unless the creation of such disorder is the intention of the organisers of, or speakers at, any such event or public safety where order might be jeopardised.

It shall be accepted as reasonable to refuse consent, or withhold facilities for any event to which Freedom of Expression applies where the College reasonably believes (from the nature of the speakers or from similar events in the past whether held at the College or otherwise) that:

- the views likely to be expressed by any speaker are contrary to the law;
- the intention of any speaker is likely to be to incite breaches of the law or is to intend breaches of the peace to occur;
- the views likely to be expressed by any speaker are for the promotion of any illegal organisation or purpose;
- the views likely to be expressed by any speaker are for the promotion of any organisation subject to the College's "No Platform" policy as amended from time to time;
- it is in the interests of public safety, the prevention of disorder or crime or the protection of those persons lawfully on premises under the control of the College, that the event does not take place;
- the views of any speaker are widely known and published and do not align with the values of the College, regardless of focus of the event in question.
- In this case 'speakers' mean any organiser or other person invited to address the meeting other than members of any audience at that meeting.

Where the College is reasonably satisfied that the otherwise lawful expression of views at any event is likely to give rise to disorder, the College shall consider what steps it is necessary to take to ensure the safety of all persons; the maintenance of order; and the security of premises controlled by the College.

The College may impose such conditions and requirements upon the organisers as are reasonably necessary in the circumstances. These may include, but are not limited to, requirements as to provision of stewards, variation of location and time, and whether the event shall be open to the public at large.

Where the College concludes that imposing conditions would not be sufficient to prevent serious disorder within premises subject to their control, it may decline to permit such events

to be held. Before doing so, however, the College will usually consult the police with a view to establishing whether the serious disorder can be prevented or otherwise dealt with appropriately by attendance of police officers or alternative conditions.

Where any person or body to whom this Code applies is engaged in the organisation of any event on premises controlled by the College at which it is reasonably suspected that disorder is likely to occur, the organiser shall normally give the Prevent Lead not less than 28 days' notice in writing of such a proposed event; the Prevent Lead or Registrar shall inform the person or body organising the event in writing within seven days of the date of the notice whether the meeting may go ahead.

Any person or body wishing to hold an event on premises controlled by the College must complete the relevant booking form and provide further details of the event if required. This requirement applies to both internal and external bookings for any venue controlled by the College. It will be a mandatory requirement that the organisers of any event indicate they accept the terms of this Code when making a venue booking.

All event organisers shall ensure proper security and organisation (including stewarding and chairing) of the event for the purpose of protecting the right of freedom of speech. Whilst the heckling of speakers is a right not to be disturbed, it shall be contrary to the Code to seek, by systematic or organised heckling or disruption of such activity, to prevent the lawful expression of views.

It shall be contrary to this Code for any person or body subject to the Code to organise, engage in or become associated with, any conduct with the intention of preventing (other than by reasonable and peaceful persuasion) any event subject to this Code from being held or from continuing.

The organisers of the event shall have a duty so far as is reasonably practicable to ensure that both the audience and the speaker act in accordance with the law during the event. In the case of unlawful conduct, the event organiser shall give appropriate warnings and, in the case of continuing misconduct, the event organiser shall require the withdrawal or removal by the stewards or if necessary by the police of the person(s) concerned.

It shall be the responsibility of the organisers of the event to ensure that no articles or objects are taken inside the venue where the event is being held in circumstances which are likely to lead to injury, damage or breach of the law.

## **No Platform Policy**

The College will offer no platform to those who:

- are intolerant of the free speech of others both generally and where it includes the denial of the right to hold or express an opposing opinion. This also includes those who engage in the active prevention of permitting others to speak, such as the interruption - violent or otherwise - of meetings. Those who offer no platform to others, without any reasonable or justifiable basis for doing so, should not benefit from the freedom to speak at the College.
- advocate or engage in violence in the furtherance of their political, religious, philosophical or other beliefs.
- hold and disseminate views which are repugnant to the maintenance of liberty under the rule of law in the UK or who advocate or engage in the violent overthrow of democracy in the UK or elsewhere.

The College reserves the right to debar speakers or organisations from the College where the College reasonably believes that their presence on College premises is not conducive to the good order of the College, or where it would offend the principles of scholarly inquiry, or where it would put at risk the safety of students, staff or the general public. The College further reserves the right to list the names of individuals or groups which it debars either under this general reserved right or in accordance with the principles above.

The College will maintain a list of organisations considered by the College to be within the scope of the provisions mentioned above. Any amendments made to the list from time to time by the College shall be deemed as included, or excluded as appropriate with effect from the date that the amendment is made. The list can be shared with the Prevent coordinator and Partners at HEFCE, DfE (BIS) and Police.

## **External Speakers and their Responsibilities**

The term “external speaker” or visitor is used to describe any individual or organisation who is not a student or staff member of Grafton College or one of its contracted partners and who has been invited to speak to students and/or staff. This includes any individual who is a student or staff member from another institution. It also includes the main contact from any external venue hire client who is paying to use College facilities.

An “event” is any event, presentation, visit, activity or initiative organised by a student group/society, individual or staff member that is being held on the College premises or where College is being represented by a stand on non-College premises e.g. at an exhibition, 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 held on College premises but organised by external venue hire clients.

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 (available from Prevent Lead).

## **Guidance for Organising an Event with an External / Internal Speaker**

The Prevent Lead or Student Welfare Officer or Registrar must be informed of any events that involve external speakers through the designated 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.

Grafton College reserves 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.

Any room booking/ event organisation with an external speaker involved must be made no later than 28 days before the date of the event. This is to allow for the organiser to have made adequate safeguarding checks as well as allowing time for alterations to the event if necessary. Any request made outside of this timeframe will be rejected unless there are extreme extenuating circumstances.

The individual/group organising an external speaker should conduct brief research into the proposed speaker. If in doubt as to the suitability of a speaker, the outcome should be referred to the Prevent Lead. 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 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 nature; a speaker who has significant profile and attracts a following that could create crowd control and health and safety issues.

In making recommendations the Prevent Lead may consult with Partners and risk will be assessed on the following basis:

- 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 students or members of staff and/or to give rise to a breach of peace

The External / Internal Speaker Booking Form (Appendix 1) should be completed and forwarded to the Prevent Lead / Registrar or Student Welfare Officer well in advance before the planned event. The completed form should be logged on the centrally maintained database for records and references. Managers are responsible for ensuring that their staff team and students are aware of, and support the policy.

**Revised September 2016**



## External / Internal Speaker Booking Form

1. Complete **all** boxes and ensure that you have signed the form
2. Forward to Prevent Lead / Registrar or Student Welfare Officer to obtain consent.
3. When completed, this form should be forwarded to the Registrar for maintaining central records

Name of person requesting consent:	
Group:	Group size:
Name of person taking responsibility for event:	
Name of internal or external speaker(s):	Organisation they represent:
Address of organisation represented:	
Postcode:	

