



# Visiting Speaker Procedure

## 1.0 Introduction

### Background

City of Bristol College has a long history of attracting external speakers and organisations to enrich the experience of students, staff and the community. This process seeks to capture the benefits that visiting speakers might bring, and to meet the requirements of the new Prevent Duty Guidance for Further Education Institutions in England and Wales, published in July 2015, to ensure that any risk of attempted radicalisation is considered when inviting speakers to the College or responding to requests from speakers.

### Aim

The aim of this policy is to ensure that the student and staff experience at College is enriched by input from external speakers and organisations, and that any benefits and risks are considered appropriately in advance of a speaker event.

## 2.0 Policy Statement

- 2.1 The College recognises the value that external speakers bring to the College and its students, and seeks to encourage the provision of enrichment to learners and staff through exposure to high quality visiting speakers and organisations.
- 2.2 The College confirms its commitment to freedom of speech in the **College**
- 2.3 This policy seeks to reduce the likelihood that visiting speakers or organisations might seek to promote



**4.6** Copies of the visiting Speakers request form are kept in a sharepoint space and the visiting speakers details will be added to the electronic visitors system. College Reception will also be made aware in advance of the event.

**4.7** Where any visiting speakers or organisations address students, the organiser must ensure that the College has at least one member of staff, who has received Safeguarding and Prevent CPD training, present at the event, to ensure that any extremist views presented at the event can be challenged.

## **5.0 Review**

This procedure will be reviewed every three years or when relevant legislation or government guidance is revised.

