



## KMS 864 External Speaker Policy

### Linked Policies

Prevent Risk Assessment and Action Plan

KMS 250 Safeguarding Policy

KMS 550 Health and Safety Policy

KMS 865 Freedom of Speech and Expression Policy

### Appendices

Appendix A - External Speaker Request Form

Appendix B - Visiting Speaker Agreement

Appendix C - ACPO Guidance



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# External Speaker Policy

## 1. Introduction

Kingston Maurward College (KMC) is a specialist provider serving the needs of land-based and allied industries in Dorset and the South West.

Our students will be inspired to achieve their potential and thrive in a challenging but caring environment, enjoying exciting learning and high quality facilities within a vibrant commercial rural estate.

To achieve our mission we will continue to employ a set of core values to underpin our work which will shape our future planning; these are

### Inspire

- Kingston Maurward is exciting. Students become independent learners through inspirational teaching via well qualified and dedicated specialist staff.
- Students' daily experiences will motivate them to achieve beyond the point they originally thought possible.
- We work in an inspiring environment, where we enjoy our work and it adds value to our own lives
- We are inspired by the talent and commitment of our colleagues, and the abilities of our students, and use this to build our own passions and in turn help inspire others.

### Challenge

- Kingston Maurward is challenging. Students will progress to reach their potential regardless of their starting point through well-differentiated, individually stretching tasks, to give them the skills they need to progress to work or further study.
- We challenge ourselves every day to do the best job possible, constantly striving for excellence.
- We challenge ourselves to continue learning and developing within our own roles, finding new ways to improve the experience of every visitor to the College.

### Care

- Kingston Maurward is caring and develops students' resilience as learners and members of society. Students are supported and nurtured to enable them to achieve and progress within an environment that recognises their individual needs and talents.
- We are a community.
- We work together and combine the talents of individuals to create a greater whole as part of a team.



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- We look out for each other and are not afraid to offer support or say when things are difficult and we need help.
- We find the best way to support our students and colleagues, and work as close knit teams so everyone feels part of a community and shares in its success.

The KMC Strategic Plan identifies our strategic themes and priorities as:

People - Learning – Partnership - Financial Resilience - Estate Development

These priorities, together with our core values, aim to equip our students with the knowledge and skills to succeed in life and work.

This policy supports these priorities through ensuring that our students and staff are safe and that we are compliant with our legal responsibilities under the Prevent Duty and Counter Terrorism and Security Act 2015.

We are committed to a holistic approach to the development of our students through academic and tutorial programmes and through individual support from course teams and specialist support services.

As part of this programme, the College hosts visiting speakers and events on the KMC campus.

We also provide commercial services to external organisations and members of the public to support the college's financial stability, including conferencing, weddings, KMC Animal Park and Gardens and equestrian activity.

As a College it is our responsibility to make sure everyone attending an event feels safe, the reputation of the college is protected and the law is upheld.

## 2. Aims

- To provide an environment where freedom of expression and speech are protected, balanced with the need to ensure that our community is free from harm and 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 the law is upheld.
- To collaborate with others to reach sound, evidenced judgements about proposed external speakers, ensuring KMC can meet their legal obligations.
- To encourage and provide a balance of opinion at any academic discussion or debate.



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- To communicate to all governors, staff, visitors or those associated with the college that it is our mutual responsibility to comply with anti-discrimination, anti-bullying or anti-harassment legislation and that both KMC and the individual can be held liable if they contravene the law.
- To challenge behaviour and change practice that directly or indirectly results in discrimination.

### 3. Freedom of Expression

Freedom of expression and speech are basic human rights that are protected by law. Academic freedom is a term used to describe the law that allows for open and honest debate in an academic context.

The KMC Freedom of Speech and Expression Policy KMS 865 sets out the College approach to its legal duty within the Education Act (no.2 1986 sec43) to secure the development of students' ideas and understanding in the form of academic freedom on campus.

Student safety is at the heart of KMC policies and procedures. The freedom to express views needs to be balanced with the need to secure freedom from harm for students and communities.

We want all events hosted on campus to be:

- Safe (complying with diversity and equal opportunities by law)
- Without risk to the reputation of the College
- Within the law

Occasionally an external speaker or their topic of discussion may be considered a risk to the safety and security of the students or the conditions for a safe event. We are committed to working with event organisers and external speakers to make sure we reach a decision that is reasonable, informed and within the law.

### 4. External speakers

An external speaker is used to describe any individual or organisation who is not a student or staff member of KMC and who has been invited to speak to students, staff or at an event on College premises.

All events organized with external speakers on KMC campus are within the responsibility of the College, which includes those organised by an external organisation or individual, College department or group and events where external speakers are streamed live into an event (sound and/or visual) or where pre-recorded film/recording is played. The organiser for any event is responsible for the activities that take place within the event.



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All speakers will be made aware of their responsibility to abide by the law and the college policies, including that they:

- Must not incite hatred, violence or call for breaking 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 the express permission of the college senior management team

### 5. Procedures

The 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.

College staff and venue hirers must notify the Deputy Principal Finance & Corporate Services (for external events booked via the Hospitality Team) or the Academic Manager (as appropriate) of any events that involve external speakers.

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.

KMC has a two part procedure:

#### Part 1:

Completion of the External Speaker Request form by the event organiser at least **3 weeks** in advance of the event. This is to allow time for alterations to the event if necessary.

This must be submitted to the Deputy Principal Finance & Corporate Services (for external events booked via the Hospitality Team) or Academic Manager (as appropriate) for a decision on the suitability of the event.

Any requests made outside of this timeframe will be rejected unless there are extreme extenuating circumstances.

The organiser should make preliminary safeguarding checks in accordance with Appendix C ACPO Guidance.



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Reasons for doubt could be (but are not restricted to) 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 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 purdah.

### Part 2:

The risk will be assessed by the Deputy Principal Finance & Corporate Services (for external events booked via the Hospitality Team) or Academic Manager (as appropriate) who will determine if the event poses a risk to the safety or wellbeing of our students and staff.

Most events booked through the Hospitality Office will be routine and many repeat bookings made by repeat customers.

Similarly, Course Managers regularly book guest speakers from reputable local and national organisations.

In this case, the form will be authorised and held by the Deputy Principal Finance & Corporate Services (for external events booked via the Hospitality Team) or Academic Manager for inspection and audit purposes.

The ACPO Guidance (Appendix C) provides information on the types of questions which should be asked.

If any concerns are raised about events or organisations booking an event, the Deputy Principal Finance & Corporate Services (for external events booked via the Hospitality Team) or Academic Manager will refer the form to the Deputy Principal Learning & Performance, to determine whether the event should be granted permission to continue. If necessary, a referral to the Principal will be made and this decision is final.

This must be done at least **2 weeks** before the event in accordance with Section 3 of KMS 865 Freedom of Speech and Expression Policy.

In the event of permission being refused the procedure specified in KMS 865 will apply.



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