



# **Adult Training Network (ATN)**

## **External Speaker Policy**

**Reviewed on:** 17<sup>th</sup> May 2018

**Next Review Date:** 1st April 2019

**Compiled by S Singh Gill**

**Designation: Managing Director**

## **1. Introduction**

The Adult Training Network (ATN) has established itself as a successful adult education provider, who aim to unlock potential for employment and improve social prospects through education and training. As a result of this, it is possible that ATN, or the partners who work with ATN, may invite external speakers to host talks and seminars.

Therefore, it is the main objective of this policy to set in place a framework for events in which external speakers have been invited to take part in. This is to ensure that conversations and debates appropriately take place whilst also protecting the safeguarding of ATN, the staff, the learners and those who access the services provided by ATN.

Additionally, this policy aims to ensure that event organisers who invite external speakers are made aware of the framework we operate within. It is also for external speakers, who must adhere to the terms and expectations that ATN has.

### **1.1 Definitions**

For the purpose of this policy, the following definitions apply:

“External speaker”- refers to anyone who is not a staff member or learner at ATN and who is conducting a talk or seminar.

“Event”- this may be hosted on ATN premises or an external venue hired by ATN

## **2. Organising the Event**

Any ATN staff who are organising an event that involves inviting an external speaker, which is set to be hosted on an ATN site, must strictly adhere to this policy and the associated procedure (see annex 1). This includes any event held in the name of ATN which involves an external speaker or speakers. Moreover, the Managing Director must also give their expressed approval for the event to take place, when an external speaker is involved.

### **2.1 Approving an External Speaker**

In allowing an external speaker to host, or take part in, a talk or seminar at an ATN site, ATN will assess the event based on the understanding that they will strictly adhere to this policy and other relevant ATN policies. A risk assessment form must also be filled out (see annex 1).

During the process of approving an event that includes the involvement of an external speaker, ATN will aim to abide by all relevant government legislation. This includes our duty to protect the freedom of speech in regards to the Education Act 1982, our obligation to prevent individuals from facing discrimination which is enshrined in the Equality Act 2010 and our Prevent duty which is protected by the Counter Terrorism and Security Act 2015.

When there is a risk, or a potential risk, that a talk or seminar held by an external speaker may incite criminal activity, hate speech, radicalisation of those in attendance and/ or other possible damage to the reputation of ATN, then a referral will be made to the Designated Prevent Team (DPT). The DPT make seek advice from relevant bodies, internal or external.

<b>Designation</b>	<b>Name</b>	<b>Telephone</b>	<b>Email</b>
Prevent Lead	Sarjeet Singh Gill	02085749588	sgill@adult-training.org.uk
Deputy Prevent Lead for London and North Hertfordshire	Kamaljit Kaur	02085749588	kamaljit@adult-training.org.uk
Deputy Prevent Lead for North Hertfordshire	Agnieszka Michalska	07885674321	agnieszka@adult-training.org.uk
Deputy Prevent Lead for Hillingdon	Fatima Somji	02085613131	fatima@adult-training.org.uk

ATN reserves the right to cancel, postpone or request adjustments to be made to any prospective event, if any risks, or the potential of risks, are identified. ATN may also

- Request that the external speaker(s) submit their speech to ATN prior to the event
- Limit the number of individuals in attendance
- Ensure that an ATN manager or senior authority is in attendance to ensure good order
- Bring in external security if needed
- Limit the items that those in attendance can bring into the event, including food, drink and items that could potentially be used as a weapon or to cause harm
- Prohibit attendees from bring in banners, flags, placards or other similar items

This list is not exhaustive and ATN reserves the right to amend this list at any time.

If there are breaches of policy at any event hosted by ATN or in the name of ATN, the matter may be referred for disciplinary and/or legal action.

## **2.2 Managing Events**

All prospective external speakers and attendees must be made aware that it is a criminal offence to incite or encourage others to break the law, this comes under the Serious Crime Act 2007. ATN reminds all external speakers and attendees that they must remain respectful of the beliefs, thoughts and opinions of other individuals.

ATN has a responsibility to ensure that at any event no forced segregation takes place, unless it is specifically due to religious practice. Those in attendance will have the freedom to choose where they are seated during the duration of the event.

By acting in accordance with the Prevent Duty, ATN will report any incidences of concern involving external speakers on ATN sites to the appropriate Prime Contractor including Herts Adult Learning Services (HAFLS) funding the ATN programmes and/or the ESFA.

### **2.2.1 Managing External Speakers**

ATN will ensure that all potential external speakers receive an electronic or hard copy of the ATN External Speaker Policy.

## **3. Complaints**

Failure to comply with this policy will be treated as a serious matter which may result in the individual(s) involved facing disciplinary action.

Staff members, learners and those who access the services provided by ATN are reminded that they should immediately inform ATN's DPT if they become aware that a breach of this policy has happened.

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## **4. Policy Review**

ATN's External Speaker policy will be reviewed annually, or if internal or legislative changes requires an earlier review.

## ***Risk Assessment for External Speakers for HAFLS and Sub-Contracted Providers***

It is the responsibility of the Lead Subcontractor /Centre Link to ensure that a safe learning environment is provided for students by implementation of the following



Name of Tutor		Line Manager		Partner/provider				
Course			Session Title					
Aim of the session			Date of Session					
Guest Speaker – name/title/profession			Will one member of staff be present at all time when guest speaker are with students			Y/N – staff name		
Name and Address of guest's organisation			Name and Address of Organisation Confirmed	Yes	No	Location of information		
Resources to be used			Resources received in advance of event	Date:		Contents checked and suitable	Yes	No
If no actions taken:								
Approval of speaker to be signed off by Line Manager: (Manager's name and date)								
Feedback of tutor present during session after the guest's visit								