

External Speakers Policy

Riverside Training are committed to creating an environment where everyone is treated with dignity and respect. It is our responsibility to ensure that everyone attending an event feels safe.

This policy sets out our process in relation to External Speakers for events that are not directly related to our curriculum or learner support session with Bee Inspired. These would be referred to as guest speakers and are not included within this policy. All guest speakers are enlisted using the same safer recruitment process that we have for employed staff. We have DBS checks for all our guest speakers, and they are required to carry out the same annual Safeguarding, Channel and Prevent training as our employed staff. This external speaker policy sets out our clear expectations when working with or arranging events that may contain information or views that could be perceived as controversial

It should also be noted that Riverside Training will only agree or allow its premise to be let to organisations or individuals whose conduct is in accordance with our values and ethos. The Riverside Safeguarding team, and H&S lead must be consulted before any external speakers are confirmed.

It is our responsibility 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
- Provide a supportive, inclusive and safe place for learners
- Collaborate with others to reach sound, evidenced judgements regarding proposed external speakers
- Encourage and provide a balance of opinion at any academic discussion or debate
- Communicate to all learners, volunteers, staff and visitors that it is our shared responsibility to comply with anti-discrimination, anti-bullying and anti-harassment legislation
- Challenge behaviour and change practice that directly or indirectly results in discrimination

Freedom of Expression

Learner safety and welfare is at the heart of Riverside's policies and practices. The freedom to express views needs to be balanced with the need to secure freedom from harm for learners and communities.

Sometimes an external speaker, or their topic of discussion, has the potential to contravene our conditions for a safe event. We're committed to working together with event organisers and the external speakers themselves, to make sure that we reach a reasonable decision.

External Speakers

When it has been deemed that the visitor falls into the agreed category of external speaker and not a guest speaker please continue to adhere to this policy.

All organised events involving external speakers, held either on or off site, will be subject to this policy, including:

- Any event organised by Riverside staff member, whether on or off site
- Events where external speakers are streamed live into an event (sound and/or visual), or a pre-recorded film/sound recording is playing
- The event organiser is responsible for the activities that take place within their events

- All speakers will be made aware of their responsibility to abide by our policies, including that they:
 - Must not incite hatred, violence or call for the law to be broken
 - Are not permitted to encourage, glorify or promote acts of terrorism, including individuals, groups or organisations that support such acts
 - Must not spread hatred or intolerance
 - Must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge

Procedures

Event organisers must notify the Designated Safeguarding Lead & H&S Lead via email of any potential events involving external speakers. Any room booking/event organisation involving an external speaker must be made no later than 20 working days before the date of the event. This is to allow for adequate safeguarding checks to be made, as well as allowing time for any necessary alterations to the event. A copy of the risk assessment that must be completed by the H&S Lead & DSL can be found at the end of this policy.

We require at least one employed staff member of Riverside Training to be present for the full duration of any events involving external speakers.

Approval for external speakers will be given using robust judgement and assessment of both the DLS and H&S Lead.

No event involving external speakers may be publicised or considered confirmed until the speaker has been cleared by the DSL. This includes advertisement of events through any social media platform.

Riverside training reserves the right to cancel, prohibit or delay any event with an external speaker has not been approved by the DSL.

When booking a room for an event with external speakers, the event organiser will be asked to provide the following information to our DSL and Business Support Team Leader:

- Brief description or booking title
- Full description of the event, detailing the exact purpose of the booking
- Group size (please note that the booking will reject automatically should this be over the limit for the specified room)
- Name and contact details of the booker/event organiser
- Event start and end times
- Contact details for the external speaker
- A brief biography of the speaker
- If the event is outside of Riverside Trainings 'core' activities, the event will require a separate risk assessment from the H&S Lead

We recognise that Riverside Training often utilise guest speakers or employed staff for events and that this policy may not be relevant to the day to day events we organise. However, it is essential that we have this policy in place for the potential of an external speakers to ensure the safety and welfare of our learners and staff members.

Risk assessment form can be seen on the following pages.

This policy will be reviewed on an annual basis.

Current Review Date	June 2023
Next Review Date	June 2024

External Speaker Policy V1.1 June 23

Risk Assessment for External Speakers

Completion of this risk assessment will establish if an external speaker will be compliant with Riverside Training statutory (legal) responsibilities (see below further details)

The speaker should not make further arrangements to attend until this Risk Assessment has been approved.

- **Please detail the topic in which you will be speaking about-**

Add here – _____

- **Could this topic be deemed as potentially controversial?** YES/NO (please delete as needed)

Topic's which are not limited to but could be deemed as controversial –
Terrorism/extremism/religion/LGBTQ+

- **Does the speaker have a controversial reputation?** YES/NO (please delete as needed)

I.e. In regards to their own views on religion/politics/world affairs

- **Has the speaker been refused attendance at any other events** YES/NO (please delete as needed)

This can be either at Riverside Training or otherwise

- **Is the speaker a representative/member of any controversial organisations** YES/NO (please delete as needed)

I.e. Ultra-Left or Right/promotes violence to achieve their desired outcomes/English Defence League (EDL)

- **Is the audience that of Riverside Training Staff and Learners only?** YES/NO (please delete as needed)

The relevant responsibilities are but not limited too-

- A duty of care to all Riverside Training staff/ learners or visitors to illuminate them being in any situations that may impose their health, safety or wellbeing.
 - Ensure freedom of speech
 - Any materials to be used by the speaker to be approved by Riverside Training prior to event/meeting
 - Prevent staff/ learners or visitors being exposed to or drawn into any terrorism
 - Not knowingly arrange a meeting that supports the activities of any proscribed organisation
 - Committed to eliminate any unlawful discrimination against certain groups, and promote equality between groups
 - Obligations under criminal law – in regards to verbal or physical threats, encouragement of violence, provoking any religious or racial hatred
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Risk Assessment Outcome:

LOW RISK: The topic is not deemed to be controversial and the speaker is also not controversial.

ACCEPTABLE RISK: The topic is deemed to be controversial, but the speaker is not controversial in reputation.

HIGH RISK: The topic is controversial and/or the speaker is also deemed to be controversial

Please identify the risk rating in the box below:

A controversial speaker is that deemed by Riverside Training to have a controversial reputation in either personal views and/or beliefs or delivers controversial topics/ materials that can put learners/staff/visitors at risk.