VISITING SPEAKERS POLICY

Date of Policy	**September 2019**
Approved by Principal	**September 2019**
Next Review Date	**August 2020**
Lead for Review	**Vice Principal**

Aim

CATS College Canterbury 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, as well as meeting our statutory obligations of the Prevent Duty Guidance published in July 2015.

The College confirms its commitment to freedom of speech in the College, but this policy seeks to reduce the likelihood that visiting speakers or organisations might seek to promote extremist views or attempt to radicalise students and staff.

Definitions
Prevent is the government's strategy to stop people becoming involved in violent extremism or supporting terrorism, in all its forms.

Extremism is defined by the UK government as 'Vocal or active opposition to fundamental British values and calls for the death of members of our armed forces, whether in this country or overseas'.

Procedure

This policy applies to all guest speakers visiting the College whether the visit has been arranged by a member of staff or students.

Organisers of a visiting speaker or event should, in advance of the event, complete the checklist which includes consideration of the speaker(s) and content of any presentation and the potential audience to whom it is intended to be delivered. The checklist is available in **Appendix 1**.

Where a speaker or organisation requests to come to the College to speak to students and / or staff, the member of staff who is contacted, or the member of staff who leads the event, should complete **Appendix 1**.

The checklist should be discussed with the organiser's line manager prior to confirmation of the visiting speaker. If the line manager has concerns about the speaker's content, or any other aspect of the event, s/he should discuss concerns with the College's the Designated Safeguarding Lead.

The checklist should be completed and submitted for authorisation at least 5 working days before the proposed event.

Copies of the checklist should be held by the organiser's line manager, and a copy lodged at the College Reception in advance of the event.

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 training, present at the event, to ensure that any extremist views presented at the event can be challenged.

Appendix 1
Visiting Speaker/Organisation Checklist

Staff Name:		Department:	
Number of Students Attending:			
Age of Attendees: *(select all that apply)*	14-15 ☐	16-18 ☐	19+ ☐
Name of Guest Speaker(s) and organisation they are representing:			
Address of Organisation:			
Telephone Number:		Email:	
Background checks – are there any matters that require further investigation / action? Supply brief discussion.			

Checks to carry out	Done?
Website Checked	
Printed Literature Checked	
Resources to be Presented	
Google Search Completed	
Other Colleges Recommended	
Other Checks, Please State:	

Topic of the event:			
How will learners benefit:			
Date of Event:		Room of Event:	
Start Time:		End Time:	

Approval

Line Manager (sign):		Date:	
Deputy Head Academic (sign):		Date:	

1. Complete all boxes and ensure that you have signed the form
2. Forward to your Curriculum / Programme Director for consent or your Line Manage
3. When complete, this form must be forwarded to the Deputy Head Academic for record keeping