



North Tyneside Council

## North Tyneside Council Employment & Skills Service

### Events and External Speaker Policy and Procedure

Current version 28/07/2020  
Review Date 28/07/2021

#### 1. Statement of Intent

This policy sets out the practice and procedure to manage guest speakers and external events in line with the Counter Terrorism and Security Bill 2015.

- 1.2 An external speaker or visitor is used to describe any individual or organisation not a student or staff member of North Tyneside Employment & Skills Service. This includes any individual who is a student or staff member from another organisation. It also includes the main contact from any external venue hire customer who is paying to use Council facilities.

An event is any event, presentation, visit, activity or initiative organised by a student group/society, individual or staff member that is being held on the premises being used by Employment & Skills to deliver training or services or where Employment & Skills is being represented by a stand on alternative premises e.g. at an exhibition, school event or fair. It also includes events where external speakers are streamed live into an event or a pre-recorded film is shown. It also includes activity being held on the premises but organised by external venue hire customers.

#### 2. Scope

- 2.1 The benefits of hosting external events is positively encouraged within Employment & Skills. However, the safety and security of all staff and learners is paramount and therefore a rigorous approach will be taken to hosting any event within the service to maintain safety at all times.

#### Legislation

- 3 This Policy complements the Services' approach to the Equality Act 2010, the Terrorism Act 2000, and the Counter-Terrorism and Security Bill 2015
- 3.1

#### Responsibilities

4. The Senior Manager and Business Manager has responsibility for the implementation of the Policy.  
The DSL is responsible for referring safeguarding or Prevent concerns through the correct channels.

## 5. Actions to Implement Policy

5.1 Not all external speakers or facilitators utilised by the service will be DBS checked. Checks may be made with the support of the Prevent Co Ordinator for event speakers where appropriate. Where an external speaker or facilitator is present with a group of students/learners then a current member of staff must stay in the room/area of the activity to oversee it and ensure appropriate safeguarding of the students/learners concerned. Any violation of this requirement will be dealt with under the staff Disciplinary Procedure.

5.2 The member of staff supporting the session must ensure that the speaker does not use the session to:

- Incite hatred, violence or call for learners to break the law.
- Encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts.
- They must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony.
- Within a framework of positive debate and not insult other faiths or beliefs.
- Raise or gather funds for any external organisation or cause without expression permission of the Senior Manager for the service.

If any of the above events occur then a concern should be raised as a safeguarding concern through the services' DSL in the usual way.

5.3 The individual or group organising an external speaker should conduct brief research into the proposed speaker. If in doubt as to the suitability of a speaker, they should refer the decision to the DSL and Senior Manager for doubt could be but are not restricted to the following:

- 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-ororganisations>. Support may be sought from the Regional Prevent Coordinator.
- 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.

5.4 Employment & Skills management reserves the right to cancel or prohibit any event on its premises.

Events organised by the service such as Job Fairs will be managed by the Business Development Officer:

- 5.5
- Any invited guests will be vetted in the usual way.
  - All guests must wear identification badges and sign in at the start of their activity.

- Prior booking of guests will be managed by a booking form which outlines the correct safeguarding and Prevent procedures for the event e.g. no learner or participant will be left alone with a guest.

5.6

6 A range of collaboration tools may be used to support learning, these tools must be used in conjunction with the E-Safety and Live Online Session policy. Only collaboration tools supported by the Service must be used during sessions with learners. If during any virtual platform abusive or racist/ or offensive language is used consider reporting the matter to the police/seek advice from the regional Prevent Coordinator through your DSL.

6.1

7

### **Monitoring & Evaluation**

Concerns in relation to radicalisation on E&S premises will be monitored, raised and dealt with as part of the Safeguarding Procedure via the DSL.

### **Related Policies**

Safeguarding and Prevent Policy and Procedure  
Staff Disciplinary Policy