

Policy No: LIEURAPP22020

Policy Name: External Speaker Policy

1.0 Policy Statement

LI Europe is committed to creating an environment where everyone is treated with dignity and respect and where diversity is valued. This policy outlines the procedures relating to events involving the use of external speakers regardless of who is organising them.

2.0 Policy Purpose

This policy maintains the responsibility to allow staff and learners their freedom of speech and expression, within the confines of the law. This must co-exist paying due regard to the Prevent Duty contained within Section 26 of the Counter Terrorism and Security Act 2015. The Duty states that specified authorities including Apprenticeship Training Providers, in the exercise of their functions, must have “due regard to the need to prevent people from being drawn into terrorism”.

3.0 Definitions

The term external speaker is used to describe any individual or organisation who is not an LI Europe staff member or Apprentice completing an LI Europe Apprenticeship, who has been invited to speak to learners and/or staff. This includes sessions undertaken at venues or client’s sites or via remote delivery.

4.0 External Speaker Policy

Freedom of expression and speech are basic human rights that are protected by law. Freedom of speech and freedom of expression are not absolute freedoms but freedoms within the law.

LI Europe has a duty to ensure the safety and welfare of our staff, learners and communities. The freedom to express views needs to be balanced with the need to secure freedom from harm for learners and communities. We want all of our events, activities and initiatives to be safe, without risk to the reputation of the company, and within the law.

All speakers have a responsibility to abide by the law and LI Europe’s policies including that they:

- Comply with the external speakers policy.
- Comply with legislation regarding freedom of speech.
- Must not advocate or incite hatred, violence or call for the breaking of 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 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 permission from the LI Europe Managing Director.

Sometimes an external speaker or their topic of discussion has the potential to cause offence. LI Europe is committed to working together with event organisers and in some cases, external speakers themselves, to make sure that we reach a judgement that is reasonable, informed and within the law.

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It is the responsibility of the individual staff member who is coordinating the external speaker to ensure that they are aware of these responsibilities. A copy of this policy must be provided to all external speakers in advance of them speaking with learners. Confirmation that this has been shared must be recorded with the Office Manager.

This staff member must accompany the external speaker at all times and, if applicable, ensure they comply with requirements for visitors at client's sites. Staff must remain in remote delivery sessions at all times if an external speaker is present. The staff member must also stop any speaker should their content or delivery cause distress or offence to any learners.

Should an individual staff member wish to bring in an external speaker who may cause offence then approval must be sought from the Managing Director at least two weeks prior to the proposed speaker visiting. The Managing Director will require the following details to make the decision on whether to allow the speaker access to learners:

- The rationale for the speaker, the cause of concern, planned mitigation and any other information the staff member deems necessary.

To ensure that LI Europe's responsibilities under the Prevent Duty are carried out in a manner which is compatible with our principles, our policy is:

- To provide an environment where freedom of expression and speech are protected, balanced with the need to ensure that the community is free from harm and that incitement to hatred is never acceptable.
- To provide a supportive, inclusive and safe space for learners.
- To provide clearly defined and effective procedures to ensure that the law is upheld.
- To collaborate with others to reach sound, evidenced judgments about proposed external speakers, ensuring that LI Europe can meet our legal obligations.
- To encourage and provide a balance of opinion at any academic discussion or debate.
- To communicate to all members, volunteers, staff and visitors, that it is our mutual responsibility to comply with equality and safeguarding and that both LI Europe and the individual can be held liable if they contravene the law.
- To provide clear instructions for organising an event with external contribution.

5.0 Implementation

5.1 Booking an External Speaker

LI Europe is committed to providing learners with opportunities to meet and share the views of a range of subject specialists. In doing so, LI Europe is committed to providing sufficient checks on each individual, before they are booked, to ensure they are suitable.

The majority of external speaker requests will be straightforward and can be authorised by the Designated Safeguarding Lead. However, where any concerns are raised, the referral will be further considered by the Managing Director.

Prior to the confirmation of an external speaker, the event organiser will be responsible for gathering the following information:

- Name and contact details of the speaker
- Whether they are representing a company/organisation

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- Information about the speaker's reputation

The event organiser must then answer the following questions:

- Has the speaker been prevented from speaking at LI Europe or a similar establishment, or previously been known to express views that may be in breach of the law or LI Europe's policies?
- Does the proposed title or theme of the event present a potential risk that views or opinions expressed by the speaker may be in breach of the law or LI Europe's policies?

If the answer to both of these questions is 'no', then the event organiser can book the external speaker for the event.

If the answer to either of these questions is 'unclear', then the event organiser must seek guidance from the Designated Safeguarding Lead, who will have responsibility for further reviewing the speaker against the questions above.

If the answer to either question is 'yes', then it is the responsibility of the event organiser to submit a referral to the Managing Director via the Designated Safeguarding Lead.

6.0 Code of Conduct for External Speakers

All external speakers are required to act in accordance with the law and not to breach the lawful rights of others.

They should abide by LI Europe's expectations, including but not limited to:

- Compliance with LI Europe's External Speaker Policy
- Compliance with legislation regarding freedom of speech
- The presentation of ideas and opinions being open to challenge and question
- Compliance with all of LI Europe's policies and procedures

External speakers must not, including but not limited to:

- Act in breach of the criminal law
- Incite hatred or violence
- Encourage or promote any acts of terrorism or promote individuals, groups or organisations that support terrorism
- Spread hatred and intolerance
- Discriminate against or harass any person or group on the grounds of their sex, race, nationality, ethnicity, disability, religious or other similar belief, sexual orientation or age.
- Defame and person or organisation
- Raise or gather funds for any external organisation or cause without permission from the LI Europe Managing Director.

7.0 Related Policies

LIEURAPP22001 – Apprenticeship Continuity Plan

LIEURAPP22002 – Equality and Diversity Policy

LIEURAPP22003 – Safeguarding Adults Policy

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- LIEURAPP22004 – Prevent Duty Policy
- LIEURAPP22005 – Health & Safety Policy
- LIEURAPP22006 – Concerns, Complaints and Compliments Policy
- LIEURAPP22007 – Recognition of Prior Learning Policy
- LIEURAPP22008 – Quality and High Standards in Apprenticeship Training Policy
- LIEURAPP22009 – Employee Professional Development Policy
- LIEURAPP22011 – GDPR Policy
- LIEURAPP20014 – Safer Recruiter Policy
- LIEURAPP22017 – Functional Skills Subcontracting Policy
- LIEURAPP22018 – Intervention Policy
- LIEURAPP22019 – Plagiarism and Malpractice Policy
- LIEURAPP22020 – External Speaker Policy
- LIEURAPP22021 – Bullying and Harassment Policy
- LIEURAPP22022 – Additional Learning Support Policy
- LIEURAPP22023 – Whistleblowing Policy
- LIEURAPP22024 – Malpractice in Certification and Assessment Policy
- LIEURAPP22025 – Recruitment of Ex-Offenders Policy
- LIEURAPP22026 – Academic Appeals Policy
- LIEURAPP22027 – Apprenticeship Code of Conduct
- LIEURAPP22028 – Conflict of Interest Policy

Policies are reviewed in January on an annual basis.

Company Director _____

Date _____