



External Speaker Policy

1. Purpose

Skills South Tyneside's responsibility is to ensure that any information our learners receive is done within a safe environment and that care must be exercised to respect the diverse views and values of all within our premises.

The purpose of this procedure is to ensure that due diligence is carried out on 100% of external guest speakers to safeguard and protect all students from the risk of being exposed to information delivered or communicated to learners which does not align to the ethos and values of Skills South Tyneside including Safeguarding, Prevent and British Values.

2. Scope

This procedure applies to all staff, including externally delivered projects or courses managed by the Skills Service, if relevant.

3. Responsibility

Lead Staff Member responsibility:

The member of staff responsible for booking the speaker:

- Must follow the below external speaker process
- Must notify their DSL of the external speaker name, company and date attending via External Speakers Approval
- Must send out the 'External Speaker Agreement Form' with Skills South Tyneside and Designated Safeguarding Lead copied into email within 2 days of booking speaker. Please ensure email address of speaker is visible to enable compliance chasing, if necessary.
- Must ask the visiting speaker to return the 'External Speaker Agreement Form' to Skills South Tyneside Designated Safeguarding Lead 14 days before speaking takes place.
- Must send the completed 'External Speaker Checklist' to the Skills South Tyneside Designated Safeguarding Lead within 3 days of the visitor attending

External speaker process

On the day of the visit the procedure should be as follows:

- The visitor should be met at reception and should sign in to the premises.
- Visitor ID must be checked.
- A copy of the signed External Speaker Agreement Form should be available at reception and double checked by the member of staff responsible for the visit.
- A staff member should remain with the visitor for the duration of their time on the premises.
- During any presentation at least one member of Skills South Tyneside staff should be present at all times.
- After the presentation, the speaker should be accompanied to reception in order to sign out.
- If any concerns arise during the presentation, these should be reported immediately to the hosting member of staff and then immediately to the Designated Safeguarding Lead.



Evacuation

- The hosting member of staff is required to take the visitor through the fire evacuation procedure and lock down procedure.
- In case of a fire evacuation, the hosting member of staff must ensure the visitor leaves the buildings and assembles at the designated assembly point.

First Aid

- The hosting member of staff is responsible for identifying the first aiders on site and showing the visitor where the nearest first aid box is located.

Online Safety

- The hosting member of staff is responsible for briefing the speaker, if required, in the online safety procedures.

Please note: if you wish your visitor to have unsupervised access on site they must have an Enhanced Transportable DBS and/or Barred List checking, dependent on the nature and regularity of the visit, and be able to supply written confirmation that there has been no break in service since their enhanced DBS was issued.

Employment and Skills Manager Responsibility:

- Must log the basic external speaker information in the External Speaker Log
- Must support the Designated Safeguarding Lead to ensure that the External Speaker Agreement Form has been signed and returned 14 days before visit and identify any non-compliance which may have been missed.
- Must provide feedback on speaker from staff member in External Speaker Log.

Designated Safeguarding Lead responsibility:

- Must send the speaker copies of the Safeguarding Policy and Anti-Radicalisation/Prevent policy, via email or link
- Must ensure compliance that the visiting speaker has returned the 'External Speaker Agreement' before the 14 day deadline
- Will send reminder to speaker 2 days before deadline, to complete and return.
- Where non-compliance occurs past deadline, implement cancellation process with hosting tutor and Employment and Skills Manager
- Once received, must save this document into the 'External Speaker' folder securely
- Must carry out due diligence on the external speaker using the information provided on the External Speaker Agreement and assess whether speaker will be approved
- Must ensure compliance that any speaking notes/presentation slides have been sent from speaker **48 hours** prior to speaking date and should forward to hosting staff member if required
- Must approve content of all external speaker presentations and provide robust feedback on the External Speaker Log if content not approved, for future reference.



- Must send proposed content to member of hosting staff to ensure that this is what is being delivered

External Speaker Responsibility

External speakers must read and sign the External Speaker Agreement and return this at least **14 days** before their visit takes place.

The agreement indicates the following:

- The speaker will present identification on arrival and will sign in and out of the premises.
- If speakers do not have a current DBS approval, they will notify staff immediately.
- The speaker will send a copy of the presentation / speaking notes to the appropriate member of staff at least 48 hours prior to the presentation taking place.
- Appropriate language and behaviour will be used at all times.
- The presentation will not spread intolerance in the community which may result in radicalisation and thus aid in disrupting social and community harmony. The speaker will not incite the opposition of British Values or call for the breaking of the law.
- Reasonable care will be taken for the speaker's own health and safety and for the health and safety of others by complying with instruction and procedures.
- The speaker will not encourage or promote racist, religious hatred, homophobic, sexist, ageist or extremist views or promote any acts of terrorism. The speaker will seek to avoid this within a framework of positive debate and challenge.
- The speaker will recognise that the Further Education sector is tasked with promoting equality of opportunity and will support this.
- The speaker will ensure that any electrical equipment brought onto Skills South Tyneside premises or delivery location is in a safe and suitable condition.
- The speaker will report any safety or environmental hazards, accidents, incidents or near misses to their host immediately.
- The speaker will adhere to Skills South Tyneside Anti-Radicalisation Prevent and Safeguarding policies.

4. Documents Generated by this Procedure

- External Speaker Agreement
- External Speaker Approval
- External Speaker Checklist

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