



GC External Speaker Conduct Policy

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Policy Statement

The Growth Company (GC) has a responsibility to promote the welfare of all our staff and participants to keep them safe. We are committed to this and expect all staff, volunteers, and partners to always endorse and practice this commitment. This policy supplements The Growth Company’s Safeguarding and Prevent Policy and outlines the requirements for working with External Speakers for participant activities.

Scope

GC aims to provide a welcoming, safe and healthy working and learning environments for all by bringing together the principles of good health, safety, safeguarding, wellbeing and equality and diversity practice through our Safe, Well and Equal approach. We aim to do this by:

- **Prevention** - providing a safe environment for people to learn and work in including safer staff recruitment, policies, procedures, staff training, participant awareness, building resilience, a ‘Safe, Well and Equal’ culture, teaching, and pastoral support for all participants.
- **Protection** - identifying young people (under age 18) and vulnerable adults and adults at risk of suffering, or likely to suffer, significant harm by, for example, abuse of any kind including bullying and radicalisation.
- **Support** - taking appropriate action to see that people are kept safe, both at home, in work and at our centres by working in partnership with parents, carers and external agencies in promoting welfare.

GC Values

The GC Safe, Well and Equal approach aligns with our organisational values and our practices are underpinned by these core principles:

Make a positive difference: We’re proud to make a positive difference to the businesses, communities, and individuals that we work with.

Stronger together: We achieve more by working together.

Empower people: We encourage ambition and challenge assumptions.

Do the right thing: We always aim to do the right thing for the right reason.

Build on success: We learn from our experiences to enable continual growth.



Definition

For the purposes of this policy an “External Speaker” is defined as any individual or organisation who is not a participant (participant, customer or client) or staff member of The Growth Company.

Staff roles and responsibilities

Each member of staff has a responsibility for ensuring to the best of their ability to maintain a safe participant environment and to report any issues, concerns, or any sexual harassment to the appropriate designated safeguarding lead (DSL).

The Terrorism Act 2000 makes it a criminal offence to:

- belong, or profess to belong, to a proscribed organisation (Section 11 of the Act);
- invite support for a proscribed organisation (and the support is not, or is not restricted to the provision of money or other property) (section 12(1));

To check to see if an agency is listed on the government proscribed list, please check [Proscribed Terror Groups or Organisations](#).

Staff are responsible for:

- Planning a structured, ambitious curriculum where participants thrive and achieve to the best of their ability.
- Develop an ambitious curriculum by canvassing the views and requirements of employers and participants.
- Devise a curriculum that includes activity and variety to better engage learning and ability to recall learning.
- Where appropriate, add breadth to the curriculum by engaging with appropriate external speakers covering topics such as career advice, employment advice, staying safe and visits to external sites to broaden participants’ aspirations and horizons.
- Consult relevant group(s) from protected equality group that may be affected (LGBT, ethnic, faith, gender etc)

All External Speakers must be added to the Register a minimum of 5 working days prior to the event.

Booking an External Speaker or Trainer

Colleagues organising any event which include external speakers, visitors or trainers must adhere to the External Speaker Booking Process detailed below.

Most external speaker arrangements will be straightforward and managed at local level. In these cases, following the steps outlined below and completing the External Speaker Checklist will suffice. However, some requests may be more complex and may require referral to the Safeguarding Panel for further consideration, this will be where the speaker is deemed to be higher risk. It is essential that the staff member booking the external speaker conducts robust checks consulting partner organisations if required.

Prior to the confirmation of any external speaker, the staff member will be responsible for assessing the speaker against the following three questions:

Question 1

Has the speaker previously been prevented from speaking at The Growth Company or any other similar organisation, or; previously been known to express views that may be in breach of the External Speaker Code of Conduct? **(see Annex 2)**

Question 2

Does the proposed theme of the event present a potential risk that views/opinions expressed by speakers may be in breach of the Equality Act 2010 and External Speaker Code of Conduct?

Question 3

Has the invited Guest Speaker had an internet and social media account search using more than one search engine (a minimum of examination of three pages of search), in line with KCSiE 2022/2023?

At this time, the staff member must complete the External Speaker Checklist **(see Annex 1)**. Completed digital forms must be sent to your DSO for sign-off, and the DSO is responsible for signing off and storing existing and previous bookings. **This process must be followed to ensure our participants are safe. Failure to do so will result in escalation to the DSL and MD.**

If the answer to any of the questions is yes:

- It is the responsibility of the staff member to submit a referral to the Safeguarding Panel.

If the answer to these questions are no:

- The staff member can confirm the external speaker and 'book' them to speak at their event or activity in the normal way. (It is required that the external speaker be sent a copy of the External Speaker Code of Conduct). Content of the meeting, webinar, training and or discussion must be sent ahead for the GC member of Staff to sense check in line with this policy, with your Designated Safeguarding Officer or Designated Safeguarding Lead.

If the answer to any of the questions is unclear:

- The staff member must seek guidance from their line manager, the DSO or the Safeguarding Panel, whose responsibility it will be to further review the speaker(s) against the questions above.
- The Chair of the Safeguarding panel/DSL can also contact the local FE Prevent Coordinator
- Regardless of responses, all external speaks or visitors must be accompanied by a member of staff who holds a DBS check.

Supporting policy documents

Safeguarding policy

Health and safety policy

Equality, diversity and inclusion policy

Safer recruitment policy

Dignity at Work policy

Associated procedures

Guest speaker questionnaire checklist.

Guest speaker code of conduct.

Version History

This policy is due to be updated on 31st July 2023

Version	Notes	Owner
1	Creation of Policy to supplement existing checklist procedure	Safeguarding Panel
2	Changing and updating aligned to KCSiE 2022/2023 (04/08/2022 – following external review)	Safeguarding Panel

Annex 1: External Speaker Checklist

This checklist is to be used whenever external speakers or trainers are engaged to work with participants.

GC Company: Education and Skills	
Centre/ site:	Frequency and date(s) of sessions:
Delivery Team / Contract/ Service: Study Programme	
Organised by (staff member):	Approving Manager:
Purpose of engagement (i.e. session title):	
Internet search and social media account searched: (Search engine used, date and time, content):	
Age Range of Participants: <input type="checkbox"/> under 18 <input type="checkbox"/> over 18 <input type="checkbox"/> mixed age group	

External Speaker / Trainer details		
Name:	Address:	
Tel no:	Email:	
Employing organisation (where applicable):		
Also known as/associated with:		
Assessment	Yes	No
1. Has the speaker previously been prevented from speaking at The Growth Company or any other similar organisation, or; previously been known to express views that may be in breach of the External Speaker Code of Conduct?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed theme of the event present a potential risk that views/opinions expressed by speakers may be in breach of the External Speaker Code of Conduct?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the invited Guest Speaker had an internet and social media account search in line with KCSiE 2022/2023?	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessment		
If required, has a DBS check been obtained?	<input type="checkbox"/>	<input type="checkbox"/>
Will the speaker/trainer work alone (unsupervised) with participants?	<input type="checkbox"/>	<input type="checkbox"/>
Have any training materials or resources been checked and vetted?	<input type="checkbox"/>	<input type="checkbox"/>
Has the External Speaker Code of Conduct been explained?	<input type="checkbox"/>	<input type="checkbox"/>

What arrangements will be put in place to ensure the safeguarding of participants?

Additional comments / notes:

Declarations and Agreement

GC Staff Member: I confirm that an appropriate risk assessment has been carried out.

Name:	Signature:	Date:
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External speaker / trainer: I will comply with the GC's External Speaker Code of Conduct

Name:	Signature:	Date:
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Manager Approval: I confirm that I have approved the arrangements as set out above.

Name:	Signature:	Date:
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Annex 2 – External Speakers Code of Conduct

Guidance for organisations and individuals working with The Growth Company and its participants.

Introduction

This code of conduct exists to ensure that all speakers taking part in an event or activity facilitated via The Growth Company (GC) and its subcontractors, act in accordance with GC's External Speaker Policy.

It is the responsibility of the GC staff member to ensure that:

- this Code of Conduct is communicated to all external speakers
- that all reasonable steps are taken to ensure that the requirements within it are upheld during the running of the event or activity.
- Content has been checked ahead of any contact with a GC Participant
- they have read and understood the External Speaker Policy and approach to the Prevent Duty (as outlined within the Safeguarding and Prevent Policy).
- Any contact with any participant has been thoroughly vetted in line with KCSiE and current Safeguarding policies and procedures

Conduct

GC expects external speakers to act in accordance with the law and not to discriminate against or infringe the rights and freedoms of others.

These requirements are not intended to be an exhaustive list. GC reserves the right to not permit an external speaker to speak at or attend an event at any time if it reasonably considers there may be a breach of the External Speaker Policy, the GC Safeguarding and Prevent Policy or the Equality and Diversity Policy, or any other legal obligation.

During the event, no speaker shall:

- Act in breach of the criminal law.
- Incite hatred or violence or any breach of the criminal law.
- 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 sex; gender reassignment; race, nationality or ethnicity; disability; religious or other similar belief; sexual orientation; marriage or civil partnership; pregnancy or maternity or age.
- Raise or gather funds for any external organisation or cause.

During the event all speakers shall:

- Comply with the External Speaker Policy and this Code of Conduct.
- Inform GC if any participant or individual at the event fails to adhere to the same levels of conduct expected and is seen to or suspected to commit any of the acts above.

