

External Speakers Policy

V2. April 2023



Introduction

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.

Intent

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.

The Growth Company 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 (learner, customer, or client) or staff member of The Growth Company.

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.

External Speaker Booking Process

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

1. Complete social media checks and External Speaker Checklist (**Annex 1**)
2. Has the speaker previously been prevented from speaking at The Growth Company or similar organisation, or previously been known to express views that may be in breach of the External Speaker Code of Conduct? (**Annex 2**)
3. 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?

If the risk assessment is successful, the staff member can confirm the external speaker and book them to speak at their event or activity in the normal way. The external speaker must be sent a copy of the External Speaker Code of Conduct.

If the risk assessment is unclear, the staff member must submit a referral to the Safeguarding Panel.

Annex 1: External Speaker Checklist

GC Company: Education and Skills		
Centre/ site:	Frequency and date(s) of sessions:	
Delivery Team / Contract/ Service:		
Organised by (staff member):	Approving Manager:	
Purpose of engagement (i.e. session title):		
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):		
	Yes	No
Assessment 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"/>
Assessment 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"/>
Risk assessment		
Social media checks completed on x2 search engines		
Has the speaker / trainer been vetted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will the speaker/trainer work alone (unsupervised) with participants?	<input type="checkbox"/>	<input type="checkbox"/>
If required, has a DBS check been obtained?	<input type="checkbox"/>	<input type="checkbox"/>
Have any training materials or resources been checked and vetted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has the external speaker been provided with the External Speaker Code of Conduct?	<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 an appropriate risk assessment has been carried out.		
Name:	Signature:	Date:
External speaker / trainer: I confirm I will comply with the GC's External Speaker Code of Conduct		
Name:	Signature:	Date:
Manager Approval: I confirm I have approved the arrangements as set out above.		
Name:	Signature:	Date:

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.
- they have read and understood the External Speaker Policy and approach to the Prevent Duty (as outlined within the Safeguarding and Prevent Policy).

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.



The
Growth
Company

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