External Speakers/Facilitators Policy

This policy is available on-line at: www.tynecoast.ac.uk

- We will consider any request for this policy to be made available in an alternative format or language. Please note that the College may charge for this. Please contact: Head of Student Services
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
Executive Group, Board	**V6**	**October 2026**	**October 2029**	**Soft Services Manager & DSL**

Policy Number - 93

External Speakers/Facilitators policy

1 Policy Statement

An external speaker or visitor is used to describe any individual or organisation not a student or staff member of Tyne Coast College or one of its contracted partners who has been invited to speak to students and/or staff. This includes any individual who is a student or staff member from another institution. It also includes the main contact from any external venue hire client who is paying to use College facilities. External organisations hiring College premises must comply with this policy and may be required to provide event details, speaker biographies, risk assessments and safeguarding assurances.

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 Tyne Coast College's premises or where Tyne Coast College is being represented by a stand on non-College 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, for live stream events, the expectation is that:

- Requirement for staff to monitor virtual sessions.
- Procedure if inappropriate content is broadcast.
- Requirement to terminate online sessions if safeguarding concerns arise

It also includes activity being held on Tyne Coast College's premises organised by external venue hire clients. External organisations hiring College premises must comply with this policy and may be required to provide event details, speaker biographies, risk assessments and safeguarding assurances

2 Scope

Freedom of expression and speech are basic human rights and are protected by law. Open debate is central to the culture of academic freedom, the development of student's ideas and understanding. However, student safety and welfare is at the heart of Tyne Coast College's policies and practices and the freedom to express views needs to be considered alongside our existing safeguarding policies and procedures and the level of risk assessed and where possible reduced.

The College will fulfil its duties under the Prevent Duty by assessing the risk associated with external speakers and ensuring events promote lawful freedom of speech while protecting students from being drawn into terrorism or extremist ideologies.

3 Legislation

This policy complements the college approach to the Equality Act 2010, the Terrorism Act 2000, and the Counter-Terrorism and Security Bill 2015

4 Responsibilities

Designated Safeguarding Lead has responsibility for the implementation of the policy.

5 Actions to Implement Policy

5.1 Not all external speakers or facilitators utilised by the college will be DBS checked. When an external speaker or facilitator is present with a group of students then a member of Tyne Coast College staff must stay in the room/area of the activity to oversee and ensure appropriate safeguarding of the learners. Any violation of this requirement will be dealt with under the staff disciplinary procedure.

5.2 Where external speakers/facilitators may have to deliver, training/advise & guidance in a 1:1 setting and where supervision by staff may be considered inappropriate, evidence of a clear DBS enhanced in child and adult protection must be provided in advance of the session for the person delivering the session. This is the responsibility of the person booking the speaker/facilitator to request and provide.

A risk assessment must also be provided for this type of delivery which should be sent for approval to emurphy@tynecoast.ac.uk including the DBS information at least 48 hours before the session.

5.3 The member of staff overseeing the activity will ensure that the speaker/facilitator does not use the session to:

- Incite hatred, violence or call for leaners 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 not insult other faiths or beliefs
- Raise or gather funds for any external organisation or cause without written permission.

If any of the above events occur then the concern should be raised as a safeguarding concern as per the college's safeguarding procedures and policy.

5.4 The individual or group organising an external speaker must complete the External Speakers Vetting Form. If there is any doubt about the suitability of a speaker, then the final decision regarding suitability should be referred to the Senior Management Team (SMT)

Examples of 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-or-organisations--2 ;

- 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.

5.5 Tyne Coast College SMT reserves the right to cancel or prohibit any event on its premises.

6 Monitoring & Evaluation

Concerns in relation to radicalisation on college premises will be monitored, raised and dealt with as part of the college's safeguarding procedures and reported to Chanel Police Officers by safeguarding leads.

7 Related Policies

Prevent Policy
Safeguarding Policy
Positive Behaviour Policy
Acceptable Use of ICT Policy
Student Code of Conduct
Health & Safety Policy
Visitor Policy

Equality, Diversity and Inclusion

We as a college community are focused on ensuring that those minority groups within society who are more likely to experience discrimination and are protected by the Equality Act 2010 do not experience unfair discrimination, harassment or victimisation while working at, studying at or visiting Tyne Coast College.

The External Speakers/facilitators . Policy has been written and complies with the following **Protected Characteristics** (please tick all that apply):

Age	☒
Disability	☒
Gender reassignment	☒
Marriage or Civil Partnership (in employment only)	☒
Pregnancy and Maternity	☒
Race	☒
Religion or Belief	☒
Sex	☒
Sexual Orientation	☒
Not Applicable	☐

Full description of **Protected Characteristics** can be found in the Equality, Diversity and Inclusion Policy

Name of Person responsible for Policy	Eamonn Murphy
Signed	
Date Reviewed	22/09/2026