



**METROPOLITAN  
POLICE**

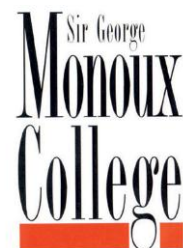
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**London Borough of Waltham Forest**  
**Colleges External Speaker Protocol**

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## London Borough of Waltham Forest Colleges External Speaker Protocol

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### CONTENTS:

SUMMARY	3
THE PROTOCOL	4
SCANNING	5
ANALYSIS	5
RESPONSE	6
ASSESSMENT	7
FURTHER CONSIDERATIONS	8
CRISIS INTERVENTION	8
APPENDIX A: Protocol Checklist	9
APPENDIX B: College Policy	11
APPENDIX C: External Speaker Consent Form	13

## London Borough of Waltham Forest Colleges External Speaker Protocol

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### **Summary:**

This protocol has been produced to support Colleges to ensure that all external speakers comply with the college code of conduct and safeguarding principles.

Having regard to the provisions of relevant legislation, it aims to assist colleges in developing and improving their long term strategies against intolerance. It is recognised that practical solutions must be tailored to suit the characteristics of each college. The protocol outlines principles of good practice<sup>1</sup> with the intention of encouraging tolerance and respect, and preventing the exploitation of academic freedoms at the expense of the legitimate freedoms of others.

All staff and students have the right to study without fear of intimidation, harassment and threatening or extremist behavior. The key ingredient for the preservation of academic freedom is tolerance and a respect for diversity. Intolerance involves behavior motivated by prejudice or hatred that intentionally demeans individuals and groups defined by their ethnicity, race, religion and/or belief, sexuality, gender, disability, age or lawful working practices and which give rise to an environment in which people will experience, or could reasonably, fear harassment, intimidation or violence. A college has a duty of care to all of its students and staff.

Dealing with intolerance is only one part of promoting good relations within colleges. The approach advocated by this guidance is intended to complement college's existing strategies in this area, and not to replace them. As a general rule, it is recommended that colleges consider incidents on a case-by-case basis within the framework of an agreed policy, seeking specific legal advice where necessary.

### **Who should consider this protocol?**

This protocol is primarily aimed at senior managers and designated staff involved in the management of student societies and the authorisation of external guest and speaker attendance.

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<sup>1</sup> As agreed by the London Borough of Waltham Forest and the Metropolitan Police Service.

## THE PROTOCOL: Scanning, Analysis, Response and Assessment

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This protocol provides a process to help colleges make informed and robust decisions when authorising the attendance of a guest/speaker. It aims to minimise, manage and spread risk between the college, London Borough of Waltham Forest and the Metropolitan Police Service and to encouraging effective and durable partnership working.

Often, and particularly when dealing with subjective issues around theology and ideology, there is scope for error, the protocol aims to limit risk by ensuring appropriate checks are carried out and partners are involved at the appropriate stage.

The protocol is built around four stages detailed on the following pages:

- 1. Scanning:** Identify a request by a college society, groups or individual for an external speaker/guest.
- 2. Analysis:** Assess the risk posed by the external speaker/guest.
- 3. Response:** Document authority/refusal and monitor the event.
- 4. Assessment:** Review event and consider future attendance.

APPENDIX A is a checklist of quick reference questions to assist in the evaluation of a guest/external speaker.

## THE PROTOCOL (*Continued*): Scanning, Analysis, Response and Assessment

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**1. Scanning:** Identify a request by a college society for an external speaker/guest.

In order for a college to effectively filter inappropriate guests/external speakers it is recommended that leadership of all societies and designated staff responsible for them, are briefed as to the requirement to seek permission in advance of any planned event.

At this stage is advised that the college assemble a file documenting actions taken, and the information discovered or received from partner agencies. This will assist in a robust defence of the college decision should the guest / speaker subsequently cause controversy, or the college receive press attention.

APPENDIX B is a draft College External Speaker Policy which could, for example, be issued to the designated responsible teacher or displayed for society attention.

APPENDIX C is a Guest/External Speaker Consent Form<sup>2</sup> which is the recommended mechanism for societies to notify a college of an intended attendee. This notification should be received by the college at least 10 working days prior to the event. If the individual is considered to pose any potential for controversy, a similar notification should be received by Waltham Forest Local Authority and the Metropolitan Police Service at least 5 working days before the event. This is to allow sufficient time for the respective agencies to consider the information received and supply appropriate feedback.

**2. Analysis:** Assess the risk posed by the guest / external speaker.

Upon receipt of notification the college should consider the nature of the guest/speaker, conduct open source research and decide if the individual has any potential to be inflammatory.

In order to make this initial decision the college is advised to conduct research on the following:

- published material
- previous speech content
- known affiliations
- Guest / Speaker aliases

It is recommended that colleges should err on the side of caution at this stage and notify Waltham Forest Local Authority and the Metropolitan Police Service as a matter of course. This process of notification will allow the recording indices of the respective agencies to be considered and feedback of an appropriate nature supplied to the college.

In order that a college is empowered to make informed and appropriate decisions regarding the attendance of an external speaker, it is recommended that they designate an individual responsible for:

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<sup>2</sup> Courtesy of Sir George Monoux College.

- Liaising with the society and assessing the suitability of the presentation and speaker from open source (Internet) research.
- Informing the following agencies in advance of the intended external speaker to ensure that their respective indices can be considered.
  - a) Waltham Forest Local Authority,
  - b) Metropolitan Police Service, and, or,
  - c) Independent advisors, if appropriate.

**The decision to authorise guests/external speakers and the right to revise the timescales detailed in this document will remain the responsibility of the College Principal (or their designated representative).**

**3. Response:** Document authority/refusal and monitor the event.

Once research has been conducted and partner agency feedback received the college will be in a position to consider all of the information and make an informed decision.

**It is recommended that a college retain the ability to prohibit a speaker from attending if the following criteria is/are satisfied:**

Presentation Content:

- The content of the presentation is likely to undermine the college's Equality and Diversity policy.
- The content of the presentation is likely to promote the isolation of students within or outside of the society in question

Guest / External Speaker History:

- The speaker has been or is currently associated with:
  - a) Home Office Proscribed Organisations,
  - b) Organisations which advocate acts of terrorism, or,
  - c) Any organisation whose beliefs contradict the college's Equality and Diversity policy.
- The speaker has expressed an opinion/interpretation in public, which:
  - a) Contradicts the college's Equality and Diversity policy in any way.
  - b) Advocates involvement in violence abroad.
  - c) Promotes the isolation of society members from other students, or, is likely to isolate any individual/group of individuals within the society from other members.

If information received does not clearly attribute a guest / external speaker to one of these categories it is advised that the college develop a working group of appropriate staff to make a collective decision.

Should the college then decide to host a speaker highlighted as controversial by any of the partner agencies or open source research it is advised that they implement strict monitoring of the event.

The monitoring should:

- Ensure that the college Equality and Diversity policy is not breached by the speaker.
- Document the content of the presentation, it is recommended that this be done via a video and audio recording device.

**4. Assessment:** Review event and consider future attendance.

The college is advised to update the reference file. It should detail the outcome of the outcome of the event monitoring, any adverse or positive feedback and make a justified recommendation for future invitations.

## FURTHER CONSIDERATIONS

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### **Crisis Intervention:**

A college is advised to prepare appropriate mechanisms in advance that are capable of addressing a situation where intolerant activity threatens to effect staff and students. Having prepared effective policies and processes in place will help mitigate the impact in this circumstance.

The following steps are recommended:

- Use of an emergency pre/post incident working group:

The college may consider convening an emergency working group to consider all available information and decide upon an appropriate course of action. This group should have close links with the press team and principal's office.

- Learning from experience:

Colleges are advised to evaluate the effectiveness of any actions undertaken when dealing with an emergency situation. A log of these evaluations should then help to inform any future response to incidents.



## **Appendix A - Protocol checklist:**

### **1. Scanning:**

Has the speaker request been received by the College at least 20 working days in advance of the planned event?

Has the speaker request been forwarded to Waltham Forest Local Authority and the Metropolitan Police Service (if appropriate) at least 5 working days in advance of the planned event?

Has the transcript of the speech been submitted to the authorising staff member?

Has the speaker provided a proof of identity?

Has a reference file been collated?

Is there a staff member with clear responsibility for collating information and liaising with partner agencies?

### **2. Analysis:**

Have open source checks been carried out on the following:

- published material
- previous speech content
- known affiliations
- aliases

Have the open source enquiries been documented and referenced?

If there are concerns or anxieties, have the following partners been informed:

- London Borough of Waltham Forest
- Metropolitan Police Service
- Independent advisors (if appropriate)

Has partner agency feedback been received?

Has the reference file been updated with new information?

### **3. Response:**

Does the guest / external speaker or the intended presentation breach any condition listed in Section 3. Act?

Has the speaker been given permission to present?

If yes, has the speaker received information on the colleges code of conduct and safeguarding principles?

Has a reference file been updated with justification as to why the external speaker was authorised / declined?

Which member of staff has authorised the speaker?

Who will be present to observe the speech/ presentation?

If the speaker goes off transcript does this member of staff have delegated authority to stop the event?

Is there a mechanism for recording the event in place?

Have security staff been informed to enable identification on the door?

**4. Assessment:**

Did the speaker comply with the colleges Code of Conduct and Safeguarding Principles?

Did the speaker contribute to the objective of the event?

Would the college invite this speaker again? If no, why not?

Has the reference file been updated?

## **Appendix B – College Policy**

### **1. Ethos**

1.1 XXX College values the opportunities presented by external speakers for students to experience diverse opinion and to enter into debate. This is seen as an essential part of both personal and academic development.

1.2 XXX College values the tradition of academic freedom and holds that no subject or belief should be excluded from reasonable, constructive discussion and debate.

1.3 The College values freedom of opinion and speech but recognises that, in the interests of the whole learning community, this must exist within formal guidelines.

1.4 The College recognises and supports the moral and legal frameworks of the society and community within which it works.

1.5 The College will not accept the use of language by external speakers that offends and is considered to be intolerant. Specifically, this means offensive “street”, misogynistic, misanthropic, sexual or racist language irrespective of context. Direct attacks on any religions or beliefs are not permitted.

1.6 The College will not tolerate any person who intentionally demeans individuals and groups defined by their ethnicity, race, religion and/or belief, sexuality, gender, disability, age or lawful working practices and which give rise to an environment in which people will experience, or could reasonably, fear harassment, intimidation or violence.

### **2. Aims**

2.1 This policy aims to ensure that any events where external speakers are invited to address students and other members of the college community:

- are lawful
- ensure the health and safety of all members of the college community, buildings and equipment
- support equality and diversity<sup>3</sup>.
- support good community relations (internally and externally)
- do not significantly constrain the work of the College
- safeguard the College’s good reputation

### **3. Operational Arrangements**

The following provisions apply:

3.1 All requests for an external speaker are to be submitted by the student society or individual making the request using the appropriate form to the Principal at least ten working days before the planned event.

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<sup>3</sup> Guest / External speakers should cater for all ideological perspectives and should not disproportionately monopolise influence over any particular point of view within the Society. This will promote inclusivity for all and strengthen healthy debate. This should be considered during the day-to-day working of a Society and when planning the attendance of guests / external speakers.

3.2 The request must be accompanied by a transcript of the intended talk and a written undertaking to abide by the provisions of this policy and to uphold the College policies on equality and diversity. Requests that do not comply with this provision will be refused.

3.3 The Principal and Senior Leadership Team (SLT) reserve the right to require references for the proposed speaker and also to refuse permission for the speaker to visit the College. A refusal is final.

3.4 A member of the SLT will be present at all talks and will intervene if the speaker significantly deviates from the transcript or causes offence. This will be made known to the speaker.

3.5 Speakers must be informed that all talks may be recorded / filmed by the College. These recordings are for future reference and to prevent the abuse of trust. They will not be made public.

#### **4. Monitoring**

There will be a report termly to SLT on requests and events held with recommendations for improving policy and procedure as appropriate.

## Appendix C – Guest / External Speaker Consent Form (Staff)

1. Complete **all** boxes in Section A
2. Ensure you have signed in Section B
3. Take the form to the Principal to get consent
4. When you have the consent of the Principal, take the completed form to the Student Information Centre and collect an acknowledgement slip. This will ensure that Visitor Notification is actioned.

### SECTION A

NAME OF PERSON REQUESTING MEETING:	
GROUP / SOCIETY REPRESENTS:	
NAME OF PERSON TAKING RESPONSIBILITY FOR MEETING:	
NAME OF OUTSIDE SPEAKER/S: <i>(only those listed will be allowed into the College)</i>	ORGANISATION THEY REPRESENT:
ADDRESS OF ORGANISATION THEY REPRESENT:	Tel No:
POSTCODE:	
I/We wish to invite:	
the (group):	
on (topic):	
in (room):	
on (date):	start time:
	finish time:

### SECTION B

SIGNATURE OF APPLICANT:	DATE OF SUBMISSION:
MOBILE NO:	
LINE MANAGER'S NAME (if appropriate):	
SIGNATURE (if appropriate):	

### PRINCIPAL'S CONSENT:

I give my consent for the named speakers above to enter the College for this meeting.  
Only those outside speakers listed above can enter the College.

SIGNATURE: .....

DATE: .....

***(Completed form to be taken to the Student Information Centre. You will receive an acknowledgement slip and you can then go ahead with your arrangements. Any changes must be agreed with the Principal.)***

**Note: Staff must always have agreement from the Principal if they wish to invite an outside speaker into the College.**

1. Staff should have consulted with their line manager (if appropriate)
2. Having completed the form with all the information and relevant signatures, the form needs to be signed by the Principal.
3. Principal to retain a copy of form and also copy to Campus Officers.
4. Completed form to be returned to the Student Information Centre to ensure that Visitor Notification is actioned.

This procedure should ensure that arrangements are sorted out and approved well in advance.