

SPEAKERS AND EVENTS POLICY

Role Responsible:	Vice Principal, Pastoral
Author:	Vice Principal, Pastoral
Approved by:	Policy Review Group
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<i>This policy reflects legislation at the time it was last reviewed. If there is a conflict between legislation and the policy, legislation will take precedence over anything printed in the policy.</i>	
Changes made from previous version:	• No changes made
Version:	Jun26

SPEAKERS AND EVENTS POLICY

1. Scope

- 1.1** This policy covers events both inside or outside the College's normal academic activity that are organised on the college's premises, or are branded by, funded by, or affiliated with Wyke Sixth Form College.

External speakers are defined as speakers invited to attend an event who are not current members of either staff or student body of the college. This includes attendance in a virtual capacity, such as through Teams or other video conferencing platforms.

2. Purpose

- 2.1** Wyke Sixth Form College is committed to safeguarding. We believe that not only do we have a statutory duty to ensure that we safeguard and promote the welfare of children, young people and adults at risk of harm in our care, but also a moral duty. The purpose of this policy is to enable staff to assess and evaluate potential speakers to minimise any safeguarding risk.

- 2.2** Wyke Sixth Form College is proud to promote the rights of academic freedom, freedom of speech, inclusivity and equality. All freedoms, however, have limits imposed by Law, to protect the rights and freedoms of others and to maintain public order and safety.

When organising an event, organisers must consider their duties surrounding Prevent and ensure that all events are organised in line with our fundamental British values.

3. Aims of the policy

- a. Those holding events with external speakers are required to undertake a process of due diligence/risk assessment
- b. When organising or inviting in external speakers on site, staff should be aware of their and the colleges responsibilities under the [Prevent Duty](#)
- c. Hate speech is defined as abusive or threatening speech or writing that expresses prejudice against a particular group, especially on the basis of race, religion, or sexual orientation. We do not tolerate any form of hate speech.
- d. The college safeguards the lawful exercise of freedom of speech and expects that all speakers and attendees are respectful of the beliefs and opinions of others.

4. Procedure

- 4.1** External speakers are identified by the following methods:

- a. Recommended via curriculum links.
- b. Identified through existing networks/partnerships.
- c. Previous visits to the College.

- 4.2** External speakers are asked to provide presentation/materials prior to their visit, and this should be checked by the host staff member. Any concerns regarding the material should be passed on to the relevant Curriculum Director or the Designated Safeguarding Lead to ensure content is suitable for delivery to the student body.

Due diligence should be undertaken prior to the visit/event, please see **Appendix 1** for points to consider.

All visiting speaker events must be added to the visiting speakers register.

Link – [Visiting Speakers Register](#)

NB: The College reserves the right to cancel, postpone or request amendment to any proposed event should risk be identified (the responsibility of fulfilling these conditions rest with the organisers).

5. Monitoring and Review

5.1 This policy will be monitored by the College's Policy Review Group.

5.2 This policy will be reviewed annually.

6. Related College Documents

6.1 Documents related to this policy are:

- Safeguarding Policy
- Freedom of Speech Policy
- Events Procedure

Equality and Diversity

This policy has been reviewed to assure the promotion of equality on grounds of gender, gender reassignment, sexual orientation, race, religion or belief, disability, age, marriage and civil partnership, and pregnancy and maternity. The review deemed it to be compliant with the College's Single Equality Scheme.

General Data Protection Regulations

This policy has been reviewed and is compliant with the General Data Protection Regulations and the College's Data Protection Policy.

Appendix 1

Points to consider regarding external speakers.

1. Does the proposed external speaker have links to or represent a terror group or organisation?
2. Is the event title or subject matter likely to be controversial or cause distress? Will both sides of the argument be presented? Has an event on this topic been run previously by the College?
3. Who is chairing the meeting? Are they sufficiently qualified to provide balance and challenge during the event? What is their stance on the topic under discussion and is this likely to impact the smooth running of the event?
4. Has the speaker spoken at this institution or another institution? What is known about them? Are there grounds to suspect that the individual may speak outside the parameters of the law?
5. Will hosting the speaker have public order implications, risk injury to attendees or damage to the college or any other property? Is there the potential for serious health and safety issues to arise? Is it likely that the presence of the speaker will prompt protest?
6. Who is attending the event? Will it be open to the public?
7. Will hosting the speaker have reputational risk for the College? Is the event likely to attract media attention? Will the event be advertised on social media?
8. Has the speaker agreed to abide by Wyke's values: Support, Respect, Tolerance and Liberty among all members of our community? Has the speaker been given a copy of, and agreed to abide by, this and other relevant College policies?
9. What materials will be available at the event? (e.g. leaflets, DVDs, memory sticks). Visitors should be encouraged to access their presentations through a virtual drive and not by a pen drive or portable hard drive.

EQUALITY IMPACT STATEMENT

Policy, procedure, practice or strategy:	SPEAKERS AND EVENTS POLICY		
Role responsible:	Vice Principal, Pastoral	Date:	June 2026
Briefly describe the aims, objectives & purpose of this policy, procedure, practice or strategy.	The aims of the policy are: 1. Those holding events with external speakers are required to undertake a process of due diligence/risk assessment 2. When organising or inviting in external speakers on site, staff should be aware of their and the colleges responsibilities under the Prevent Duty 3. Hate speech is defined as abusive or threatening speech or writing that expresses prejudice against a particular group, especially on the basis of race, religion, or sexual orientation. We do not tolerate any form of hate speech. 4. The college safeguards the lawful exercise of freedom of speech and expects that all speakers and attendees are respectful of the beliefs and opinions of others. At Wyke we recognise that the welfare of the student is paramount and all students, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse. Some students are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues and working in partnership with students, their parents, carers and other agencies is essential in promoting student welfare.		
	Please ensure the following characteristics are considered when assessing the questions below along with any others you feel to be relevant: Gender, Sexuality, Transgenderism, Age, Race, Religion/belief, Disability, Marital/Civil partnership status, Pregnancy or maternity.		

	Responses may be based on learner and staff data, complaints, feedback, research, student/staff surveys and/or professional judgement.
Is there potential, or opportunity that the proposed policy, procedure practice or strategy will affect any groups adversely (including possible discrimination)? Please include any equality concerns expressed during consultation.	The policy is written in line with the Prevent Duty 2023 guidance and adheres to the principles set out within the guidance. The Speakers and Events policy will be implemented across the college and adhered to by all staff members. All staff members have a duty to read the policy and show compliance by completing the speakers and events forms document when assessing whether a speaker/event.
Is there potential for, or evidence that the proposed policy, procedure or practice either promotes or fails to promote equality of opportunity for all and good relations between different groups?	No.
If any action is required as a result of this screening exercise please note them, along with any mechanisms for reviewing the impact of the policy, procedure or practice.	