

Norfolk County Council Adult Learning

External Guest Speakers and Events

Document creation – Denise Saadvandi

Document approval – Senior Leadership team

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How to contact us: Telephone: 0344 800 8020, option 5 Email: adultlearning@norfolk.gov.uk

If you require this information in large print, audio, Braille, alternative format or in a different language, please contact us and we will do our best to help



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Adult Learning (Adult Learning) - Safeguarding Contacts

Telephone Contact Number for all Safeguarding referrals 0344 800 8005

In an emergency always call 999

Designated Safeguarding Lead

Denise Saadvandi, Head of Service - denise.saadvandi@norfolk.gov.uk

Deputy Safeguarding Leads:

Karl Smith, Operations Manager – karl.smith@norfolk.gov.uk Andrew Blaxter, Assistant Head of Service – Andrew.blaxter@norfolk.gov.uk Sharon Lock, Curriculum Manager - sharon.lock@norfolk.gov.uk
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Communication of the External Guest Speakers and Events Procedure

Details of this procedure will be made available to:

*** All organisations, charities, volunteers, guest speakers/lecturers** visiting Adult Learning premises to provide, deliver or manage an event or presentation in their capacity as an external guest speaker or provider of a pre-arranged event.

In addition, an e-mail, containing a link to view the current Adult Learning Safeguarding and Prevent procedure, or a paper copy, will be sent to the organisation or person concerned.

Introduction

Adult Learning (Adult Learning) will consider carefully whether or not to allow an application to host an event or speaker on its premises so as to ensure that the views being expressed or likely to be expressed at the event or by the speaker, do not constitute extremist views that risk drawing people into terrorism or radicalisation and that they are not shared by terrorist or extremist groups.

The procedure will apply to all staff or members of the Steering Group, or their nominated representatives, as well as external organisations or people who wish to organise events on Adult Learning premises or who wish to speak at an event on Adult Learning premises.

Legal responsibilities

It is important for Adult Learning to balance legal duties in terms of both ensuring freedom of speech and also protecting learner and staff and wider community welfare.

Adult Learning knows it has a responsibility to balance legal duties in terms of both ensuring freedom of speech with protecting learners, staff welfare and the wider community.

Adult Learning will not allow the encouragement of terrorism or the inviting of support for a prescribed terrorist organisation on its premises. Both actions are criminal offences and Adult Learning will not provide a platform for these offences to be committed.

When deciding whether or not to host a particular speaker or event, Adult Learning will consider carefully if the views that will be expressed, or are likely to be expressed, constitute extremism, and could risk drawing people into terrorism or are shared by terrorist groups.

If this is deemed likely, in these circumstances the event or speaker will not be allowed to proceed unless Adult Learning is clearly able to demonstrate that the service can fully mitigate the risk without cancellation of the event or speaker. This would include ensuring that extremist views are challenged with opposing views as part of the same event, rather than in a separate forum.

If Adult Learning doubts that the risk can be fully mitigated, the service will exercise caution and not allow the event to proceed.

Application and risk assessment process

Any member of staff, member of the Steering Group, or their nominated representative, as well as any external organisation that wishes to organise an event or guest speaker will be responsible for ensuring visiting personnel are vetted prior to the submission of the application and that the risk assessment document has been checked by the Designated Safeguarding Lead or a Deputy Safeguarding Lead in their absence.

It is the responsibility of the member of staff, member of the Steering Group, or their nominated representative, or the external organisation organising the event to research and set out in the external guest speaker/events application (Appendix 1) the content of the event, including an outline of the topics to be discussed. This document should be submitted to the site manager, who will forward it to the Designated Safeguarding Lead or a Deputy Safeguarding Lead in their absence for approval.

Appendix 1

Application and Risk Assessment for External GuestSpeakers/Events

Application to Engage a Guest Speaker or Organise an Event

Application Date:

Name of Applicant:

Signature of Applicant:

Name of visiting speaker or event title:

Date/s of proposed event:

Details of the content and a brief outline of the topics to be discussed/delivered/covered during the event:

Please answer the following questions as indicated:

Is there a chance that any of the content or topics being covered, could conflict with British Values?

Yes/No

Are you aware of any reason to believe that this visiting guest speaker or any visiting personnel taking part in the delivery of the event, has views that could conflict with British Values?

Yes/No

Does the guest speaker/s have a current NCC DBS check (please confirm this with the Safeguarding Lead)?

Yes/No

If the answers to question 1 and 2 are No and the answer to question 3 is Yes, then it is deemed to be minimal risk and you may proceed to engage the guest speaker or organise the event for the date/s shown above.

However, if the answer to either or both questions 1 and/or 2 is Yes and the answer to question 3 is No, please describe below the controls you will put in place before engaging the guest speaker or organising the event:

What controls will you put in place if you have answered Yes to question 1

What controls will you put in place if you have answered Yes to question 2

If you have answered No to question 3, please name the member of staff who will accompany the guest speaker at all times while they are working with our learners.

Name:

Position:

Risk Assessment Approval

I have read the application and risk assessment submitted to me and confirm that I am confident that the actions stated will be taken to ensure the safety of staff and learners. I therefore approve the application as submitted.

Signature:

Position:

Date:

I have read the application and risk assessment submitted to me and consider there to be a significant risk to the safety of staff and learners, therefore the application is not approved.

Signature:

Position:

Date: