

# GUEST SPEAKER POLICY

## 1 – Policy Overview

### 1.1 - Policy Statement

Projecting Success values the opportunities presented by external speakers for learners and staff to experience diverse opinion and to enter debate.

This is seen as an essential part of both personal and academic development. reasonable, constructive discussion and debate.

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

Projecting Success will not accept the use of language by external speakers that offends and is 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.

Projecting Success 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.

### 1.2 - Purpose

This policy aims to ensure that any events where external speakers are invited to address learners or Projecting Success staff members:

- Safeguard apprentice / staff well-being and Projecting Success good reputation.
- Ensure the health and safety of all staff and apprentices.
- Support equality and diversity and embed British Values.

### 1.3 - Legal Framework

- Counter Terrorism and Security Act (2015)
- Children and Education Act (2022)

## 2 – Policy Contents

### 2.1 - Our Responsibility

- Guest speakers will be sent a copy of Projecting Success [Safeguarding](#) and [Prevent](#) policies and must sign to say they agree and adhere to the values held within.
- Guest speakers who will be conducting or presenting to groups of learners, or Projecting Success staff, will be required to forward to the SPOC for Prevent ([vickye@projectingsuccess.co.uk](mailto:vickye@projectingsuccess.co.uk)/[jackiec@projectingsuccess.co.uk](mailto:jackiec@projectingsuccess.co.uk)) the presentations, schemes of work and any lesson plans. These will then be reviewed to ensure its content, language and structure is suitable.
- Throughout any session that the Guest speaker delivers the SPOC will be present to ensure that the content is suitable for the audience and step in if the tone becomes inappropriate.
- All requests for a guest speaker will be submitted using the Consent Form in Appendix 1 and sent SPOC for Prevent ([vickye@projectingsuccess.co.uk](mailto:vickye@projectingsuccess.co.uk)/[jackiec@projectingsuccess.co.uk](mailto:jackiec@projectingsuccess.co.uk)) 10 working days before the planned event. The request must include a summary of the intended talk and a written undertaking to abide by the provisions of this policy and to uphold Projecting Success policies on Safeguarding, Prevent and equality and diversity. Requests that do not comply with this provision will be refused.
- All guest speakers will receive a copy of this policy.

### 2.2 - Guest Speaker Consent Form (See Appendix 1)

Here are the steps that guest speakers will be expected to perform in order to complete their required consent form:

1. Complete all boxes in section A.
2. Conduct a background check on the guest speaker.
3. Ensure you have signed the top of Section B.
4. Send the form to the SPOC for Prevent to get consent to go ahead.
5. Once consent has been given the SPOC will send an email to the Guest Speaker (See Appendix 2) detailing the venue, time and who will meet them if face to face. It will also outline expectations of behaviour.

## 2.3 – Contact Details

### *2.3.1 - Primary Site Point of Contact:*

Vicky Emerson  
Designated Safeguarding Officer & Prevent SPOC  
[VickyE@projectingsuccess.co.uk](mailto:VickyE@projectingsuccess.co.uk)  
07904 762103

### *2.3.2 - Secondary Site Points of Contact:*

Jackie Collins  
Deputy Designated Safeguarding Officer  
[JackieC@projectingsuccess.co.uk](mailto:JackieC@projectingsuccess.co.uk)

Adam Kadow  
Deputy Designated Safeguarding Officer  
[AdamK@projectingsuccess.co.uk](mailto:AdamK@projectingsuccess.co.uk)

Deputy Designated Persons (DSP) will deputise in the Designated Safeguarding officer's absence.

## Appendix 1 - Consent Form (Section A & B)

### Consent Form - Section A

Name of person requesting meeting/speaker:	
Name of person taking responsibility for meeting / speaker, including attending the meeting / session:	
Name of the outside speaker/s:	Organisation they represent:
Address of organisation they represent:  Postcode:	Tel No:
I/We wish to invite:	
To talk to (Group):	
On (topic):	
In (room):	
On (Date):	Start time:                      Finish time:
Car parking necessary:    Y / N	Registration number:

**Consent Form - Section B**

<p>I can confirm that the guest speaker has been sent the Projecting Success email as outlined in the Guest Speaker policy and agrees to abide by Projecting Success values regarding to Safeguarding, Prevent and Equality and Diversity.</p>	
<p>Signature of applicant:</p>	<p>Date of submission:</p>
<p><b>CONSENT:</b></p> <p>I give my consent for the named guest speaker to attend ..... for this meeting.</p> <p>SPOC Prevent</p> <p>Signature: ..... Date .....</p>	
<p><b>Note:</b> Staff must always have an agreement from the SPOC for Prevent if the wish to invite an outside speaker to a Projecting Success / delivery for staff / learners.</p> <ol style="list-style-type: none"> <li>1. Staff should have consulted with the SPOC for Prevent.</li> <li>2. Having completed the form with all the information and relevant signatures, the form needs to be signed by the SPOC for Prevent.</li> <li>3. Send the form to the SPOC for Prevent to get consent.</li> <li>4. Once consent has been given SPOC will send to venue of where the guest speaker is attending and a member of the Projecting Success team will at the venue to meet the guest speaker.</li> </ol> <p>This procedure should ensure that arrangements are approved well in advance of guest (s) arrival.</p>	

## Appendix 2 – Guest Speaker Email Template

All guest speakers will be sent a standard email outlining ICON expectation of a Guest Speaker. As outlined below:

*Dear .....*

*Thank you very much for agreeing to speak to our learners / staff.*

*I would just like to take this opportunity to inform you of Projecting Success values of respect, ambition, creativity, excellence, and responsibility.*

*We would hope that all our partners and visitors support these values, and the content of your talk ensures that no one would feel demeaned because of their ethnicity, race, religion and/or belief, sexuality, gender, disability or age.*

*I have no doubt that your talk will be engaging, and your support of Projecting Success is greatly appreciated.*

*We look forward to seeing you on ..... at .....*

*When you arrive at ..... please report to reception and ask for .....*

Version History				
Date	Version	Details of Change	Revision By	QA
23/03/2023	4	<ul style="list-style-type: none"> <li>- Added Version Control</li> <li>- Updated Formatting</li> <li>- Updated 1.3: Added Children in Education Act (2022)</li> <li>- Updated 2.3.2: Added Adam Kadow as DDSO</li> <li>- Removed need for guest speakers to provide references</li> <li>- Updated 2.1: Added policy links</li> </ul>	Vicky Emerson	