

The GTA External Speaker Policy

This policy applies to all members of GTA (including staff, learners, volunteers, parents/carer's, and visitor) who access the GTA.

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Contents Page

Introduction.....	Page 3
Purpose.....	Page 3
Definitions.....	Page 3
Organising an Event.....	Page 3
Approval of an Event with an External Speaker.....	Page 3
Managing Events.....	Page 4
Managing External Speakers.....	Page 5
Data Sharing.....	Page 5
Complaints.....	Page 5
Policy Review.....	Page 5

Introduction

The Doncaster, Rotherham, and District Motor Trades GTA Ltd (GTA) has a long and rich history as an academic institution that has regularly welcomed visiting speakers from around the world to its premises. Such speakers have brought and continue to bring great diversity of experience, insight, and opinion, enriching our events and activities and sparking discussion and debate among our learners, staff, and visitors alike.

Purpose

The purpose of this policy is to set in place a governing framework for events with external speakers to ensure that this proud heritage, where debate, challenge and dissent are not only permitted but expected, can continue for current and future generations, while safeguarding our institution and its staff and learners. The policy outlines the context for the approval of external speakers and events.

This policy aims to ensure that event organisers are aware of the framework we operate within when facilitating external speakers and the measures that may be required to support their event. It should be read in conjunction with the associated External Speaker Booking Procedure and Booking Form.

Definitions

An 'external speaker' is deemed to be anybody who is neither a registered learner nor a paid employee of the GTA. An 'event' may be one that is hosted on the GTA premises or an external venue in the name of the GTA.

Organising an Event

Anyone organising an event that involves a speaker or speakers to be hosted by the GTA must ensure that this Policy and associated procedure is followed. This includes external speaker events on external premises but associated with the name of the GTA of the West of England. All such events should have an External Speaker Booking Form completed and submitted to the GTA Admin Office for approval.

Approval of an Event with an External Speaker

In allowing speakers to attend the GTA, the GTA Admin Office will assess the event based on the understanding that they will act in accordance with this Policy, the *Freedom of Speech Policy*, and all other relevant rules and regulations.

Events hosted and organised by The Student Union at the GTA, and its affiliated groups are subject to the *Learners' Union policies and procedures*.

In deciding whether to approve an event, the GTA aims to abide by all relevant legislation, with particular to its duties to ensure freedom of speech with reference to the Education Act 1982, its duty to prevent people from being drawn into terrorism with reference to the Counter Terrorism and Security Act 2015 and its obligation to prevent individuals from discrimination under the Equality Act 2010.

In the spirit of debate, the GTA will normally seek to ensure that events or speakers identified as posing a risk will go ahead subject to the agreement of appropriate safeguards. Cancellation of an event will only occur in exceptional circumstances, for example upon the advice of Police.

Where risks that a proposed speaker or event risks incitement to commit criminal acts, the expression of hate speech, radicalisation of attendees and/or possible reputational damage, the request will be referred to the GTA's Admin Staff. He/she will seek advice and guidance from relevant internal and external stakeholders. Any recommendation to cancel or amend the arrangements for a proposed speaker or event will be approved by the Deputy Chief Executive.

The GTA reserves the right to cancel, postpone or request amendment to any proposed event should risks be identified. The GTA may, amongst other things:

- Request submission of the speeches in advance of the event.
- Place a limit on attendees.
- Seek declaration of attendees in advance of the event.
- Request stewards be provided by the organisers.
- Ensure a presence of a Duty Manager of the GTA and/or the Learners' Union at the GTA to ensure good order.
- Ensure a presence of the GTA Security to ensure good order.
- Place a limitation on what attendees may bring to the event, which may include banning food or drink or anything that could be used as a potential weapon.
- Place a ban on banners, flags, placards, or similar items being allowed into the venue and its immediate surroundings.
- Alter the conduct of the meeting and/or its facilitation.

Any costs incurred by the GTA in complying with these conditions may be passed onto the event organiser. Event organisers would be consulted on any conditions or modifications in advance of the event taking place and they would then be responsible for informing the external speaker of the outcome.

The GTA reserves the right to perform spot checks on events being hosted on the GTA premises or other external hosting venues. If there are breaches of policies at any event the matter may be referred for disciplinary or legal action.

Managing Events

It is a criminal offence to incite or encourage others to break the law. All speakers and event attendees are expected to be respectful of the beliefs and opinions of others.

Event organisers have a responsibility to ensure that no enforced segregation by gender takes place at any event, unless it is specifically for religious worship or practice, and that attendees have the freedom to choose where they sit.

Event organisers must not knowingly facilitate discrimination by others at the request of an external speaker or an individual attending or wishing to attend an event.

In accordance with its obligations as detailed in the Prevent Duty Guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>), the GTA will report any major incidences of concern involving external speakers.

Managing External Speakers

It is the responsibility of the event organiser to ensure that all external speakers receive a copy of this Policy and the Freedom of Speech Policy and has their attention drawn to its contents.

Data Sharing

Where it deems there is a legitimate reason to do so, the GTA reserves the right to share information on the external speakers it has hosted, and/or those it deemed to be a risk, with other relevant agencies, including the Higher Education Funding Council for England and other higher education providers.

Complaints

Failure by a member of staff or student to comply with this policy will be treated seriously and may be subject to formal action under the GTA's normal disciplinary processes for staff and learners.

If a member of staff, student or visitor considers there to have been a breach of this Policy, they have the right to make a formal complaint by emailing *admin@doncastergta.co.uk*.

Policy Review

This policy will be reviewed every three years unless there are internal or legislative changes that necessitates earlier review.