

## Guest Speaker Policy

EKC Group 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.

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

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

EKC Group recognises and supports the moral and legal frameworks of the society and community within which it works.

EKC Group 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.

EKC Group 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. The College Principal or EKC Training Managing Director is responsible for ensuring that any political talks represent a balanced view and invite speakers from a variety of political parties to enable students to make informed decisions.

This policy along with EKC Group’s internal procedure aims to ensure that any events where external speakers are invited to address students and other members of the college community:

- safeguard the students’ well-being and EKC Group’s good reputation
- ensure the health and safety of all members of EKC Group’s community, buildings and equipment
- support equality and diversity and embed British Values. All guest speakers will be sent the equality and diversity policy and agree to abide by its terms.
- support good community relations (internally and externally)
- do not significantly constrain the work of the EKC Group
- are lawful

EKC group will ensure the suitability of the guest speaker, in line with statutory obligations and the duty to safeguard students, by undertaking that:

- Vetting and due diligence is conducted for all guest speakers and/or organisations providing speakers to ensure careful consideration is given to the suitability of the guest speaker and proposed talk.
- Guest speakers are required to provide a summary of the intended talk in order to assess its suitability

- All guest speakers are required to provide a written undertaking that they will abide by the provisions of this policy and to uphold EKC Group policies on equality and diversity.
- A member of staff will be present at all talks and will intervene if the speaker significantly deviates from the planned topic or causes offence (this includes talks delivered virtually).
- Guest speakers will be asked for proof of identity on arrival if their identity is not already known. Without proof of identity EKC Group reserves the right to refuse entry.
- All guest speakers will receive a copy of this policy.
- EKC Group reserve the right to refuse permission for the speaker to visit.
- Guest speakers undertaking virtual talks will ensure they do so in accordance with EKC Group standards for online delivery by ensuring that
  - The background/space of the video and the guest speaker's attire is appropriate and professional and does not cause offence.
  - Guest speakers will not contact students individually or interact virtually with students on a 1:1 basis
  - Guest speakers will ensure students only see their presentations and no other information when sharing their screen during a presentation.
  - Guest speakers will not record the session for their own or other businesses purposes
  - They agree for a member of EKC Group staff to co-host the meeting and intervene should this be required for whatever reason (i.e. causing offence to students)

Other related policies and procedures:

- Safeguarding Policy
- Equality & Diversity Policy