



**BILBOROUGH**  
SIXTH FORM COLLEGE

# External Guest Speaker & Visitor Policy

The following form needs to be completed when a guest speaker is delivering the following to Bilborough College Students –

- Workshops
- Class talks
- Information stalls
- Online talks and workshops
- Don't hold a registered DBS certificate with Bilborough College

Updated: January 2022  
Review: 2 years  
Lead Responsible: Michelle Harvey

**BE WHO YOU ARE.  
BECOME WHO YOU WANT TO BE**



## **Bilborough College Policy External Speakers**

Bilborough College values the opportunities for new perspectives presented by external speakers. This is an essential part of personal and academic development through curriculum delivery 'Bilborough Extra'.

The College values freedom of opinion and speech. It also recognises that, in the interests of the whole learning community, this must exist within formal guidelines.

The College will not accept the use of language by external speakers that offends and is considered to be intolerant. Direct attacks on any religions or beliefs are not permitted. The College 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 upholds a commitment to the promotion of British Values and expects external speakers to adhere to these same principles.

### **Aims**

This policy aims to ensure that any events where external speakers are invited to address students and other members of the college community; -

- Are lawful
- Take into account the health, wellbeing and safety of all members of the college community, buildings and equipment
- Support the College's commitment to equality, diversity and inclusion
- Support good community relations (internally and externally)
- Support the College's commitment to Safeguarding and the promotion of British Values
- Protect the College's reputation.

### **Operational Arrangements**

The following provisions apply:

- All requests for external speakers are to be submitted (using the form below) to the SLT line manager at least ten working days before the planned event.
- The Principal reserves the right to require references ultimately to refuse permission for a speaker to visit the College. A refusal is final.
- A member of staff must meet and greet a visiting speaker at reception for in-person visits and ensure all protocols re-signing in to college, wearing visitors ID and agreeing to the college's safeguarding procedures are adhered to.
- A member of staff must be present at all talks and will intervene if the speaker significantly deviates from the proposed schedule or causes offence. This will be made known to the speaker.
- Speakers need to provide the college with a copy of their resources power point presentation/ handouts. These will not be made public.

## External Speaker Consent Form

### Section A

Name of Person making the request	
Curriculum/ Cross College area	
Name of outside speaker	
Date of Birth (DD-MM-YY) - This is optional, however by filling out this section you can help speed up our checks. If you happen to have the same name as someone else.	
Organisation/ address of organisation	
Theme/ Topic to be covered	
Proposed date/ time of event/ room	
Name of the member of staff who will meet and greet at reception	
Name of the college member of staff who will be present at the talk.  If no member of staff is going to be present, then details must be given of how safeguarding issues are to be managed.	
Copies of all resources, PowerPoint presentations etc are to be provided to the College.	
Form to be returned to Daniel Cowlshaw who completes a speaker check (Google)	

## Section B

### Daniel Cowlshaw to pass form to appropriate SLT member for signature.

Signature from member of SLT consenting to the named speakers entering college for the meeting. Only those speakers listed on the form can enter the college.

Name	
Signature	
Date	

Form filed on reception with signing in sheets.

### External Speakers to read and indicate their consent to abide by the contents noted below.

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.....  
Signature – External Speaker

.....  
Date

**Document to be returned to:**

Daniel Cowlshaw  
Events Co-ordinator  
Bilborough College  
College Way  
NOTTINGHAM  
NG8 4DQ  
Tel: 0115 851 5000 (Ext 5020)  
Email: Daniel.cowlshaw@bilborough.ac.uk