

Organising Events and External Speakers Policy

PURPOSE

This policy is designed to provide a clear framework to structure and to inform staff, learners, and external/ guest speakers of our policy on organising events involving external speakers (i.e. an individual who is coming into **Intech Centre** to talk to an audience about a subject). It outlines the procedures relating to events involving the use of external speakers regardless of who is organising these events. The policy also applies, to anyone hiring our premises for an event with an external / guest speaker as well as our own employees.

Intech Centre policy for Organising Events with External Speakers is written with reference to the Prevent Duty contained within Section 26 of the Counter Terrorism and Security Act 2015. Specifically section 26(l) of the Counter-Terrorism and Security Act 2015 imposes a duty on 'specified authorities' to have due regard to the need to prevent people from being drawn into terrorism. This includes private training providers such as **Intech Centre**.

SCOPE

This policy applies to all staff organising events with external/ guest speakers (i.e. an individual who is coming into **Intech Centre** to talk to an audience about a subject) and it should be read in conjunction with **Intech Centre** PREVENT, safeguarding and Equality and Diversity policies. It does not apply to training events. The words 'individual(s)' and 'everyone' are used in this policy to denote all those above.

AIMs

Intech Centre is committed to treating everyone fairly; we respect and value the diversity of our learners and customers, employees, suppliers, partners, employers and all other people we work with. This policy aims to ensure that any events where external speakers are invited to address learners and customers employees, suppliers, partners, employers and all other people we work with:

- are lawful
- ensure the health and safety of all participants, buildings and equipment
- support equality and diversity
- support good community relations (internally and externally)
- do not significantly constrain the work of the Intech Centre
- safeguard the good reputation **Intech Centre**
- have due regard to the need to prevent people from being drawn into terrorism

RESPONSIBILITY

The Senior Manager is responsible for this policy and is responsible for the monitoring of the policy. It is the responsibility of all to comply with this Policy. Any **Intech Centre** learner or member of staff who has any concerns regarding the issues identified within this policy should report those concerns immediately.

PROCEDURE

1. All requests for an external speaker are to be submitted by the individual making the request using the appropriate form to the Senior Manager at least ten working days before the planned event.
2. The request must be accompanied by an outline of the intended talk and an undertaking to abide by and to uphold **Intech Centre** policies on equality and diversity, safeguarding and PREVENT.

3. The Senior Manager reserves the right to require references for the proposed speaker and also to refuse permission for the speaker to visit a **Intech Centre** site. A refusal is final.
4. A member of the staff will be present at all talks and will intervene if the speaker significantly deviates from the transcript or causes offence. This will be made known to the speaker.
5. A copy of the approved Consent Form to be sent to salih@intechcentre.com

This policy will be monitored annually to review its effectiveness.

External Speaker Consent Form	
Name of the Person requesting Consent:	
Name of the Person taking responsibility for attending the event:	
Location of the Event:	Date of the Event:
	Times of the Event:
Name of the Outside Speaker:	Organisation the Speaker Represents:
Address of the Organisation the speaker represents:	
Outline of the Proposed Event and the expected contribution from the Speaker:	
Have adequate background checks been completed? YES/NO Are further checks required Yes/No? If yes provide detail:	
Has the speaker has agreed to abide by and to uphold Intech Centre policies on equality and diversity, safeguarding and PREVENT YES/NO	
Signed (Person requesting Consent):	Signed (Senior Manager Approval)