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GBS External Speaker and Events Policy

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Related policies

- GBS Safeguarding Policy
- GBS Data Protection Policy
- GBS Equality and Diversity Policy
- GBS Anti-Harassment and Anti-Bullying Policy
- GBS Student Disciplinary Policy and Procedure
- GBS Staff Disciplinary Policy
- GBS Email Usage Policy
- GBS Social Media Policy
- GBS ICT Policy
- GBS IT Security Policy
- GBS Student Charter
- GBS Student Code of Conduct

External Reference

1. Information Commissioner's Office, Accessed online at: <https://ico.org.uk/>
2. UK Public General Acts, *Data Protection Act 2018*, Accessed online at: <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>
3. UK Public General Acts, *Terrorism Act 2000*, Accessed online at: <https://www.legislation.gov.uk/ukpga/2000/11/contents>
4. UK Public General Acts, *Counter-Terrorism and Security Act 2015*, Accessed online at: <https://www.legislation.gov.uk/ukpga/2015/6/section/26>

5. GOV.UK Statutory Guidance, *Prevent duty guidance*, Accessed online at: <https://www.gov.uk/government/publications/prevent-duty-guidance>
6. UK Public General Acts, *The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000*, Accessed online at: <https://www.legislation.gov.uk/ukxi/2000/2699/contents/made>
7. GOV.UK, *Proscribed terrorist groups or organisations*, Accessed online at: <https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2/proscribed-terrorist-groups-or-organisations-accessible-version>

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Global Banking School External Speaker and Events Policy

1. Policy Statement

- 1.1. Global Banking School (GBS) values the presence of external speakers at its events, recognizing their potential to offer diverse viewpoints and enrich the academic experience for staff and students. GBS is committed to ensuring that all attendees, whether in person or online, feel safe and secure. While it encourages open discussion and debate, GBS emphasizes that external speakers must adhere to existing laws and respect the rights and safety of the GBS community.
- 1.2. GBS places a strong emphasis on the importance of freedom of speech within legal boundaries and expects both staff and students to express their opinions within the law. The institution also provides opportunities for reasoned counterarguments for those who may find speakers' views objectionable.
- 1.3. Safety and welfare are paramount in GBS policies, and the institution acknowledges the tension between freedom of speech laws and restrictions. GBS bears the responsibility of striking a balance between safeguarding freedom of speech and academic freedoms while minimising the potential for extremism or unlawful conduct on its campuses.

2. Purpose

- 2.1 The purpose of this policy is to establish guidelines and procedures for external speakers and events hosted at GBS premises, and online; ensuring alignment with GBS's Safeguarding (Prevent Duty) Policy and the Government's Counter Terrorism and Security Act 2015.
- 2.2 Additionally, it is important to reference and consider the GBS Safeguarding Policy and the GBS Freedom of Speech Code of Practice, both available on the GBS Life Platform, in conjunction with this External Speaker and Events Policy for a comprehensive understanding of GBS's approach to these matters.

3. Legislation

- 3.1. This policy is based on the Counter-Terrorism and Security Act 2015 and the formal guidance from the UK Home Office regarding the Prevent Duty alongside the Higher Education (Freedom of Speech) Act 2023. It obliges higher education institutions to "have

due regard to the need to prevent people from being drawn into terrorism" while taking reasonably practical steps to secure freedom of speech within the law and academic freedom. GBS ensures the protection of fundamental human rights, such as freedom of expression and speech, while upholding the law. Speech that amounts to unlawful harassment, victimisation or discrimination is not protected. Similarly, unlawful incitement of religious or racial hatred, or speech that is otherwise unlawful, is not protected.

3.2. Key points include:

- GBS does not tolerate breaches of Criminal Law, including incitement to terrorism and hate crimes.
- GBS safeguards individual rights to Freedom of Speech and Equality, but not at the expense of private rights.
- Attendees' privacy rights are protected by GBS.
- GBS complies with the Equality Act 2010, preventing unlawful discrimination.
- Segregation by gender or personal characteristics is prohibited at GBS events.
- Ideas and opinions of external speakers are open to academic debate and challenge.
- Events must adhere to GBS policies on Health and Safety.

4. Scope

4.1. The GBS External Speakers and Events Policy and associated procedures applies to all GBS campuses in the UK, and any online event hosted by GBS.

4.2. This policy should be read in conjunction with GBS Prevent Duty guidance and applies to:

- All full-time, part-time, and temporary staff employed by, or working for or on behalf of GBS
- All students studying at GBS
- Contractors and consultants working for GBS
- All other individuals or groups, including visitors, who have been granted access to GBS prayer room facilities.
- All speakers and events that are organised outside of the normal curriculum related activities.

5. Responsibilities

- 5.1. It is the responsibility of all GBS staff to be aware of the GBS External Speaker and Events Policy and associated documents. All staff should be familiar with GBS procedures and protocols for the External Speakers approval.

6. Procedure for Booking External Speakers

- 6.1. Anyone organising an event that will involve an external speaker or focus on external contributors must follow the 'approval procedure for external speaker requests' except for speakers who are invited to give lectures which form part of an approved curriculum. Staff who are intending to invite speakers from professional bodies or industry may seek guidance from the Dean of Students.

6.1.1 Procedure:

- Staff should liaise with the Dean of Students before booking an external speaker.
 - External speaker approval form (*Please refer to Appendix A*), should be completed and submitted at least **10 days** prior to the event.
 - The External Speaker Approval Form must be completed and returned to safeguarding@globalbanking.ac.uk .
 - A new form **will not** need to be completed when the same speaker is re-visiting (except when it has been more than 12months), as all applications are tracked.
 - External speakers should not be confirmed until the event organiser has received approval from Safeguarding Lead.
- 6.2. Any member of staff inviting an external speaker to a GBS event or supporting a student initiative that has invited an external speaker, is responsible for this invitation and should be mindful of the External Speakers, Events Policy and Prevent Duty guidance.
- 6.3. Speakers taking part in a GBS hosted or operated event or activity, on campus or online, must act in accordance with this Policy. It is the responsibility of the event organiser to ensure that external speakers are informed of their responsibilities under this policy.
- 6.4. GBS has the power to intervene in cases involving external speakers and events, including preventing their participation, refusing event approval, or halting an ongoing event if there is a reasonable suspicion of a breach of the GBS External Speaker and Events Policy.

6.5. Any suspected risk under Prevent Duty will be escalated to the Prevent Duty Working group to decide on the application.

7. Speaker Suitability Guidelines

7.1. GBS has the responsibility of ensuring that organisations are suitable when considering external speakers. The statutory guidance on the Prevent Duty makes clear that as part of their safeguarding policies, education providers should 'set out clear protocols for ensuring that any visiting speakers are suitable and appropriately supervised'.

7.2. To secure freedom of speech within the law, an external speaker should not be denied the right to speak on any GBS campus due to their ideas or opinions or, in relation to a body, its policy or objectives or the ideas or opinions of any of its members.

7.3. GBS must secure that, apart from in exceptional circumstances, use of its premises by an external speaker is not on terms that require the external speaker to bear some or all the costs of security relating to their use of the premises.

7.4. The GBS Freedom of Speech Code of Practice should be considered alongside this policy when making decisions about whether to allow external speakers to use GBS premises, and on what terms. To eliminate any ambiguity regarding the suitability of speakers, the following non-exhaustive list of prohibitions will be enforced:

- Any individual or group associated with the UK Government's list of proscribed terror organizations.
- Talks by organizations generally recognized as extremist.
- Under the Prevent Duty obligation, speakers with a known history of addressing topics at other institutions that have led to fear or intimidation among students or staff.

7.5. For the next 3 categories, these should be considered as balancing our duty for Prevent, Freedom of speech.

- Speakers widely regarded in mainstream reporting as highly controversial.
- Any affiliations with individuals or groups connected to controversies, whether negative or positive in nature.

- In the event of health & safety concerns, speakers with a significant public profile capable of attracting large crowds, potentially raising crowd control and health and safety concerns, may be.

8. Monitoring and Review

- 8.1. This policy may be amended by GBS at any time and will be reviewed annually to ensure it is fit for purpose. Any revisions will be reported to the Academic Board for approval and noted by GBS Executive Board. Any issues related to the monitoring and review of this policy, please contact safeguarding@globalbanking.ac.uk

9. Data Protection and Confidentiality

- 9.1. GBS is registered with the Information Commissioner's Office as a Data Controller. Details of the School's registration are published on the Information Commissioners website. GBS as a Data Controller shall implement appropriate technical and organisational measures to ensure that processing of personal information is performed in accordance with the UK General Data Protection Regulations (UK GDPR) and under the Data Protection Act 2018 (DPA).

10. Alternative Format

- 10.1. This policy can be provided in alternative formats (including large print, audio and electronic) upon request. For further information, or to make a request, please contact the Academic Standards and Quality Office at asqo@globalbanking.ac.uk.

Appendix A GBS External Speaker Approval Form

*This form should be completed by the person organising an event involving an external speaker(s) at any of GBS campuses, online, or externally in the name of GBS. **The event and associated external speaker(s) can only take place once the approval has been confirmed.***

*Please note that approval for part time lecturers of guest speakers delivering some aspect of the curriculum of an approved higher education programme of studies at any GBS campus is not required. If in doubt, please consult with GBS Prevent and Safeguarding Officer. **Forms should be returned to safeguarding@globalbanking.ac.uk***

Part 1. Event Organiser Details
Name of the Event Organiser:
GBS Campus:
Role of GBS Staff Member:
Contact details – (email & phone):

Part 2: Event and External Speaker Details
Title of the proposed event:
Date of the proposed event:
Location of the proposed event (GBS campus) or external location:
Description of the proposed event and its format (maximum 50 words):
<p>Target audience</p> <p><i>(i) Please provide details of the event profile, expected number of attendees and any other relevant information</i></p>

(ii) Please indicate and give details if you think the event might attract any groups or individuals that have previously been known to express views that may be in breach of GBS External Speaker and Events Policy.

Proposed external speaker(s)

(i) For each external speaker please provide a summary of biographical information.

Speaker 1:

Speaker 2:

(ii) If you believe that any of your speakers have previously been prevented from taking part in an event at GBS or an event/activity at another higher education provider or similar organisation (public or private sector) or have a track record of inappropriate or illegal activity please provide further details, as appropriate.

Speaker 1:

Speaker 2:

Data Protection Statement

Under the Counter-Terrorism and Security Act 2015 Global Banking School has a legal obligation to know about what events involving external speakers are being held on & off campus – events should be risk assessed and if required the school should put steps in place to ensure the safety of students, staff and wider school community who may attend such events. The school (as Data Controller) is collecting the data gathered through this electronic form in order to meet its legal obligation; the data is retained for up to one year following the conclusion of the event; it is only used for the purpose stated above.

Declaration

I declare that:

(i) I have read and understood the expectation and requirements outlined in the Freedom of Speech Code of Practice and GBS External Speaker and Events Policy.

(ii) I have not been prevented from taking part in an event at GBS or an event/activity at another higher education provider or similar organisation (public or private sector) or have a track record of inappropriate or illegal activity please provide further details, as appropriate.

Name: Signed: Date:

This section should be completed by Safeguarding & Prevent Officer

Part 3: Assessment of the proposed external speaker(s)/event
<p><i>Has the speaker(s) been previously prevented from speaking at any of GBS campuses or other institutions because of their views or previously known to express views that are in breach of existing UK legislation or GBS policies?</i></p> <p>Yes/No*</p>
<p><i>Does the proposed title or theme of the event present a potential risk that views and/or opinions expressed by speakers may be in breach of UK legislation or GBS policies?</i></p> <p>Yes/No*</p>
<p><i>Is the proposed speaker and/or theme likely to attract attendance from individuals or groups that have previously been known to express views that may be in breach of UK legislation or GBS policies?</i></p> <p>Yes/No*</p>
<p><i>Do you have any other concerns about the proposed speaker(s) and/or event? Yes/No*</i></p> <p><i>If you have answered yes to the above, please provide further details.</i></p>

Part 4: Approval (To be completed by GBS Safeguarding Lead)
<p>Campus location:</p>
<p>Date received the request for an external speaker/event from the Event Organiser:</p> <p>Risk Rating</p> <p>Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/></p>
<p>Comments about the proposed speakers/event:</p>
<p>Approval/Non-Approval for the proposed event</p> <p>approve/do not approve*</p> <p><i>the proposed event detailed in this GBS External Speaker Approval Form</i></p> <p>Signed:</p> <p>Date:</p>

* Delete as appropriate

** *The GBS Safeguarding Lead must retain a copy of the signed External Speaker Approval Form and give the original signed version to the event organiser.*