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## **GBS External Speaker and Events Policy**



<b>Document title</b>	GBS External Speaker and Events Policy
<b>Oversight Committee</b>	Executive Board
<b>Policy lead (Staff member accountable)</b>	Managing Director
<b>Approved by</b>	Executive Board
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6. UK Public General Acts, *The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000*



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## **Global Banking School External Speaker and Events Policy**

### **1. Policy Statement**

- 1.1. Global Banking School (GBS) welcomes many visitors to various events throughout the year. Many of these events have external speakers attending. It is GBS responsibility to make sure that everyone attending an event feels safe. GBS strongly supports the view that external speakers can bring additional viewpoints and knowledge and such insights can enrich the staff and student experience. GBS is happy for external speakers to generate discussion and debate as long as such speeches do not run contrary to existing laws or impinge on the rights and safety of members of the wider GBS community.
  
- 1.2. External speakers allow members of GBS to experience and challenge different ideas, beliefs, and opinions and this is highly valued by GBS. GBS will take reasonable steps to ensure that freedom of speech within the law is protected for its staff and students and their visiting guest speakers. As such GBS expects all its staff and students to protect expression of opinions within the law. GBS will give adequate opportunities to counter views in a reasoned manner for members of GBS who find speakers views repugnant or distasteful. However, whilst the law provides protection for freedom of speech, this does not enable or entitle speakers to break existing legislation or provide a risk or challenge to public safety
  
- 1.3. Safety and welfare are fundamental to GBS policy and practices and freedom to express views may be tempered by the need to secure freedom from harm for staff, students, and visitors. GBS acknowledges that regarding external speakers there is a conflict between the laws regarding freedom of speech and those which restrict it. The responsibility rests with GBS for creating the balance between ensuring freedom of speech and academic freedoms are protected against the need to minimise the possibility of extremism or unlawful conduct happening on its campuses.

### **2. Purpose**

- 2.1 The purpose of this policy is to provide a policy and procedure for external speakers and events held on the premises of GBS to ensure compliance with GBS Safeguarding (Prevent Duty) Policy



2.2 The GBS External Speaker and Events Policy should be read in conjunction with the GBS Safeguarding Policy and GBS Freedom of Speech Code of Practice which is available on the GBS Life Platform.

### **3. Legislation**

3.1 This policy is written with reference to the Counter-Terrorism and Security Act 2015, and









- 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?
- ii. 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?
- iii. 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?

8.1 If the answer to 8.1 i. to iii. are **NO** then:

- i. The event organiser in consultation with the relevant Campus Prevent and Safeguarding Officer can confirm the external speaker and arrange for them to speak at the activity or event. The organiser must ensure that the speaker(s) have been given a copy of GBS External Speaker and Events Policy and Freedom of Speech Code of Conduct and should be told of their obligations to abide by the law and GBS policies and procedures.
- ii. Speakers must not incite hatred, violence or call for breaking of the law.
- iii. Speakers are not permitted to encourage, glorify, or promote acts of terrorism, including individuals, groups or organisations that support such acts.
- iv. Speakers must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony.
- v. Speakers must act and behave within a framework of positive debate and challenge and seek to avoid insulting other faiths or groups.
- vi. Speakers are not permitted to raise or gather funds for any external organisation or cause without the express permission of the GBS Campus Prevent and Safeguarding Officer.

8.2 Where answers to 8.2 i. vi. are unclear the following guidance is offered:

- i. The event organiser must seek guidance from the designated Quality Manager (QM) for Prevent from the Academic Standards and Quality Office, who will have further responsibility to review the speaker(s) against the questions given in 8.1 i. ii. above.

8.3 If the answer to one or more of the questions in 8.1 i. iii above is **YES**, then:



- ii. The event organiser must submit a referral form to GBS Campus Prevent and Safeguarding Officer. Referral must follow the procedure given in below.

## **9. Suitability of Speakers**

9.1 To avoid any doubt as to suitability of speakers, the following list of proscriptions, which are not exhaustive, will be applied:

Any person and/or group linked to the UK Government list of proscribed terror organisations.<sup>1</sup>

Talks by organisations generally considered to be extremist.

Any speaker who is known to have spoken previously at another institution on a topic that has caused fear or intimidation of students or staff.

Any speaker accepted in mainstream reporting lines as being highly controversial.

Any links to any person or group that has been connected with any controversy of a negative or positive nature.

A speaker who has a significant profile and attracts a following that could create crowd control and health and safety issues.

Speakers from a political party during an election purdah.

## **10. The Referral Process**

10.1 Complete all sections of the GBS External Speaker Policy Referral Form (see Appendix B). Submit the completed form to GBS Campus Prevent and Safeguarding Officer.

10.2 GBS reserves the right to prevent an external speaker from speaking at or attending an event, to refuse to permit an event and/or to halt an event at any time if it reasonably considers there may be a breach of the GBS External Speaker and Events Policy.

10.3



To permit the event with the external speaker(s) to go ahead based on regulatory steps designed to reduce risk. These may include observation, independent video recording, and the opportunity to debate or challenge the views held and communicated.



responsibility to immediately disclose information which, if not shared, may compromise a safety or welfare. All GBS staff will be fully supported by the GBS Prevent/Safeguarding Officer.

#### **14. Alternative Format**

14.1 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:

**Name:** Welfare Management Team

**Position:** Welfare Officer/Manager

**Email:** [welfare@globalbanking.ac.uk](mailto:welfare@globalbanking.ac.uk)







Campus location:
Date received the request for an external speaker/event from the Event Organiser:
Risk Rating Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>
Comments about the proposed speakers/event:
Approval/Non-Approval for the proposed event <i>I the above named GBS Campus Prevent and Safeguarding Officer</i> <b>approve/do not approve*</b> <i>the proposed event detailed in this GBS External Speaker Approval Form</i>  Signed:  Date:

*\* Delete as appropriate*

*\*\* The GBS Campus Prevent, and Safeguarding Officer must retain and copy of the signed External Speaker Approval Form and give the original signed version to the event organiser.*



## APPENDIX B- External Speaker Referral Form

Before completing this form, the person wishing to make a referral should read the GBS Safeguarding (Prevent Duty) Policy and the GBS External Speaker and Events Policy. Making a referral of an external speaker(s) is a serious matter and these policies must be read to help ensure the person wishing to make the referral believes he or she is correct in taking this action.

Please complete Parts 1 and 2 of this form. Once you have completed and signed this form, please submit it to the GBS Campus Safeguarding and Prevent Officer.

This GBS External Speaker Referral Form is to be completed by a member of staff or student when if the answer to one or more to the questions given below, taken from the GBS External Speaker and Events Policy, is given an answer of Yes or there are any other concerns not covered by these three questions. The three questions from the Policy are given below.

- i. Has the speaker(s) been previously prevented from speaking at any of GBS campuses or other institution because of their views or previously known to express views that are in breach of existing UK legislation or GBS policies?
- ii. 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?
- iii. 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?

### Part 1. Event Organiser Details

Name of the Event Organiser:

GBS Campus:

Role at GBS of Member of Staff:

Contact details - email and mobile phone number:

### 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):

Target audience

(i) Please provide details of the event profile, expected number of attendees and any other relevant information

(ii) Please indicate and give G[(ii)-4( )] if you think the event should be submitted by groups or individuals that have previously been







*\*\* The GBS Campus Prevent, and Safeguarding Officer must retain and copy of the signed External Speaker Approval Form and give the original signed version to the event organiser.*