



External Speaker Policy

V1.4 August 2025





Purpose

The purpose of this policy is to ensure that all external speakers invited to engage with learners contribute positively to the educational experience, uphold the values of inclusivity, respect, and safeguarding, and align with Growth Company Education and Skills' commitment to providing a safe, balanced, and enriching learning environment. This policy establishes a clear framework for the vetting, approval, and conduct of external speakers to protect learners, staff, and the reputation of the organisation, while promoting open dialogue and diverse perspectives in a responsible and constructive manner.

Scope

GC aims to provide a welcoming, safe and healthy working and learning environments for all by bringing together the principles of good health, safety, safeguarding, wellbeing and equality and diversity practice. We aim to do this by:

- **Prevention** - providing a safe environment for people to learn and work in including safer staff recruitment, policies, procedures, staff training, learners' awareness, building resilience, a 'Safe, Well and Equal' culture, teaching, and pastoral support for all learners.
- **Protection** - identifying young people (under age 18) and vulnerable adults and adults at risk of suffering, or likely to suffer, significant harm by, for example, abuse of any kind including bullying and radicalisation.
- **Support** - taking appropriate action to see that people are kept safe, both at home, in work and at our centres by working in partnership with parents, carers and external agencies in promoting welfare.

Definitions

For the purposes of this policy an "External Speaker" is defined as any individual or organisation who is not a participant (participant, customer or client) or employee of The Growth Company.

Policy statement

The Growth Company (GC) has a responsibility to promote the welfare of all our colleagues and learners to keep them safe. We are committed to this and expect all colleagues, volunteers, and partners to always endorse and practice this commitment. This policy supplements The Growth Company's Safeguarding and Prevent Policy and outlines the requirements for working with External Speakers for learner activities.



Roles and responsibilities

Colleagues:

All GC colleagues have a responsibility for ensuring to the best of their ability to maintain a safe learner environment and to report any issues, concerns, or any sexual harassment to the appropriate designated safeguarding lead (DSL) or designated safeguarding officer (DSO).

The Terrorism Act 2000 makes it a criminal offence to:

- belong, or profess to belong, to a proscribed organisation (Section 11 of the Act).
- invite support for a proscribed organisation (and the support is not or is not restricted to the provision of money or other property) (section 12(1)).

To check if an agency is listed on the government proscribed list, please check [Proscribed Terror Groups or Organisations](#).

External Speakers:

The term "external speaker" is used to describe any individual or organisation who is not a learner or staff member of The Growth Company and who has been invited to speak to learners and/or staff on site. This includes any individual who is a learner or staff member from another institution. It also includes the main contact from any external venue hire client who is paying to use The Growth Company facilities. It includes events where external speakers are streamed live into an event, or a pre-recorded film of the speaker is shown.

All speakers or visitors should be made aware by the person or group arranging the event that they have a responsibility to abide by the law and GC procedures including:

- Must not advocate or incite hatred, violence or call for the breaking of the law
- Are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts
- Must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony.
- Must be mindful of the risk of causing offence to or seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Care must be taken when external speakers engage with looked-after children, care leavers, or those with a social worker in line with KCSiE 2025's emphasis on these groups.
- Are not permitted to raise or gather funds for any external organisation or cause without express permission of the Head of Department or Director.
- External speakers must not promote conspiracy theories or misinformation, and all materials should be vetted for accuracy
- Must not provide advice or content conflicting with DfE guidance on gender questioning children.



Procedures

Booking an External speaker or Trainer

The External Speaker Checklist (Appendix 1) should be completed and forwarded to the relevant Head of Centre / Manager no later than 14 days before the planned event. Once the request has been authorised, the completed form should be stored centrally by each Head of Centre/Department. Members of the Growth Company Management Team are responsible for ensuring that their staff team and learners are aware of and support this procedure. Colleagues organising any event which include external speakers, visitors or trainers must adhere to the External Speaker Booking Process.

Process

Most External Speaker arrangements will be straightforward and managed at local level. In these cases, following the steps outlined below and completing the External Speaker Checklist will suffice. However, some requests may be more complex and may require referral to the Designated Safeguarding Officer (DSO) or the Designated Safeguarding Lead (DSL) for further consideration, this will be where the speaker is deemed to be higher risk. It is essential that the colleague responsible for booking the external speaker conducts robust checks consulting partner organisations if required. All External Speakers must be added to the [Guest Speaker Log](#) located in Deliver Documents folder on the shared drive within a minimum of 5 working days prior to the event.

Prior to the confirmation of any external speaker, the colleague arranging the speaker will be responsible for assessing the speaker against the following three questions:

- **Question 1**

Has the speaker previously been prevented from speaking at The Growth Company or any other similar organisation, or previously been known to express views that may be in breach of the External Speaker Code of Conduct? (Appendix 2)

- **Question 2**

Does the proposed theme of the event present a potential risk that views/opinions expressed by speakers may be in breach of the Equality Act 2010 and does it comply with the external speakers' responsibilities as outlined in this policy?

- **Question 3**

Has the guest speaker been flagged up as unethical or a concern under KCSiE 2025 following more than one search on the internet and of their social media account?

Organiser to complete External Speaker Checklist

At this time, the colleague must complete the External Speaker Checklist (see Appendix 1). Completed digital forms must be sent to your Head of Centre/Department for sign-off who is responsible for signing off the form and storing it with existing and previous bookings. This



process must be followed to ensure our learners are safe. Failure to do so will result in escalation to the DSL and MD.

Checklist Given to Head of Department 14 days prior for authorisation

If the response to all the screening questions is **NO**, the Head of Department may approve the external speaker and advise the organiser to proceed with booking them through the usual process. The speaker must be provided with a copy of the **External Speaker Code of Conduct**, and the organiser is responsible for reviewing any content or resources to be used prior to the event to ensure appropriateness.

If the response to any of the questions is **YES**, or if the organiser is unsure, the matter must be referred to the **Designated Safeguarding Officer (DSO)** for further assessment. A final decision on whether to authorise or decline the speaker will be made jointly by the DSO and the Head of Department. Where necessary, the **Designated Safeguarding Lead (DSL)** may also consult the local FE Prevent Coordinator for additional guidance.

While on site, all external speaks or visitors must sign in at reception and be accompanied by a GC colleague who holds a relevant and current DBS check and always wear a visitors' badge.

Monitoring and review

This policy will be monitored through regular reviews by the Designated Safeguarding Lead to ensure it remains effective, compliant with current legislation, and aligned with institutional values. Monitoring will include tracking the approval process for external speakers, reviewing feedback from staff and learners, and evaluating any incidents or concerns raised. The policy will be formally reviewed annually, or sooner if there are significant changes to statutory guidance or institutional priorities.

Related policies and documents

- Safeguarding and Prevent Policy
- Health and Safety Policy
- Safer Recruitment Policy
- Dignity at Work Policy
- External Speaker Questionnaire Checklist (Appendix 1)
- External Speaker Code of Conduct (Appendix 2)



Legislative and regulatory framework

- Keeping Children Safe in Education 2025
- Equality Act 2010
- Human Rights Act 1998
- Education Act 1986
- Prevent Duty
- Ofsted Inspection Framework
- Department for Education

Version control

| Version number | Approval date | Review date | Author | Change log |
|----------------|---------------|-------------|------------------------------|---|
| 1.0 | 2022 | 2023 | Safeguarding Panel | Creation of Policy to supplement existing checklist |
| 1.1 | 2022 | 2023 | Safeguarding Panel | Changes and updates aligned to KCSiE |
| 1.2 | 2023 | 2024 | Designated Safeguarding Lead | Alignment to new KCSiE for 2024 |
| 1.3 | 2024 | 2025 | Designated Safeguarding Lead | Alignment to new KCSiE 2025 |

Date for review: 20/08/2026

Appendix 1

[External Speaker Questionnaire Checklist](#)



External Speaker
Checklist 25.26.pdf

Appendix 2

External Speaker Code of Conduct



External Speaker
Code of Conduct 25.2



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