



## **074b. Visiting Speaker Request Form**

## Visiting Speaker Form

Please complete this form and submit to the Academic Director at least 21 days in advance of the event. Visiting speakers will need to show their photo ID to reception upon arrival.

Name of Speaker	
Date of Birth	
Date of Proposed Visit	
Specific Location of Event	
IFG Event Coordinator Name	
Reason for Visit & Cohort(s) involved	
Please outline below the information to be communicated in the talk to IFG students:	
Please sign below to confirm: <ul style="list-style-type: none"><li>• That you have provided a copy of the IFG's Freedom of Speech Policy and confirmed their adherence to it.</li><li>• That you have asked your visitor to bring valid photo ID (Driving Licence or Passport) with them on the day as proof of your ID.</li><li>• That you will supervise your visitor at all times.</li></ul>	
IFG Event Coordinator Signature	Date

## checklist

No	Check	Confirmation Signature / Comments / Notes
1	I can confirm the speaker/organisations presentation aligns with the College (please explain how)	
2	Is the speech likely to cover content that is lawful?	
3	I have researched the speaker/organisation and I can confirm I know them or have had recommendations to them (please detail)	
4	They appear to have no affiliation or connection with any group that is listed on the Government's Home Office list of terrorist groups or organisations banned under UK law - <a href="#">Proscribed terrorist groups or organisations - GOV.UK</a>	
5	I have considered my legal duty and that of the college including PREVENT and other potential risks and NO risks are likely to arise	
6	I have confirmed the speaker has been DBS checked (if not, how will the speaker be managed and accompanied)	
7	I have discussed the event with the Academic Director and we are happy for the event to go ahead	
Please detail any other information that may be useful for the IFG Board of Governors to make their decision:		

## Authority and Approval

### Additional Requirements Approval

I have approved the speaker / event as described above and arranged for additional risk assessments (security, management, controls etc) to be in place.

<b>Academic Director</b>	<b>Signature:</b>	<b>Date:</b>
Details of additional requirements or controls put in place for this event:		

### Final Approval - Board of Governors Representative

The speaker / event as described above has been approved.

<b>Name</b>	<b>Signature (on behalf of the BoG)</b>	<b>Date</b>

## Guidelines for Visiting Speakers at IFG:

The College values visits from speakers that enrich our students' experience, providing them with information that helps them make decisions at different phases of their education, widening their understanding of the world and global issues and providing motivational inspiration through the sharing of a speaker's experience.

Our responsibility to our students is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the College and British Values.

The Prevent statutory guidance (The Prevent Duty 2015) requires Colleges to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

As per the Prevent guidance, visiting speakers are required to agree to the following terms and conditions:

- The presentation must not incite hatred, violence, or call for the breaking of the law.
- The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
- The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.

- Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Chair of the Board of Governors.
- College staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

For full details of IFG's Freedom of Speech Policy, Code of Practice and Complaints Procedures please visit:

<https://www.intfoundationgroup.co.uk/ifg-policies-and-procedures/>