

EXTERNAL SPEAKERS POLICY AND PROCEDURE

Policy last updated: August 2025

Review date: August 2026

External Speakers Policy

NLTG believes that freedom of expression is at the heart of its mission and must be fully reflected in both its policies and practices. Our approach is to protect free speech and encourage debate of all kinds. The only exception is where there are serious concerns about public disorder or the incitement of violence or hatred.

The procedure which works in conjunction with the Freedom of Expression Policy and applies to all bookings of events involving the engagement of an external speaker to give a presentation or talk under the backing of NLTG whether hosted on or off NLTG premises. This includes where presentations are delivered remotely to NLTG. Where recordings on presentations are available for presentations to be delivered, these should be viewed in advance to understand fully the suitability of the content.

A form will not be required to be completed for online training course, however they must be previewed for suitability of content prior to releasing / sharing.

Procedure:

The *Event Organiser* (the person responsible for the event) using Appendix 1 and the External Speakers Form must make themselves sufficiently aware of the speaker's background and reputation to be able to take a considered view as to whether it is appropriate to host the proposed event within the NLTG Community. The primary consideration is whether the event can be safely managed and whether any additional measures should be put in place to enable the event to go ahead.

Examples of such measures include:

- Ticketing and/or restricting numbers
- Changing the venue
- Limiting admission to NLTG Learners and staff and/or by named guest list only
- Checking identification of those attending
- Provision of stewards / additional security
- Attendance by a senior member of staff from NLTG, a DSO or Manager
- Copy of any speech to be approved in advance
- Chairing by an experienced chair
- Opportunity to debate or challenge a view that is being promoted

It may also be necessary to consult with additional external support such as Police, Local Prevent Co-Ordinator or other educational establishments for example.

It is imperative that all checks made are documented / attached to the form as evidence.

Once authorisation has been obtained from the DSL / Prevent Lead or the Assistant DSL in the absence of the DSL the booking of the speaker can be made and if necessary, the precautionary / adjustments / measures put in place.

In all cases whether the event is approved or not, this form must be handed to the Safeguarding Officer for either final approval or uploading into the SIRS Section marked External Speakers Forms to evidence reasons as to why the request has been rejected.

Note: A separate form for each and every occasion is not required for a speaker delivering content on the same topic

EXTERNAL SPEAKERS REQUEST FORM

Section 1 – Event Details	
Name of person making request:	
Name of external speaker:	
Topic to be delivered:	
Proposed date(s):	
Intended audience: i.e. SP Learners, Staff:	
Approximate number of attendees:	
Proposed venue:	
Is the speaker delivering online?	Yes / No
If online, is there any information available as to the content script / recording and if so, what and when checked	
Planned duration:	
Has the above speaker delivered this or a different topic to NLTG before? If yes, please provide details and whether there will be any concerns?	Yes / No / Unknown
Section 2 – Appendix 1 (a)	
Are there any concerns about unlawful content or content that might encourage terrorism extremism?	Yes / No If Yes, detail why and contact NLTG DSL / Prevent Lead for further advice, guidance and approval before completing the remainder of the form Reasons for escalation if necessary: Comments / Measures:
What suitability checks have been undertaken (e.g. – Google search, call to Local Authority etc.)	List here:
DBS Number Certificate if applicable	
Name of the verifying person	
Name of SG Person who has checked the certificate and when	
Signature of SG Person where applicable	
Confirm evidence of checks attached:	Yes / No

Section 2 – Appendix 1 (b)

Is there any risk of public disorder?

Yes / No

If Yes, detail why and contact NLTG Prevent Lead for further advice, guidance and approval before completing the remainder of the form

Why:

Comments / Measures:

NLTG Prohibited Supplier List (NL0632) checked?

Yes / No

Confirm evidence of checks attached:

Yes / No

Section 3 – Approval

Approved from DSL / Prevent Lead:

Yes / No

If no, state reasons

DSL / Prevent Lead: Signature:

Date of Signature:

Section 4 – Post Delivery

Comments following delivery:

Is there any reason why we should not engage with this external speaker / organisation in the future?

Yes / No

If yes, please detail in full and complete the below:

Has DSL / Prevent Lead been informed if there was a reportable issue:

Yes / No

Date Informed:

Do NLTG need to formally report this speaker to anyone (e.g. police, other training providers etc.):

Yes / No

Details:

Complete NL0632 to add details of this speaker / organisation to NLTG Prohibited Supplier List:

Section 5 – Filing

Passed to DSO by :

:

Names DSO:

:

Date passed over:

Any additional comments from DSO:

Date uploaded to Sharepoint (SIRS System):

Associate Documentation

SG Policy

External Speakers Policy

Prevent Duty Policy


GARETH LINDSAY

Managing Director

APPENDIX 1

1) Are there any concerns about unlawful content or content that might encourage terrorism of extremism?

For example:

- Are they representing an organisation prescribed by the UK Government?

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/538297/20160715-Proscription-website-update.pdf

- Are they likely to breach UK laws on Hate Speech?

<https://www.equalityhumanrights.com/en/freedom-express/top-ten-things-you-need-know-about-freedom-expression-laws>

- Are they likely to raise concerns under the Prevent duty guidance in terms of encouraging violent extremism or terrorism, or drawing people into terrorism?

<https://www.gov.uk/government/publications/prevent-duty-guidance>

2) Could there be a public order issue?

Concern about public order issues does not automatically block such an event taking place, but it is important to seek advice.

For example:

- Is the subject of their talk or the organisation they represent likely to mobilise significant opposition such that there might be a risk to safety of the public or members of NLTG community?
- Is there any evidence that this has been the case on other occasions?
- Does the speaker, or the organisation they represent have a controversial profile in the media?
- Is the event likely to attract a heightened media interest?
- Is the event likely to attract unusual interest or unusually large numbers?