

GUEST SPEAKER AND EVENTS POLICY

This policy covers the provision of Sysco Business Skills Academy and Brighter Futures Merseyside, which sits under the umbrella of the Sysco group.

Guest Speakers

Sysco often hold a number of different types of events during the course of the business operation. The health and safety aspects of Event Management is covered through the Health and Safety Policy. The purpose of including events within this policy is to identify specific requirements with regard to external visitors and speakers.

Prior to agreeing to host an event with a guest speaker, a manager must complete the guest speaker request form. Upon completion the form must be forwarded to HR and/or Managing Director for authorisation. For authorisation to be granted HR must complete the relevant vetting checks. Once authorisation has been granted the Guest speaker can be booked and the visitor's information sheet should be sent out them. The guest speaker will be required to send any presentation material or literature to one of the Designated Safeguarding Officers and/or Managing Director for approval prior to the event.

Sysco reserves the right to attach conditions to any event with external visitors and speakers in order to ensure fulfil legal obligations with regard to freedom of speech, and other legal obligations or to fulfil other requirements as outlined in the Sysco group policies and procedures.

The Sysco group upholds the right of all staff, students, members and visiting speakers of the organisation to academic freedom and freedom of speech within the law

Freedom of speech is limited within the law, including limitations on speech that threatens public safety, discriminates, incites hatred or terrorism, defames individuals or substantially invades privacy. Free speech cannot include the use of threatening or abusive language that is likely to lead to harassment, alarm or distress to another in hearing, or to cause a breach of the peace. The organisation has obligations under the law including to prevent harassment of and discrimination against individuals.

The Sysco group will not deny access to its campuses or premises to any student, member of staff, visitor, or any individual or group/body invited to the premises of the organisation by a student or member of staff, on any grounds relating to an individual's ideas, views, beliefs or either a group/body's policies, objectives or its members' ideas, beliefs or views, except where it is legally entitled or required to do so (such as the "Prevent" duty). Where the organisation believes unlawful speech has occurred it shall refer the matter to the lawful authorities and may (as appropriate) take disciplinary action against its members. Guest Speakers are not permitted to deliver content of extremist or radicalization material. All copies of delivery material will be submitted to Sysco prior to the event.

When upholding the right to academic freedom and freedom of speech within the law, the Sysco group commits that use of its premises by any individual or group/body shall not require the individual or group/body to bear any cost of security relating to use of the premises, except in exceptional circumstances.

It is the duty of the manager involved in organising an event with guest speakers to ensure that throughout the process of organising and running an event the Designated Safeguarding Officer (Nadine McEnuff) or Managing Director are kept apprised of any issues which may lead to the event having to be disrupted on the basis of:

- The status of the speaker or the nature of the subjects they are discussing.
- The views or beliefs, whether related to the activity or not, of any person attending the event.
- The coincidence of the activity with another activity which has the potential to cause conflict.
- The personal safety or property of any person attending might be at risk due to their involvement in the activity.
- Intimidation, duress or harassment might be applied to any person in an attempt to prevent their attending the activity.
- The activity may attract external attention which could lead to potential conflict.

On arrival, the guest speaker should be met in reception and an ID badge should be issued. Prior to the speech/presentation the guest speaker agreement form should be read and signed and returned to HR.

Whilst on premises, visiting speakers must be accompanied at all times by the event organiser or a delegated member of staff. Visiting speakers will not be left alone with students at any time unless an updated DBS has been obtained.

The visiting speaker must not be permitted to address groups of learners or individual learners without a member of staff being present.

Guest Internet Use

The Sysco group provides a guest wireless internet network for short-term access that is accessible to Sysco guests with compatible wireless devices.

By accessing and/or using this service, acknowledges that you have read all the terms herein this policy, and agree to be legally bound by them.

Therefore, any guest using the wireless connection should be aware of and agree to conditions of use inclusive of, but not limited to the following:

- Sysco assumes no responsibility for the safety of equipment or device configurations, security, or data files resulting from connection to Sysco's guest wireless network or the Internet, nor liability for any damages to hardware, software or data, howsoever caused.
- Users are responsible for setting up their own equipment to access the guest wireless network.

It is our policy not to allow unsupervised internet access to under 18's or adults at risk.

Should individuals or groups wish to use our Wi-Fi facilities, they must ensure under 18's and adults at risk follow this policy, or internet access will be withdrawn. Users are reminded that their use of the Internet will be directly auditable/traceable.

We therefore ask you not to visit sites which are:

- Illegal under current law
- Contain extremist material or any other offensive material which links to radicalisation
- Defamatory, threatening or intimidating or which could be classed as harassment

- Contain obscene, profane or abusive language
- Contain pornographic material whether in writing, pictures, films or video clips
- Contain offensive material regarding sex, race, religion or any disability or sexual orientation
- Infringe third party rights or otherwise unlawful

Systems and Security

Sysco will provide Internet access via the wireless network and will undertake reasonable steps to ensure it is secure from unauthorised users. However, no guarantee can be made to this effect. You are responsible for your own anti-virus and anti-malware precautions.

You should not share your allocated Wi-Fi access username and password.

Monitoring and Compliance

For quality assurance purposes, Sysco reserves the right to monitor usage of Sysco-Guest-Wi-Fi for quality assurance purposes.

Sysco may cooperate with legal authorities and/or third parties in the investigation of any suspected or alleged crime or civil wrong. Violation of this may result in the suspension or termination of your access to Sysco-Guest-Wi-Fi.

Breaches of Criminal or Civil Law

The Sysco group will notify the relevant authorities where there is potential or actual breach of criminal or civil law pertaining to freedom of speech and fundamental British Values. The Sysco group will assist prosecuting authorities as appropriate.

GUEST SPEAKER AND EVENTS REQUEST FORM

Name of Manager organising the Event/Guest speaker:	
Date of Event/Guest speaker:	
Event title/Guest speaker name:	
Name of organisation Event/Guest speaker represents:	
Brief description of Event/Guest speaker and the reason for their visit:	
Target Age Group:	
Short summary of content to be covered during their speech/presentation:	

DSO vetting comments: <i>(including relevant internet search/contact other agencies)</i>	
Request Approved:	
DSO signature:	
Date:	
Organising manager informed of outcome:	

Once event/Guest Speaker has been confirmed organizing manager to sign the declaration below;

I can confirm that in organizing this Event/Guest speaker all precautions have been taken to minimize the risk of any potential issues relating to:

- Freedom of Speech
- British Values
- Radicalisation and Extremism
- Safeguarding and Prevent
- Other legal obligations

Organising managers signature:	
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***REMINDER** – send visitors information to Guest Speaker re: Wi-Fi access

GUEST SPEAKER AGREEMENT FORM

It is acknowledged that the Sysco group must manage freedom of speech in line with its Safeguarding Policy, specifically with regard to Prevent and in-line with the Counter Terrorism and Security Act 2015.

Sysco affirms its commitment to freedom of speech and to its legal obligation to take such steps as is reasonably practicable to ensure that freedom of speech within the law is secured for learners, staff and visiting speakers.

Sysco has a legal duty to ensure that a speaker exercising their right to freedom of speech does not commit an offence under current legislation. For example a speaker who incites an audience to violence, breach of the peace or racial hatred is acting contrary to public order laws and as such will not be regarded as lawful within the remit of its Guest Speaker and Events policy.

Sysco has invited you to come and talk to their learners/staff on ____/____/____ about _____.

Sysco would like you to read and sign this agreement to indicate a commitment to the following;

- The speaker must not incite hatred, violence or call for the breaking of the law.
- The speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts.
- The speaker must not spread intolerance in the community and thus aid in disrupting social and community harmony.
- The speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- The speaker must adhere to Sysco's equal opportunities and safeguarding policies.
- The speaker is not permitted to raise or gather funds for any external organisation or cause without express permission of the Managing Director.
- The speaker should be advised that they will be required to sign an agreement before speaking.
- The speaker may be expected to talk to key staff about the content of the presentation before the event.
- Visiting speakers need to understand that their presentation will be brought to an early end, if the content proves unsuitable.

Signed:

Name:

Date: