



## EXTERNAL SPEAKERS/VISITORS POLICY – Prevent Duty

### 1. Aim

- 1.1. The college fully endorses the expectations of the Prevent Duty. One aspect of this duty is to risk assess all aspects of college work including a consideration of those who will visit and use the college whether linking to students or as a commercial customer.
- 1.2. The aim of this policy is to ensure all who visit the college in this capacity are aware of, understand and accept the college's Prevent Duty.

### 2. Responsibilities

- 2.1. All managers are expected to ensure form PD1 is completed, signed and dated by the visiting speaker or customer hiring the college facility. The signed form can be obtained prior to the booking/talk or event taking place or on the day of the conference.
- 2.2. The signed form will be saved and filed appropriately by the Reception team.
- 2.3. Only one form per booking is required to cover the bookings for the year. A duplicate copy can be provided for the customer if required.
- 2.4. The Equality, Diversity & Inclusion Committee will ensure a monthly audit of these forms is completed and reported on.

### 3. Process

#### Risk Assessment Framework for External Speakers/College Facility Users

1. Has a PD1 Visitors Form been completed?	No – permission refused until a PD1 form is completed and reviewed.	Yes – go to question 2.
2. Has the external speaker / commercial user confirmed they will not incite an audience or individual to violence, breach of the peace or racial hatred.	No - permission refused.	Yes – go to question 3.
3. Has the external speaker / commercial user confirmed they will respect the rights and freedom of others and will ensure that no groups face unlawful discrimination as a result of their words or actions?	No - permission refused.	Yes – go to question 4.

<p>4. Has the external speaker / commercial user confirmed that they will support fundamental British Values and that they understand that freedom of expression does not extend to individuals or organisations not committed to these values?</p>	<p>No - permission refused.</p>	<p>Yes - The person who is supervising the external speaker/commercial user should be reminded of the College's legislative duties with regard to Safeguarding, Equality, Public Order and Prevent duties. Where appropriate, such as with a potentially challenging speaker who is deemed to present an acceptable level of risk, the Deputy Principal should provide assistance with the risk assessment.</p>
<p>Comment: This framework is not a justification to curtail legitimate free speech simply because it is challenging. As an example it would be appropriate to allow debate regarding the meaning of democracy or the extent to which it is truly promoted by the British (or other) political system.</p>		

**4. Method of Monitoring**

The Head of student services and DSL will monitor and evaluate the policy

**Authorship:** Head of Student Services & DSL

**Date:** February 2026

**Date Next Review:** February 2028

**Reviewing Officers:** Head of Student Services & DSL

*This document is available in a variety of formats. Student Services or main reception will supply guidance on the range*

**APPENDIX 1:- COMMERCIAL USER/EXTERNAL SPEAKER DECLARATION – PD1 FORM**

Bishop Burton College has a legal and moral obligation and responsibility to support British values. We seek to ensure that that nobody is exposed to views that conflict or undermine these fundamental values including views which might incite others to unlawfully discriminate against racial and gender groups or encourage others to commit acts of violence.

Please read the statements below and sign the declaration at the bottom of the page, all visiting speakers or users of the college campus, whether delivering online or in-person, are asked to complete this declaration.

Please read the declaration below and indicate your response to each statement and sign at the bottom.

#	Statement	Please Select:
1	I confirm that I will not incite an audience or individual to violence, breach of the peace or racial hatred. I understand that such words or actions are contrary to public order laws and as such will not be regarded as lawful expression.	Yes / No
2	I confirm that I will respect the rights and freedom of others as protected by law (for example, I must not make statements which are actionable for defamation). I will respect the freedom of expression of others and will ensure that no groups face unlawful discrimination as a result of my words and actions.	Yes / No
3	I confirm my support for fundamental British Values including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faith and beliefs. I fully understand that freedom of expression does not extend to individuals or organisations not committed to these values.	Yes / No
Name (in capitals)		
Signed		
Date signed		
Company Name		
Title of Event		
Date of Event		