

Visiting Speaker Policy

Introduction

- 1.1. The London Institute of Banking & Finance regularly welcomes visiting speakers from around the world. Such speakers bring great diversity of experience, insight and opinion, enriching lectures, events and activities and sparking discussion and debate among students, staff, faculty and visitors alike.
- 1.2. The London Institute of Banking & Finance welcomes and promotes freedom of speech and expression within the law. The purpose of this policy is to set in place a framework for those engaged with The London Institute of Banking & Finance, in whatever capacity, to ensure that activities where debate, challenge and dissent are not only permitted but expected, can continue for current and future generations.
- 1.3. This policy applies to all students, staff, faculty, members, partners and visiting speakers of The London Institute of Banking & Finance in relation to any activity, whether in person or digitally delivered, on behalf of, or in partnership with, The London Institute of Banking & Finance.
- 1.4. To comply with the Education Act (No 2) 1986, The London Institute of Banking & Finance has a Freedom of Speech Policy, and obligations relating to our Prevent Duty. Anyone organising an event must follow this process and should be familiar with the Freedom of Speech policy and our responsibilities relating to the Prevent Duty.

Booking a visiting speaker

- 2.1. It is the responsibility of the event or activity organiser (the individual from within The London Institute of Banking & Finance e.g. member of staff or student, named in the Visiting Speaker submission) to ensure that:
 - a. the Visiting Speaker Risk Assessment is completed for all speakers who are not contracted to us;
 - b. the code of conduct is communicated to all visiting speakers before the event;
 - c. all reasonable steps are taken to ensure that the requirements of the code of conduct are upheld during the running of the event.
- 2.2. The Freedom of Speech and Visiting Speaker Policy will be continually reviewed and updated in response to legislative changes and other factors. It is the responsibility of those organising events to ensure that they are acting in accordance with the most recent version of the Policies.

- 2.3. Most visiting speaker requests will be straightforward and can be handled entirely by the event organiser. However, some requests may be complex and may require referral for further consideration. The referral process will only apply in a minority of circumstances; to events or speakers deemed to be higher risk.

Risk assessment of proposed visiting speaker(s)

- 3.1. Prior to the confirmation of any visiting speaker, the event organiser will be responsible for assessing the speaker, by completing the Visiting Speaker Risk Assessment.
- 3.2. The risk assessment has two parts. Part A (Initial assessment) should be completed in all cases. If necessary, the individual should discuss this with their line manager.
- 3.3. Part B (referral) should be completed if any uncertainties or concerns are raised as part of the completion of Part A. This should then be reviewed by the appropriate SET member.
- 3.4. The risk assessments should be filed in accordance with local procedures and follow the retention policy, ie
 - a. For visiting lectures organised by Faculty – File with Head of Academic Development.
 - b. For visiting events organised by Students – File with Head of Programmes.
 - c. For all other events or activities – File with Head of Events.

This policy is subject to review approximately every 12 months by the QPR.

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