



LANCASTER TRAINING SERVICES LTD



Freedom of Expression and External Speaker Policy

- 1. INTRODUCTION** Lancaster Training Services Ltd (LTS) is a Company committed to creating an environment where everyone is treated with dignity and respect and where diversity is valued. It is our responsibility to make sure that everyone attending an LTS organised event feels safe. This policy clarifies the procedures relating to the use of external speakers for the Company.
- 2. AIMS** It is Company policy:-
 - To provide an environment where freedom of expression and speech are protected balanced with the need to ensure that our community is free from harm and that incitement to hatred is never acceptable.
 - To provide a supportive, inclusive and safe space for learners.
 - To provide clearly defined and effective procedures to ensure that the law is upheld.
 - To collaborate with others to reach sound, evidenced judgements about proposed external speakers ensuring that LTS can meet their legal obligations.
 - To encourage and provide a balance of opinion at any Company discussion or debate.
 - To communicate to all learners, trainees, staff and visitors, that it is our mutual responsibility to comply with anti-discrimination, anti-bullying or anti-harassment legislation and that both LTS and the individual can be held liable if they contravene the law.
 - To challenge behaviour and change practice that directly or indirectly results in discrimination.
- 3. FREEDOM OF EXPRESSION** Freedom of expression and speech are basic human rights that are protected by law. Freedom of speech and freedom of expression are not absolute freedoms but freedoms within the law. Learner safety and welfare is at the heart of LTS policies and practices. Sometimes an external speaker or their topic of discussion has the potential to go against our conditions for a safe event. We're committed to working together with event organisers and in some cases the external speakers themselves to make sure that we reach a decision that is reasonable, informed and within the law.
- 4. EXTERNAL SPEAKERS** An external speaker is used to describe any individual or organisation who is not a learner, trainee or staff member of LTS.
All events organised with external speakers in and outside of the centre are still within the responsibility (and liability) of the Company.
Events where external speakers are streamed live (sound and/or visual), or a pre-recorded film/recording is played, the Tutor/Trainer of the group organising the event is responsible. All speakers must not incite hatred, violence and/or break the law. They must not glorify, encourage or promote any acts of terrorism. They must avoid insulting other faiths or groups. They are not permitted to raise or gather funds for any external organisation or cause, without express permission of the Senior Management Team (SMT).
- 5. PROCEDURES** Tutors/Trainers of any group that involve external speaker events must notify/seek approval of the SMT. LTS will initially assess using robust judgement. No event involving any external speakers may be publicised or considered confirmed until the speaker has been cleared through the procedure detailed in this policy. This includes advertisement through any social media platform. LTS reserves the right to cancel, prohibit or delay any event with an external speaker if our policy is not followed or if health, safety and security criteria cannot be met. Adequate safeguarding checks will be made. The Tutor/Trainer and the SMT will risk assess any activity including external speakers. All of the events **must** be supervised.
- 6. Referral Process:** If there is cause for a referral then the details for the event will be passed on to the Designated Senior Lead (DSL) for action.

Richard W Little – Chairman

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