



Islamic College's External Speakers' Procedures



Prevent Duties

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Islamic College's External Speakers' Procedures

New procedures in place since January 2019

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Islamic College’s External Speakers’ Procedures

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Islamic College's External Speakers' Procedures

Summary:

These procedures have been produced to support the Islamic College to ensure that all external speakers comply with the college's code of conduct specified in the Policies Handbook and safeguarding principles.

Having regard to the provisions of relevant legislation, it aims to assist the Islamic College in developing and improving its long-term strategies against intolerance. It is recognised that practical solutions must be tailored to suit the characteristics ethos of the college. The procedures outline principles of good practice with the intention of encouraging tolerance and respect, and preventing the exploitation of academic freedoms at the expense of the legitimate freedoms of others.

This Procedures package also details our approach to ensuring that we are protecting both staff and students and the reputation of the Islamic College whilst following the legislation that we're responsible for upholding. This policy is written with reference to the Prevent Duty contained within Section 26 of the Counter Terrorism and Security Act 2015. The Duty states that specified authorities including Further Education Colleges, in the exercise of their functions, must have "due regard to the need to prevent people from being drawn into terrorism".

All staff and students have the right to study without fear of intimidation, harassment and threatening or behaviour specific to statutes pertinent to this issue. The key ingredient for the preservation of academic freedom is tolerance and a respect for diversity. Intolerance involves behaviour motivated by prejudice or hatred that intentionally demeans individuals and gives rise to an environment in which people will experience, or could reasonably, fear harassment, intimidation or violence. The Islamic College recognises that it has a duty of care to all of its students and staff.

Dealing with intolerance is only one part of promoting good relations within the Islamic College. The approach advocated by this guidance is intended to complement college's existing strategies in this area, and not to replace them. As a rule, the Islamic College consider incidents on a case-by-case basis within the framework of its agreed policy, seeking specific legal advice where necessary.

All speakers or visitors should be made aware by the Department arranging the event (by referring visitors to this policy) that they have a responsibility to abide by the law and the Islamic College' policies including that they:

- Must not advocate or incite hatred, violence or call for the breaking of the law
- Are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts
- Must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony
- Must be mindful of the risk of causing offence to or seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge
- Are not permitted to raise or gather funds for any external organisation or cause without express permission of the Islamic College (available from the Principal of the Islamic College).

Who should consider these procedures?

These procedures are primarily aimed at senior managers and designated staff involved in the management the authorisation of external guest and speaker attendance.

Procedures

These procedures lay down a strategy by which the Islamic College can make informed and robust decisions when authorising the attendance of a guest/speaker. It aims to minimise, manage and spread risk between various members of the Senior Management Team of the college, to encourage effective and durable decision.

Often, and particularly when dealing with subjective issues around theology and ideology, there is scope for error, these procedures aim to limit risk by ensuring appropriate checks are carried with members of staff involved at the appropriate stage.

These procedures are built around four stages detailed on the following pages:

- 1. Scanning:** Identify a request for an external speaker/guest.
- 2. Analysis:** Assess the risk posed by the external speaker/guest.
- 3. Response:** Document authority/refusal and monitor the event.
- 4. Assessment:** Review event and consider future attendance.

APPENDIX A is a checklist of quick reference questions to assist in the evaluation of a guest/external speaker.

Islamic College's External Speakers' Procedures

Scanning

Identify a request for an external speaker/guest.

In order for the college to demonstrate compliance of the Prevent duties in this area, an effective process of filtering of inappropriate guests/external speakers is applied which requires departments inviting an external guest/speaker take responsibility for the invitation and are appropriately briefed to seek permission in advance of any planned event.

This stage is will be managed by assembling a file documenting actions taken and the information discovered. This will assist in a robust defence of the college decision should the guest / speaker subsequently cause controversy, or the college receive press attention.

APPENDIX B is the Islamic College's Freedom of Speech Policy, which incorporates procedures relating to the invitation of external guests/speakers.

APPENDIX C is a External Guest / Speaker Consent Form which is the recommended mechanism for the departments who want to extend invitation to any intended attendee. This notification should be received by the Principal at least 10 working days prior to the event.

Analysis

Assess the risk posed by the guest / external speaker.

Once the department has determined who it wants to invite, it should consider the nature of the guest/speaker, conduct open source research and decide if the individual has any potential to be inflammatory.

In order to make this initial decision the department is should conduct research on the following:

- published material
- previous speech content
- known affiliations
- Guest / Speaker aliases

In order that a college is empowered to make informed and appropriate decisions regarding the attendance of an external speaker, that they designate an individual responsible in the department to undertake appropriate checks:

The decision to authorise guests/external speakers and the right to revise the timescales detailed in this document will remain the responsibility of the College Principal (or their designated representative).

Response

Document authority/refusal and monitor the event.

Once research has been conducted, the department will be in a position to consider all of the information and make an informed decision.

The Islamic College retains the ability to prohibit a speaker from attending if the following criteria is/are satisfied:

Presentation Content:

- The content of the presentation is likely to undermine the college's Equality and Diversity policy.

- The content of the presentation is likely to promote the isolation of students within or outside of the society in question

Guest / External Speaker History:

- The speaker has been or is currently associated with:
 - a) Home Office Proscribed Organisations,
 - b) Organisations which advocate acts of terrorism, or,
 - c) Any organisation whose beliefs contradict the college's Equality and Diversity policy.

- The speaker has expressed an opinion/interpretation in public, which:
 - a) Contradicts the college's Equality and Diversity policy in any way.
 - b) Advocates involvement in violence abroad.
 - c) Promotes the isolation of society members from other students, or, is likely to isolate any individual/group of individuals within the society from other members.

If information received does not clearly attribute a guest / external speaker to one of these categories then the department should make a collective decision.

Should the college then decide to host a speaker highlighted as controversial then the Islamic College will implement strict monitoring of the event.

The monitoring should:

- Ensure that the college Equality and Diversity policy is not breached by the speaker.

- Document the content of the presentation, it is recommended that this be done via a video and audio recording device.

Assessment

Review event and consider future attendance.

The department will update the reference file. Details of the outcome will be recorded in relation to monitoring of the event, any adverse or positive feedback and make a justified recommendation for future invitations.

Islamic College's External Speakers' Procedures

Appendix A – Procedures' checklist:

These procedures ensure that arrangements are sorted out and approved well in advance.

1. Scanning:

- Has the speaker request been received by the Principal at least 10 working days in advance of the planned event?
- Has the speaker request been assessed through appropriate checks?
- Has the transcript of the speech been submitted to the authorising staff member?
- Has the speaker provided a proof of identity?
- Have records been compiled for the even and gust/speaker?
- Is there a staff member with clear responsibility for collating information and liaising?

2. Analysis:

- Have open source checks been carried out on the following:
 - published material
 - previous speech content
 - known affiliations
 - aliases
- Have the open source enquiries been documented and referenced?
- If there are concerns or anxieties, have the following partners been informed:
 - Brent council Prevent coordinator
 - Department of Education Coordinator
 - Brent's Adult Protection Board
- Has the reference file been updated with new information?

3. Response:

- Does the guest / external speaker or the intended presentation breach any condition listed in Section 3. Act?
- Has the speaker been given permission to present?
- If yes, has the speaker received information on the Islamic College's Freedom of Speech Policy and safeguarding principles?
- Has a reference file been updated with justification as to why the external speaker was authorised / declined?
- Which member of staff has authorised the speaker?
- Who will be present to observe the speech/ presentation?
- Is there a mechanism for recording the event in place?
- Have security staff been informed to enable identification on the door?

4. Assessment:

- Did the speaker comply with Islamic College's Freedom of Speech Policy and safeguarding principles?
- Did the speaker contribute to the objective of the event?
- Would the college invite this speaker again? If no, why not?
- Has the reference file been updated?

Islamic College's External Speakers' Procedures

Appendix B – Islamic College Freedom of Speech Policy

01 Purpose

The purpose of this document is to specify Islamic College policy on freedom of speech. This policy takes account of (amongst other matters) the guidance of Universities UK (See Related Documentation) and the following legislation:

- Education (No. 2) Act 1986
- Education Reform Act 1988
- Counter Terrorism & Security Act 2015

02 Scope

2.1 Definition of the policy

This policy aims to ensure that any events where external speakers are invited to address students and other members of the college community:

- are lawful
- ensure the health and safety of all members of the college community, buildings and equipment
- support equality and diversity.
- support good community relations (internally and externally)
- do not significantly constrain the work of the College
- safeguard the College's good reputation

2.1.1 'Event' means any event of any kind on Islamic College Premises or 'off campus Islamic College events' including but not limited to meetings, assemblies, conferences, or gatherings, whether commercial or not. It does not relate to:

- a) Timetabled teaching activity such as seminars or lectures (teaching activity is subject to separate Islamic College Regulations. *Or*
- b) Professional and administrative activity or meetings.

2.1.2 'Off campus Islamic College event' means any event that is affiliated to, funded by or Islamic College branded (printed and electronic material) that takes place off campus (i.e. not on Islamic College premises)

2.1.3 'Controversial Event' means any Event which the Islamic College reasonably believes will or may involve any or all of the factors listed in paragraph 3.2.7.

2.1.4 'Safeguarding Officer' means the person (s) within the Islamic College who are responsible for making bookings of venues on Islamic College Premises and for overseeing requests for permission to hold Events under this Policy.

2.1.5 'Organizer' mean the department, which is primarily responsible for organizing the Event. (This will be the department which must apply for permission and which will be the primary point of contact for all arrangements).

2.1.6 'Islamic College Premises' means all premises and property owned, leased or controlled by the Islamic College, and includes whole or parts of buildings and rooms and external spaces as well as any premises owned or occupied by the Students' Representative Council.

2.1.7 'Visiting Speaker' means a person invited to speak at an Event, this can include a panel member for a debate.

2.1.8 'Working Day' means Monday to Friday inclusive, excluding bank or public holidays in England or days the Islamic College is closed, for example between Christmas and New Year.

2.2 What the policy covers:

2.2.1 Requirements to ensure that freedom of speech is enabled for members, students and visitors of the Islamic College and for Visiting Speakers.

2.2.2 Requirement to obtain permission to hold an Event on Islamic College Premises or off campus Islamic College event where that Event is considered to be a 'Controversial Event' (see Definitions).

2.2.3 This policy relates to all Events regardless of how they are booked, including (but not limited to):

- a) All internal Events which are booked via Registry
- b) All Events in the New or Old Block
- c) All Students' Representative Council Events, which are booked by the Students' Representative Council via Registry.
- d) All prayer room bookings via the Events' Team.
- e) All other external bookings for Events, which must be made through the Events' Team.

2.3 To whom the policy applies:

- a) All members of the Islamic College community (whether or not employed by the Islamic College).
- b) All employees and those working on behalf of the Islamic College (including agency workers and contractors);
- c) All students of the Islamic College (whether full / part-time, including students enrolled on a distance learning programme) and including all students studying at the Islamic College under an agreement with a partner organisation (even if those students are not registered as students of the Islamic College);
- d) The Students' Representative Council
- e) Any person, organisation or group not falling within any of the above categories who wishes to hold an Event on Islamic College Premises or off campus Islamic College event.

03 Policy Statement

3.1 Freedom of Speech and Expression

3.1.1 The Islamic College shall uphold the fundamental rights of freedom of speech and expression and academic freedom so far as that is reasonably practical within the realms of the law.

3.1.2 The Islamic College has a duty to maintain safety and good order on its premises and to ensure that the articulation of beliefs, points of view and opinion do not lead to the commission of an offence or otherwise constitute or give rise to the potential to constitute incitement to riot or incitement to racial or religious hatred.

3.1.3 The Islamic College will ensure the use of Islamic College Premises is not denied on grounds connected with the beliefs, views, policies or objectives of an individual or body of individuals, as long as such use is at all times within the law.

3.1.4 All persons to whom this Policy applies are required to observe the principles of freedom of speech and expression while on Islamic College Premises or off campus Islamic College events, and shall show respect and tolerance towards the expression of views, opinions and beliefs of others, even though those views, opinions or beliefs may run contrary to their own personal views, opinions or beliefs.

3.1.5 The Islamic College does not accept any discrimination. The protection of the right to hold or manifest a religious belief or the right to freedom of expression cannot be at the expense of permitting discrimination against others.

3.2 Permission to hold a Controversial Event (see Flowchart)

3.2.1 The Organizer may be asked by the Islamic College for additional information (using the Guest / External Speaker Consent Form) to enable it to assess whether the Event is considered to be a Controversial Event.

3.2.2 The Organizer must submit the completed Guest / External Speaker Consent Form to the Events Team as soon as possible and in any event no fewer than 15 Working Days before the date scheduled for the Event. Failure to submit the completed Guest / External Speaker Consent Form on time or to submit a properly completed Guest / External Speaker Consent Form with sufficient information about the Event may result in permission being withheld.

3.2.3 The Organizer must ensure that nothing is done to advertise, publicise or promote the Event through any channel (including, but not limited to, the display or distribution of any notices, posters or banners and the solicitation of media interest) unless and until permission is granted. Failure to comply with this requirement may result in permission being automatically withheld.

3.2.4 Each completed Guest / External Speaker Consent Form will be considered by the Islamic College's Safeguarding Officer or its authorised delegates, after any appropriate consultation will decide whether or not permission should be granted as set out below. The Organizer must promptly provide the Islamic College with all additional information or clarification about the Event which may be requested. In addition to the Guest / External Speaker Consent Form, the Safeguarding Officer may consider representations made by relevant interested parties, such as the Police, and the results of the Islamic College's own enquiries in connection with the Event.

3.2.5 The Safeguarding Officer will notify the Organizer of his/her decision within 5 Working Days starting on the date of receipt by the Safeguarding Officer of the completed Guest / External Speaker Consent Form or, if later, the date on which the Safeguarding Officer receives the additional information or clarification it has requested.

3.2.6 Where permission has been granted for an Event, the Organizer must inform the Safeguarding Officer immediately if there is any change to that Event and/or to any of the information contained in the Guest / External Speaker Consent Form. Such a change may trigger a re-assessment of the decision to grant permission and the Organizer may be required to submit a further Guest / External Speaker Consent Form with appropriate amendments.

3.2.7 In determining whether permission should be granted the Safeguarding Officer shall consider, amongst other relevant matters, some or all of the matters listed below recognising that freedom of speech may be justifiably relegated behind other more important considerations:

- a) The risk that the Event may:
 - i) Contravene, or by being held cause the Islamic College to contravene, any civil or criminal law and in particular, but without limitation, any laws relating to drawing people into or inciting any or all of the following (a) terrorism (b) public disorder (c) violent, threatening or abusive conduct; (d) conduct inciting racial or religious hatred; (e) discrimination; (f) defamation; (g) harassment; (h) trespass and / or
 - ii) Incite those attending to commit a criminal act or give rise to a breach of the peace; and / or
 - iii) Lead to rioting, public disorder or other anti-social or disruptive behaviour; and / or

- iv) Be in direct support of, or closely associated with, an organisation whose aims and objectives are illegal; and / or
 - v) Cause damage to property or harm or injury to others; and / or
 - vi) Adversely affect the 'student experience' of students who are studying at the Islamic College which is of paramount importance;
- b) The safety of persons attending the Event as well as the general safety and well-being of other users of Islamic College Premises who may foreseeably be put at risk as a result of the Event. Consideration of this may include liaison with the Head of Security and/or the Police;
 - c) The risk of harm to any person including but not limited to any Visiting Speaker(s), staff, students and visitors of the Islamic College;
 - d) The security of Islamic College Premises and the Islamic College's duty to uphold good order on its premises;
 - e) The Islamic College's positive commitment to respect the equality and diversity of members of the Islamic College community and third parties with whom it has dealings (as articulated in the Islamic College's policies); and
 - f) The need to protect the good name, reputation and business of the Islamic College and its charitable status.

3.2.8 Where the Safeguarding Officer grants permission for an Event, that permission may be subject to certain conditions or restrictions which the Organizer must ensure are complied with, including (without limitation) instructions on the location, format and scheduling of the Event, prior approval of, and/or limitations on, any publicity material, and requirements for the security measures to be taken at the Event. The Safeguarding Officer also reserves the right to release a public statement setting out his/her reasons for granting permission and disclaiming any connection with the views expressed at the Event.

3.2.9 If the Organizer fails to ensure that all conditions and restrictions which apply to the permission are complied with, the Events' Team may withdraw that permission and take such other action as is deemed appropriate in the circumstances, including cancellation of the Event.

3.2.10 If the Safeguarding Officer reasonably believes that any information contained in the Guest / External Speaker Consent Form submitted by the Organizer is untrue and/or misleading in any respect, then s/he may withdraw any permission which has been granted for the Event.

3.2.11 The Safeguarding Officer reserves the right to reassess the Organizers' application for permission at any time prior to the Event and the Event may have to be postponed until such reassessment has been made. The Safeguarding Officer may seek to invoke this power on the basis of new information or where an objection is raised (See Right to Object below) or where it considers that any material change to the Event has been made. In reassessing the application for permission the Safeguarding Officer will re-consider the points stated above in paragraph 3.2.7.

3.2.12 The Organizer shall be responsible for meeting all:

- a) Costs and expenses incurred in complying with requirements for holding the Event as deemed necessary by the Islamic College, the Police and/or other appropriate authorities, such as security measures around the Event; and
- b) Losses, liabilities, costs and expenses which may be incurred arising from the postponement or cancellation of the Event in accordance with this Policy. The Organizer shall indemnify and hold harmless the Islamic College from and against any and all such costs, expenses, losses and liabilities under this paragraph 3.2.12.

3.3 Withholding or withdrawing permission and the Right to Appeal

3.3.1 Where permission is withheld or withdrawn, the Safeguarding Officer shall provide reasons to the Organizer. The Organizer has the right to appeal the decision within 5 Working Days by making representations in writing to the Safeguarding Officer. If there is insufficient time to hear the appeal before the scheduled date for the Event, the Event may have to be postponed pending the outcome of the appeal.

3.3.2 There is no right of appeal in situations where the Organizer has breached this policy.

3.3.3 Within 5 Working Days of receipt of the appeal, the Safeguarding Officer shall review the original decision and will notify the Organizer of the outcome of his/her appeal.

3.3.4 If permission has been granted but is subsequently withdrawn, the Organizer must immediately stop advertising, publicizing and promoting the Event and (at its cost) must remove all advertisement and promotional materials from all channels, including taking down materials displayed on Islamic College Premises or for off campus Islamic College events.

3.4 Right to Object to an Event

Any person may raise an objection to the Safeguarding Officer in respect of the holding of an Event. The Safeguarding Officer may take such steps as s/he considers necessary in response to the objection, which may result in the Organizer being required to postpone, relocate or cancel the Event.

3.5 Controversial and offensive notices, banners and literature

The Safeguarding Officer has the right to take such steps as it considers necessary, including confiscating any notices, banners or other literature, that in the opinion of the Islamic College go beyond the mere expression of points of view and opinion upheld by this Policy, or are otherwise unlawful.

3.6 Visiting Speakers

In upholding the right of freedom of expression and academic freedom the Islamic College recognises and encourages the need for free debate, therefore all Visiting Speakers will be asked to take questions from those attending the Event, so that the opinions and theories expressed can be tested and challenged openly and within the boundaries of the law. The Islamic College reserves the right to remove any person attending an Event whose behaviour becomes disruptive, abusive or otherwise unlawful and may, if appropriate report that person's behaviour to the Police.

3.7 Information Sharing

In following the requirements of this Policy, there will be liaison and exchange of information between Islamic College's departments / units and external bodies. These may include (but are not limited to);

- Safeguarding Officer
- Marketing Department
- Islamic College Legal Support
- Students' Representative Council
- Police
- Academic Institutions

3.8 Record Keeping and Monitoring

In order to ensure that fair and lawful decisions, consistent with this policy, are made, comprehensive records of applications to hold events, consideration of those events and any other relevant documents shall be maintained by the Islamic College's and retained for not less than six years.

04 What happens when the Policy is not followed

4.1 Any breach of this Policy may result in disciplinary action in accordance with the applicable discipline policy and/or the withdrawal of permission for the Event.

4.2 Where the acts of individuals involve alleged breaches of criminal law, the Islamic College will assist the prosecuting authorities in implementing the process of law and any internal disciplinary proceedings may be deferred or suspended pending the outcome of criminal proceedings.

05 Related Documentation

5.1 Islamic College Policies, etc.

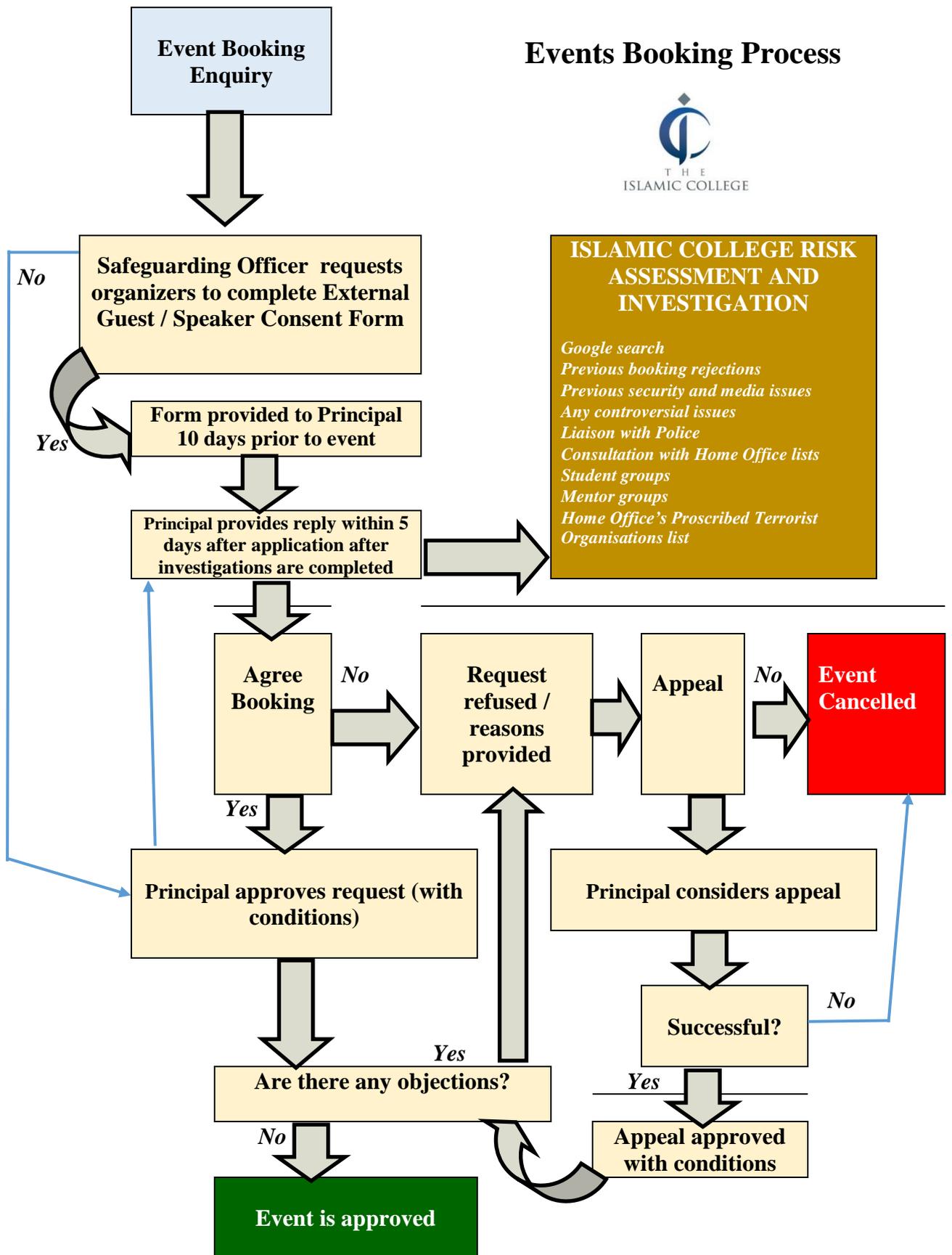
- Islamic College Prevent Policies

5.2 External Policies and Guidance

- Islamic College Handbook and General Policies
- Prevent Duty Guidance for Higher Education
- Equality and Human Rights Commission
- Universities UK Guides
 - Freedom of Speech on Campus: rights and responsibilities External Speakers in Higher Education Institutions

Freedom of Speech Policy

Events Booking Process



Islamic College's External Speakers' Procedures

Appendix C – Guest / External Speaker Consent Form (Staff)

1. Complete **all** boxes in Section A
2. Ensure you have signed in Section B
3. Take the form to the Principal to get consent

SECTION A

External Guest / Speaker Consent Form

This form should be completed, providing additional information about an event requested to take place on Islamic College premises. The Form should be submitted (by the Event Organizer) 10 working days in advance of the proposed event.

Please note that in upholding the right of freedom of expression and academic freedom the Islamic College recognizes and encourages the need for free debate, therefore all external guests / speakers will be asked to take questions from those attending the Event, so that the opinions and theories expressed can be tested and challenged openly and within the boundaries of the law.

Event title:	
Date and time:	
Organizer's full name:	
Organizer's contact details: (organisation/ address/ email/ telephone/ mobile)	
If more than one Speaker (panel member), please complete a separate form for each one	
Speaker's (Panel member's) full name:	
Speaker's (Panel member's) organisation and website URL:	
Title of talk / debate:	
Language of event	
Subject matter:	
Event start and end time:	
Have appropriate checks about the speaker been undertaken? Specify what checks have been done.	
Has the speaker spoken at the Islamic College before? If yes, please provide date and subject:	

Has the speaker been refused to speak here or at other educational establishments before? If yes, please provide details:	
Is the event likely to generate unsolicited (or solicited) media interest? If yes, please provide details:	
Is there likely to be controversy or threat of disruption at this event? If yes, please provide details: N.B. Controversy in this scenario means any public dispute, argument, debate (strong disagreement), contention, strife.	
Are there any other details about the event that should be noted i.e. has there been any controversy at previous events? If yes, please provide details:	
Would the event be perceived by anyone as conflicting with the Islamic College's dignity? If yes, please provide details:	
How many people are likely to attend?	
How will the event be advertised?	
What conditions will be requested for the event e.g. ticketed, open to the public, intention to segregate etc?	

Organizer to read and sign (electronic completion accepted): I confirm that I have made true statements about the proposed event. I have also read the Freedom of Speech Policy and confirm that this event and its speakers will adhere to the principles of the policy.

Signed:	Date:
Signed off by the Principal (or Deputy)	Date:

SECTION B

SIGNATURE OF ORGANISERS:	DATE OF SUBMISSION:
MOBILE NO:	
LINE MANAGER'S NAME (if different):	
SIGNATURE (if different):	

PRINCIPAL’S CONSENT:

I give my consent for the named speakers above to enter the College for this meeting.
Only those outside speakers listed above can enter the College.

SIGNATURE:

DATE:

(Completed form to be taken to the Student Information Centre. You will receive an acknowledgement slip and you can then go ahead with your arrangements. Any changes must be agreed with the Principal.)

Note: Staff must always have agreement from the Principal if they wish to invite an outside speaker into the College.

1. Staff should have consulted with their line manager (if appropriate)
2. Having completed the form with all the information and relevant signatures, the form needs to be signed by the Principal.
3. Principal to retain a copy of form and also copy to Campus Officers.
4. Completed form to be returned to the Student Information Centre to ensure that Visitor Notification is actioned.

Where permission has been granted for an Event, the Organizer must inform the Islamic College immediately if there is any change to that Event and/or to any of the information contained in this Guest / External Speaker Consent Form. Such a change may trigger a re-assessment of the decision to grant permission and the Organizer may be required to submit a further Guest / External Speaker Consent Form with appropriate amendments.

Organizer to complete and return form to the Events team a minimum of 10 working days.