



EXTERNAL SPEAKER POLICY

Scope

The Norwich City Community Sports Foundation ("Foundation") External Speakers' Code of Conduct outlines the behaviour expected from people visiting and speaking at the Norwich City Community Sports Foundation. All individuals have a responsibility to act according to the highest standards of integrity, and to ensure the reputation of CSF is beyond reproach.

External speakers visiting and speaking at the Norwich City Community Sports Foundation have a responsibility for maintaining the standards set within this Code of Conduct, making sure there is equal access and opportunity for all, and that fairness and respect is upheld. This Code allows Norwich City Community Sports Foundation to uphold its values of trust, integrity, responsibility and partnership working and allows us to deal with any breaches with a consistent approach.

Norwich City Community Sports Foundation expects all involved with Norwich City Community Sports Foundation activities to sign up to the Code of Conduct and breaches of this code may be dealt with external organisations.

Procedure Statement

Individuals involved with Norwich City Community Sports Foundation, both adults and children must treat everyone equally and sensitively regardless of age, disability, gender, race, ethnic origin, culture or social background, sexual orientation, religious belief, political affiliation or any other personal characteristic/feature. The Foundation is opposed to any form of violent, abusive, offensive or discriminatory behaviour and will act accordingly to individuals who do not abide by this Code of Conduct.

Everyone involved with the Foundation, both adults and children have a responsibility to treat everyone with dignity, respect, sensitivity and fairness. In particular, individuals should be aware of the special needs of children and adults at risk and recognise that some face additional barriers.

Every child or adult at risk involved in the Foundation activities should be able to participate in an enjoyable and safe environment and be protected from abuse. This procedure applies to everyone who is visiting and speaking at a Foundation event.

Procedure

Prior to the confirmation of any external speaker, the event organiser will be responsible for assessing the speaker against the following set of questions:

- Has the speaker previously been prevented from speaking at the Foundation, Norwich City Football Club or a similar establishment or previously been known to express views that may be in breach of the Foundation's External Speaker Code of Conduct or Equality, Diversity and Inclusion policy?
- Does the proposed title or theme of the event present a potential risk that views/opinions expressed by speakers may be in breach of the Foundation's External Speaker Code of Conduct or Equality, Diversity and Inclusion policy?
- Is the proposed speaker/theme likely to attract attendance from individuals/groups that have previously been known to express views that may be in breach of the Foundation's External Speaker Code of Conduct or Equality, Diversity and Inclusion policy?

If the answer to all three questions is no, the event organiser can confirm the external speaker and 'book' them to speak at their event or activity in the normal way. It is required that the external speaker be sent a copy of the Foundation's External Speaker Code of Conduct, the Safeguarding policy and the Equality, Diversity and Inclusion policy.



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If the answer to any of the questions is unclear, unconfirmed or yes, the event organiser must seek guidance from their Line Manager or Head of Operations and Business Development, whose responsibility it will be to further review the speaker(s) against the questions above.

It is the responsibility of the event or member of staff who booked the external speaker to ensure that:

- The Safeguarding and Equality, Diversity and Inclusion policies are communicated to all external speakers
- The Code of Conduct section is communicated to all external speakers and a signed copy is returned before the event.
- That all reasonable steps are taken to ensure that the requirements within the Code of Conduct are upheld during the running of the event or activity (this may involve seeing a presentation before it is delivered).
- External speakers are not left unsupervised during the event, especially where a speaker cannot provide a relevant and appropriate DBS check; this must be checked by a designated safeguarding officer.

Conduct

The Foundation expects external speakers to act in accordance with the law and not to breach the lawful rights of others.

Set out below are some examples of the Foundation's expectations. Please note that this is not intended to be an exhaustive list of unacceptable conduct by external speakers.

If the Foundation reasonably considers there may be a breach of the code of conduct or of any legal obligation, they reserve the right to:

- Not permit an external speaker to speak at or attend an event
- Refuse to permit an event going ahead and/or
- Halt an event at any time

During the course of the event at which he or she participates, no speaker shall:

- Act in breach of the criminal law.
- Use inappropriate language, gesture or symbols
- Incite hatred or violence or any breach of the criminal law.
- Encourage or promote any acts of terrorism or promote individuals, groups or organisations that support terrorism.
- Spread hatred and intolerance.
- Discriminate against or harass any person or group on the grounds of sex; gender reassignment; race, nationality or ethnicity; disability; religious or other similar belief; sexual orientation; marriage or civil partnership; pregnancy or maternity or age.
- Defame any person or organisation.
- Raise or gather funds for any external organisation or cause without express permission of the Foundation.

During the course of the event at which he or she participates, all speakers shall:

- Present ideas and opinions, in particular those that may be contentious or potentially offensive, in the spirit of academic debate, being open to challenge and question.
- Respect the rights, dignity and worth of others
- Follow the Foundation's policy on and instructions relating to health and safety.
- Follow the Foundation's policy on and instructions relating to safeguarding.
- Follow the Foundation's policy on and instructions relating to data protection.
- Follow the Foundation's policy on and instructions relating to Prevent.

Staff Expectations



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The event organiser must ensure that they or a suitable designated person is in attendance during the entirety of the talk and must be responsible for stopping the event should the external speaker breach the code of conduct.

Online Events

Where an event occurs via video conferencing all the same rules as above apply for external speakers.

You must:

- Communicate the Code of Conduct and the Foundation's Safeguarding and Equality, Diversity and Inclusion policies with the external speaker
- Ensure the external speaker has signed and returned the Code of Conduct before they deliver
- That all reasonable steps are taken to ensure that the requirements within the Code of Conduct are upheld during the running of the event or activity (this may involve seeing a presentation before it is delivered).
- Be present during the event. Where this is not practicable, you must find a suitable replacement.

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Authorised by: Gavin Coe – Head of Operations and Business Development

The Foundation reserve the right to review and update this procedure as required.