fircroftcollege

External Events or Activities Policy

POLICY / DOCUMENT PURPOSE STATEMENT

Fircroft College is committed to providing a safe, inclusive, and respectful environment for all staff, students, visitors, and external partners. This policy sets out the framework for hosting external events/activities or visitors, ensuring compliance with legal obligations, safeguarding responsibilities, and the College's wider values.

APPLICATION
This policy applies to all events hosted on Fircroft College premises or under its name. External speakers, facilitators, and organisations using College facilities or residential facilities. Staff, students, governors, and third-party event organisers.

INTERPRETATION
Further guidance on the use or interpretation of this policy may be obtained from the colleges External Engagement Manager or Assistant Principal – Business Support & Development.

LINKS WITH OTHER POLICIES / DOCUMENTS

Health & Safety Policy
Safeguarding Policy
Acceptable Behaviour Policy
Equality, Diversion & Inclusion Policy

Version number	2
Owner / Department	Andy Gazey/Operations
Date of implementation	01/12/2025
Review date	01/12/2026
Ratified / Authorised by	04/02/2026

1. Principles

Freedom of Speech: The College supports lawful freedom of expression and academic debate while ensuring safety and preventing harm.

Compliance: All events must comply with the Counter-Terrorism and Security Act 2015 (Prevent Duty), safeguarding legislation, and health and safety regulations. It will also ensure compliance with upcoming legislation such as Terrorism (Protection of Premises) Act 2025 (Also known as Martyn's Law).

Equality and Inclusion: Events must uphold the College's Equality, Diversity, and Inclusion Policy.

2. Event Approval Process

Initial Request: All external event, activity or residential proposals must be submitted via the College's Event Booking Form and sent via Enquiries@Fircroft.ac.uk.

Preliminary Review: The Colleges External Engagement Manager will check availability, suitability of facilities, and alignment with College values in line with other key staff.

Acceptance of Terms: The college will receive confirmation from the requestee that they accept the colleges external event terms as well as the quoted fee. The requestee will also submit a completed PO.

Risk Assessment: No event will be approved without a completed and signed risk assessment (see Section 4).

Final Approval: Approval is granted by the Assistant Principal (Business Support & Development) or delegated authority.

3. Responsibilities

Event Organiser: Ensures compliance with this policy and provides all required documentation.

College Management: Reviews risk assessments, ensures activity aligns with college values, ensures core delivery is unaffected, that the colleges safeguarding duty is met, approves events, and monitors compliance.

Safeguarding Lead: Reviews events for safeguarding concerns, including Prevent Duty compliance.

4. Risk Assessment Requirements

Before accepting any new event:

A formal risk assessment must be completed by the organiser and reviewed by the College 2 weeks prior to formal acceptance of the event.

The assessment must cover:

- Speaker/Organisation Vetting: Background checks for links to proscribed groups or extremist views.
- Content Review: Materials and presentations must be submitted for scrutiny.
- Health & Safety: Venue suitability, fire safety, crowd control, accessibility, and emergency procedures.
- Safeguarding Risks: Potential exposure to harmful or discriminatory content.
- Risks related to core delivery
- Reputational Risks: Likelihood of controversy or negative publicity.
- Risk Rating: Each risk should be scored for likelihood and impact (e.g., Low/Medium/High).
- Control Measures: Actions to mitigate identified risks (e.g., security presence, attendee screening).
- Approval: Events rated as High Risk require escalation to an Assistant Principal for decision.

The college will communicate with the requestee regarding any mitigating actions required in line with the completed RA no less than 2 weeks prior to the event date.

5. **Monitoring and Review**

Post-event evaluation will be conducted to assess compliance and identify improvements.

This policy will be reviewed annually or following significant legislative changes.