

External Speakers & Freedom of Speech Policy

Mission, Vision and Values

Mission

Progressing lives through pioneering education.

Vision

Empowering people to unlock their full potential and achieve lasting success.

Values

Care

Expertise

Innovation

Accountability

Values



Care



Expertise



Innovation



Accountability

Contents

	Page
1. Introduction	4
2. Scope	4
3. Legal and Regulatory Framework	4
4. Related Policies	5
5. Definitions	5
6. Principles	5
7. British Values	5
8. External Speakers and Events	6
9. Roles and Responsibilities	6
Contact	7
Statutory information	7
Review	7
Training and Roll Out	7
External Speaker Declaration and Agreement	8-9

1. Introduction

Busy Bees Education and Training (BBET) is committed to safeguarding learners, employees, and visitors while upholding the principle of freedom of speech within the law.

BBET recognises its statutory responsibilities under the Counter-Terrorism and Security Act 2015, the Prevent Duty, and wider safeguarding legislation.

This policy sets out how BBET balances freedom of expression with its duty to protect individuals from harm, radicalisation, discrimination, or unlawful conduct.

BBET will take all reasonably practicable steps to ensure that freedom of speech is secured within the law for learners, employees, contractors, and external speakers.

2. Scope

This policy applies to:

- All apprentices and learners
- All employees including coaches and managers and leaders
- Partner organisations
- Employers hosting apprentices
- External speakers, visitors and event contributors

The policy applies across all teaching activity including classroom-based delivery, workplace learning, online learning, and events hosted by BBET.

3. Legal and Regulatory Framework

This policy is informed by:

- Counter-Terrorism and Security Act 2015
- Prevent Duty Guidance for Education and Training Providers
- Equality Act 2010
- Human Rights Act 1998
- Department for Education (DfE) apprenticeship funding rules
- Ofsted Education Inspection Framework

4. Related Policies

This policy should be considered in conjunction with BBET's other policies and procedures including:

- Safeguarding Policy
- Equality, Diversity and Inclusion Policy
- Internet and eSafety Policy
- Prevent Policy
- Prevent Risk Assessment and Action Plan
- Speak Up Policy

5. Definitions

Freedom of Speech: The right to express opinions and ideas without unlawful interference, subject to restrictions set out in law.

Extremism: Vocal or active opposition to fundamental British values.

Prevent: A government strategy aimed at stopping people from becoming terrorists or supporting terrorism.

Radicalisation: The process by which a person comes to support terrorism or extremist ideologies.

6. Principles

BBET believes that a culture of free, open, and robust discussion can only be achieved when individuals act responsibly and lawfully.

BBET expects all participants to:

- Respect diversity and individual beliefs
- Avoid needlessly offensive, intimidating, or provocative behaviour
- Engage in discussion in a manner that supports a safe and inclusive learning environment

Any activity that may create fear, harassment, intimidation, verbal abuse, or violence, particularly on the grounds of protected characteristics, is contrary to BBET's values and will not be tolerated.

7. British Values

BBET actively promotes the Fundamental British Values of:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance of those with different faiths and beliefs

Promoting these values includes appropriately challenging opinions or behaviours that are contrary to them, in a proportionate and respectful manner.

8. External Speakers and Events

BBET recognises the educational value of external speakers and events and is committed to ensuring these activities are managed safely, lawfully, and proportionately.

Prior to any event involving an external speaker, the Designated Safeguarding Lead (DSL) or a Designated Safeguarding Officer (DSO) will ensure that:

- The speaker understands and agrees to BBET's expectations regarding safeguarding, Prevent, and freedom of speech
- The proposed content does not undermine lawful knowledge, inclusion, or freedom of choice
- Any safeguarding or Prevent risks are identified and managed

9. Roles and Responsibilities

All

- Submit requests to the Designated Safeguarding Lead for external speakers using the External Speaker Declaration and Agreement
- Report concerns promptly following internal procedures

Senior Leadership Team

- Review escalated external speaker declaration and agreements, ensuring learners and employees are protected from harm

Designated Safeguarding Lead (DSL)

- Review External Speaker Declaration and Agreements and provide approval for events.
- Liaise with external speakers where we refuse, cancel, or place conditions on any event or speaker where concerns are identified

Managers

- Ensure all team members are aware of the External speaker approval process

Coaches

- Encourage learners to participate in suitable events that promote British Values, or activities to prevent radicalisation and extremism

Learners

- Are encouraged to share concerns
- Are supported to develop resilience and critical thinking

Contact

If you have any questions or suggestions regarding this policy, please contact:

Designated Safeguarding Lead

Busy Bees Education and Training Limited

St Matthews, Shaftsbury Drive, Burntwood, WS7 9QP, UK.

Email: enquiries@busybees.com

Statutory information

Busy Bees Education and Training Limited

Registered in England and Wales under Company Registration No. 03026494

Registered Office: St Matthews, Shaftsbury Drive, Burntwood, WS7 9QP, UK.

Email: enquiries@busybees.com

Review

This policy is:

- Monitored by senior leadership
- Reviewed at least annually, or in response to legislative changes or following updates to risk assessments or incidents
- Agreed and signed off by the Managing Director

Training and Roll Out

This policy will be made available via our website (busybeestraining.co.uk) and SharePoint. Training will be made available via our Virtual Learning Academy (VLA) and/or during Face-to-Face or Teams meetings as part of ongoing staff development, along with our commitment to this policy.

Policy Owner: Designated Safeguarding Lead

Ref: Q03-External Speakers & Freedom of Speech Policy

Version: 2.0

Approval Date: 1st February 2026

Review Date: 1st February 2027

External Speaker Declaration and Agreement

This form must be completed and approved before any external speaker event takes place.

Speakers Details

Full Name	<input type="text"/>	Organisation (If applicable)	<input type="text"/>
Role/Title	<input type="text"/>	Contact Email	<input type="text"/>
Contact Telephone	<input type="text"/>		

Event Details

Date of Event	<input type="text"/>	Location/Platform (e.g. classroom, workplace, online)	<input type="text"/>
Topic/Title of Session	<input type="text"/>		
BBET Host	<input type="text"/>		

Content Declaration

Please confirm the following by ticking each box:

- I understand that Busy Bees Education and Training has a duty to safeguard learners and staff.
- I confirm that my presentation or contribution will comply with UK law and will not incite violence, hatred, discrimination, or unlawful activity.
- I confirm that my contribution will not promote extremist views or oppose Fundamental British Values.
- I understand that BBET reserves the right to stop or terminate the event if concerns arise.
- I agree to act in a respectful and inclusive manner at all times.

Declaration

I confirm that the information provided is accurate and that I agree to comply with Busy Bees Education and Training's External Speakers and Freedom of Speech Policy.

Speaker Request

Speaker Name

Signature

Date

BBET Approval

Approved by (DSL / DSO)

Signature

Date