



Oakswood College

Empowering Through Education



Guest Speaker Code of Conduct

*Poster
(Do's and Don'ts)*

PROMOTING EXCELLENCE • ENSURING COMPLIANCE
SUPPORTING OUR COMMUNITY



GOVERNANCE



QUALITY



COMPLIANCE



EXCELLENCE



EXTERNAL SPEAKER CODE OF CONDUCT

DO'S

- Provide accurate biographical details and any relevant background requested prior to the event
- Speak freely within the law.
- Stick to the agreed topic, format, audience and purpose as agreed
- Follow instructions from the chair and staff to maintain good order, timekeeping and safety.
- Allow lawful challenge, questions and peaceful disagreement from attendees..
- Respect all participants.
- Cooperate with any security, safeguarding or other conditions attached to event approval.
- Start and end on time.

DON'TS

- Engage in unlawful speech or conduct (e.g. harassment, discrimination, hate speech, , intimidation, violence, or other unacceptable behaviour).
- Change the topic or format in a material way without prior agreement.
- Disrupt proceedings, prevent others from being heard, block access, or ignore reasonable directions from staff/chair.
- Attempt to silence, ridicule or shut down lawful opposing views.
- Undermine agreed security or safeguarding measures, or create avoidable Prevent or duty-of-care concerns.
- Withhold relevant information (e.g. prior cancelled/refused events, affiliations) that the College reasonably needs for risk assessment.
- Sell or promote a product or service unless by strict prior agreement.
- Cancel event with a short notice.

