



EXTERNAL SPEAKER AND EVENTS POLICY

Audience	Policy	Version and Date	Next Review Due	External Reference Points:
External	External Speaker and Events Policy	V-02, July 2017	June 2019	UK Quality Code 2015 Prevent Guidance BIS/ Hefce November, December 2015 Universities UK guidance freedom of speech on campus 23 November 2015 Protecting charities from harm: Compliance toolkit Charities Commission 2013 Education Act 2011

PURPOSE

This Policy meets responsibilities placed on the College to meet current legislation in the national ‘Prevent strategy’. The College recognises its duty of care to students and staff and its legal responsibility to comply with this legislation introduced in autumn 2015. It is intended to accompany the College’s Prevent Strategy and focusses expressly on ensuring the freedom of speech of external speakers and events held in connection with the College as part of the UK academy. The approach is based on taking a proportionate and risk-based approach, as advised in the Prevent duty guidance.

This policy and set of procedures are not directed at any specific religion, religious group or at the proponents of any other set of beliefs. The College’s aim is to be able to monitor, manage and deal effectively with the Prevent strategy in respect of any individual being drawn into violent extremism and eventually terrorism.

PRINCIPLES

Taking a proportionate approach involves reviewing, assessing and authorising events and speakers off and on-site. This policy sets out the principles of the London Churchill College External Speaker and Events approaches. The College’s unequivocal responsibilities to meet the Prevent Duty in respect of ‘proscribed organisations’ is outlined.

- Any activity relating to events and meetings must not, in any circumstances, involve speakers or support of speakers from proscribed organisations listed by the UK government. Organisations which are proscribed are found on the UK.gov site.

A Statement of Principle of Academic Freedom and Freedom of Speech confers rights and responsibilities:



- Exercising Academic Freedom and Freedom of Speech does not establish a broad right NOT to be offended.
- It is not generally unlawful to express views, or undertake research or teaching that some might find objectionable or offensive.
- The College has a responsibility to ensure that individuals or groups who incite hatred or violence against any individuals or groups, or seek to undermine society's, a group's or an individual's fundamental democratic rights and freedoms, are not supported or promoted.
- The College encourages development and teaching by academic staff and curricula which extends the academy, challenging norms and conventional wisdom and viewpoints, involving learning and assessment on potentially controversial topics.
- The College confirms that undertaking research on controversial topics is an expected part of generating new knowledge and academic development. This would include using College systems and allowing access for bona fide teaching and research purposes. In these instances processes will be put in place by senior management so that the College maintains activity to meet Prevent duty.

Speakers and events

The different ways that events take place in connection with the College are identified including:

1. External speakers engaged routinely with unit or course delivery activity on-site.
2. Speakers at a particular College conference, seminar, presentation or demonstration.
3. Extra-curricular or co-curricular activities which supplement and develop staff and students' understanding of knowledge, skill, subject area or discipline.
4. Public seminar programmes and corporate events.
5. Student body led events.
6. Externally booked and led conferences and events.

The College considers that there would not be a general expectation that speakers involved with the College in routine teaching, learning and research require the most senior level of approval at the College. The Speakers and Events are expected to meet core College values and expected standards of those speaking. Engagement is considered through a series of core questions and only escalated to senior level of consideration if flags are raised. The intention is to act proportionately and practically across the College's sites. Responsibility is placed clearly on the organiser of the event to make informed assessment and seek advice of the Chair of the Prevent Steering Group should they have any doubts or concerns. Records of preparation and decision-making will be maintained throughout.

Core questions for organisers of Speakers and Events

The core questions must be addressed by organisers of each speaker and event activity involving the College. These considerations must be concluded at least two days prior to the proposed Event / Speaker activity.

- a) Is the event run by an external organisation, or one aligned to the College / university, are all those involved and speakers clear?



- b) Has the speaker been refused permission to speak publicly at other educational establishments or organisations (including the Student Body / union at another HEI)?
- c) Is the subject matter, topic or title controversial if advertised to the general public or within the College community?
- d) Is there a likelihood of a situation arising in which people might experience harassment, intimidation, verbal abuse or violence, damage to person or property?
- e) Do we know or think that each speaker would not be able to confirm that he/she would be able to abide by all relevant College policies, including meeting statements on Academic Freedom and Freedom of Speech?

The External Speaker must sign the External Speaker Statement Form, confirming that they will abide by College policies and the statements on Academic Freedom and Freedom of Speech.

Referral Procedure

If any organiser considers the core questions test cannot be met, they must contact MWI Oli, Director of Studies at mwioli@londonchurchillcollege.ac.uk or nominated other, at least two days prior to the proposed Speaker / Event activity. The DoS, as authorising officer, will liaise with relevant internal contacts such as in Legal services, Marketing, Communications and also liaise with appropriate external agencies. This might include: the local Prevent Co-ordinator and Metropolitan Police. Considerations will be given to such as any event and /or speaker modifications necessary, or if it is appropriate to have a speaker with an opposing view to that of other speaker(s) at the same event.

In the first instance for external referrals to Prevent, an anonymised case overview will be sent to the Prevent Co-ordinator for review and advice on whether a formal referral should be made. The College understands that whilst measures can be put in place to help mitigate risk, it can never predict what someone will say.

A review process will be held post-event to help formulate the responses, and assist the College in determining how future events are planned, the booking process, and or the type of sanctions which might be imposed post event.

Any appeal should be made to the College's Head of Higher Education for any individual, or group unhappy with a decision of an authorising officer, irrespective of that outcome.

SMT will monitor these activities and report outcomes to Academic Board as appropriate.

Confidentiality and Information Sharing and Record Keeping

The organiser must maintain records regarding the Speaker and Event activity, recording the processes followed in decision-making and outcomes. The Head of Employability will maintain these public records on the College's behalf. The authorising officer for any speaker or event activity escalated to the Prevent Steering Group will enlist specialist support irrespective of the likely outcome of the authorising officer's decision. In instances where referrals have been made to partners and or to authorities beyond the College, records will meet the Prevent statutory duty but will remain confidential.



Student body and societies

The College's Student body is recognised as a potential organiser of Events and speakers. It is expected to play an active and positive role in ensuring and maintaining the College Prevent and other policies whether on or off-site. Student representatives are provided with guidance and advice on policies concerning Student Welfare as part of their training.

Terms and References

Terms can be checked at site:

<https://www.gov.uk/government/publications/prevent-duty-guidance>

Proscribed organisations:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/509003/20160318proscription.pdf

Universities UK:

<http://www.universitiesuk.ac.uk/policy-and-analysis/Pages/universities-and-counter-terrorism.aspx>



External Speaker Statement Form

Purpose

1.1. This statement by external speakers to the College meets responsibilities placed on the College to meet current legislation in the national ‘Prevent strategy’. The College recognises its duty of care to students and staff and its legal responsibility to comply with this legislation introduced autumn 2015. It is intended to accompany the College’s Prevent Strategy and focusses expressly on ensuring the freedom of speech of external speakers and events held in connection with the College as part of the UK academy. In Summary:

- Exercising Academic Freedom and Freedom of Speech does not establish a broad right NOT to be offended.
- It is not generally unlawful to express views, or undertake research or teaching that some might find objectionable or offensive.
- The College has a responsibility to ensure that individuals or groups who incite hatred or violence against any individuals or groups, or seek to undermine society’s, a group’s or an individual’s fundamental democratic rights and freedoms, are not supported or promoted.
- The College encourages development and teaching by academic staff and curricula which extend the academy, challenging norms and conventional wisdom and viewpoints, involving learning and assessment on potentially controversial topics.
- The College confirms that undertaking research on controversial topics is an expected part of generating new knowledge and academic development. This would include using College systems and allowing access for bona fide teaching and research purposes. In these instances processes will be put in place by senior management so that the College maintains activity to meet Prevent duty.

Statement by External Speaker:

I, confirm that I will abide by all relevant College policies, including meeting statements on Academic Freedom and Freedom of Speech.

Signed: Name.....

Date:.....

Confidentiality and Information Sharing and Record Keeping

We will maintain records regarding the Speaker and Event activity, recording the processes followed in decision-making and outcomes.

Terms and References can be checked at:

<https://www.gov.uk/government/publications/prevent-duty-guidance>