



## Managing External Speakers Policy

### ORGANISATION OF EVENTS INVOLVING EXTERNAL SPEAKERS

1. This policy must be read in conjunction with the [Prevent Policy](#), [Code of Practice on Freedom of Speech](#), [Health and Safety Policy](#), and the [Room Booking Terms and Conditions](#).
2. Definitions:

Term	Meaning
External Speakers	<p>Are persons who are invited to speak at the College to members of the College. For these purposes, an external speaker is a person(s) who is not a member of the College, and who has been invited to speak at an event for purposes that are not a designated part of an academic programme of study, research activity or an academic offer. This definition includes pre-recorded, streamed or broadcast materials from an external speaker.</p> <p>External speakers will exclude:</p> <ul style="list-style-type: none"><li>• A person who has been awarded the title of 'Fellow' of the College</li><li>• Networking events organised by professional or faculty staff</li></ul>
Event	Includes, but is not limited to, meetings where members of the College, members of the public and/or external speakers will be present.
Member of the College	Includes faculty and professional staff, students, alumni and board members.
Guest	A person who is attending an event who is not a member of the College.
Principle Organiser (PrO)	Every event must have a principle organiser who is responsible overall for the event, and in the first instance who considers the invitation of the external speaker to the event.
Prevent Officer (PO)	Person responsible for carrying out due diligence.
Facilities Coordinator (FC)	Person responsible for carrying out health and safety risk assessments.

### REQUESTING AN EXTERNAL SPEAKER PROCEDURE

3. In conjunction with this policy, the following procedure and [Room Booking Form](#) must be used to request the attendance of an external speaker
4. For all other room bookings that fall outside of this policy please refer to the [Timetabling Policy](#).
5. Procedure
  - 5.1. Each booking must identify a Principal Organiser (PrO).
  - 5.2. Student organised events must have the approval of the Student Union or a Head of Faculty, and must have a member of staff on duty for the duration of the event.
  - 5.3. In all cases, the PrO must allow sufficient time for the booking to be considered using the College's processes. The College reserves the right to reject the booking on the grounds that there is insufficient time to follow the process if less than fifteen working days' notice is given.
  - 5.4. The PrO is responsible in the first instance for considering whether there are any major risks or concerns, with particular respect to the duties to protect freedom of speech and academic freedom; to values of equality, diversity, and the dignity of all members of the College; to the Prevent Strategy; and to the potential for infringements of these duties and values ([Paragraph 10 Code of Practice on Freedom of Speech](#)).
  - 5.5. On completion of the consideration, the PrO must complete the [Room Booking Form](#) for processing and by doing so, agrees to the [Room Booking Terms and Conditions](#).
  - 5.6. The PrO must wait for confirmation from either the PO, the FC or the decision of the appeal panel, whichever is the later, before advertising the event.

### DUE DILIGENCE AND RISK ASSESSMENT

6. The Prevent Officer (PO) is responsible for carrying out due diligence and the Facilities Coordinator (FC) is responsible for carrying out a health and safety risk assessment.
7. The PO should carry out due diligence in the following circumstances:
  - 7.1. Where a member of the College has requested to invite an external speaker and due diligence has never taken place.
  - 7.2. Where due diligence has taken place within the last twelve months and the PO has reason to believe that circumstances and/or content have changed.
  - 7.3. Where more than twelve months have elapsed since due diligence took place. If the result of the previous due diligence was assessed as low or acceptable, a full assessment may not be necessary, unless

the PO has reason to believe that circumstances and/or content have changed.

### **DUE DILIGENCE PROCESS**

8. On receipt of the **Room Booking Form**, the PO, if appropriate, will carry out an Internet search to confirm the findings of the PrO regarding the external speaker and will record the results.
9. The risk will be assessed as high only if the external speaker belongs to, or professes to belong to, a proscribed organisation, or the proposed speaker will use the event to support or to further the activities of a proscribed organisation. The event will be rejected at this stage.
10. If no concerns are identified, the risk will be assessed as low or acceptable (**ANNEX 1**), and due diligence will have been completed by the PO. The FC will carry out a general risk assessment, and the PrO will be informed of the outcome.
11. The PO may seek the advice from external agencies (including the Regional Prevent Coordinator) at any time during this process if necessary or appropriate.
12. If concerns are identified as a result of the investigations, the risk will be assessed as medium and the PO will initiate the start of an enhanced risk assessment. The PO may contact the Regional Prevent Coordinator for further advice and may request further information from the PrO to help make an informed decision. After considering this further information, the PO will record the results and either:
  - 12.1. Confirm the event to proceed to the next stage, if the PO is satisfied that the risk is acceptable.
  - 12.2. Reject the request on the grounds that no informed assessment can be made. The PrO may appeal the decision (paragraph 17).
  - 12.3. Inform the FC that a medium risk event is being considered. The FC will carry out a health and safety risk assessment, and the PrO will be informed of the outcome.
13. The FC will assess the risk and make recommendations based on the outcome of the general risk assessment. If the FC is satisfied that there is a low or acceptable risk if the control measures are implemented, the FC will confirm that the event can proceed. If the FC is not satisfied, they will refer the matter to the College Board Liaison Committee for approval.
14. The PrO may appeal the decision of the PO or the FC.

### **RESPONSIBILITIES OF THE PRINCIPAL ORGANISER**

15. By completing and submitting the **Room Booking Form**, the (PrO) is agreeing to the **Room Booking Terms and Conditions**.

### **APPEALS**

16. Appeals will be heard by the College Board Liaison Committee (CBLC). Appeals must be made, in writing, within ten working days to the Chief

Operating Officer, as secretary to CBLC. A decision will be made within five working days and the CBLC will inform the PO and FC of the decision.

**ANNEX 1**

<b>Assessing the risk</b>	
<b>Low</b>	<p>The speaker(s) are not contentious.                      Subject matter is clear and does not appear contentious.                      Speaker has previously attended the College with no issues arising.</p>
<b>Acceptable risk</b>	<p>The subject matter is contentious, but there are no contentious speakers and the audience is restricted to members of the College.</p>
<b>Medium</b>	<p>Subject matter has not been made clear, and there is a potential for the speaker to misuse the opportunity and/or no informed assessment can be made based on the information available at the time.</p> <p>Subject matter is contentious and has the potential to be used to draw attendees into terrorism and/or details of the subject matter remain unclear after further and thorough investigation.</p> <p>Further investigations are necessary.</p> <p>Investigations to include:</p> <ul style="list-style-type: none"> <li>• Researching organisation or speaker in the public domain</li> <li>• Prevent Officer to contact <b>Regional Prevent Coordinator</b></li> <li>• Prevent Officer to inform Facilities Coordinator that a medium risk event is planned</li> </ul>
<b>High</b>	<p>The speaker is representing or a member of a proscribed organisation <a href="#">check here</a> and contact Regional Prevent Coordinator.</p>