



Managing External Speakers Policy

MANAGING EXTERNAL SPEAKERS POLICY DURING COVID-19

Students who wish to invite an external speaker via an **online platform** must:

At least three weeks before the event:

- Complete the [Room Booking Form](#).
- Once the event has been approved the Principle Organiser (PrO) will receive a link from events@nchlondon.ac.uk.
- As soon as the PrO receives the link they can advertise the event using **NCH Eventbrite**. **NCH Eventbrite** has been set up for the purpose of advertising all NCH events, removing the need for the use of personal or College email address when advertising events.
- For more information on using **NCH Eventbrite** please email events@nchlondon.ac.uk.

Hosting the event

- The PrO and the member of staff on duty will be co-hosts and responsible for managing the event.
- A few days before the event the PrO (and where there is an external speaker, the staff member on duty) will be sent a **NCH Zoom** link from events@nchlondon.ac.uk. **NCH Zoom** has been set up for the purposes of hosting all external speaker events. It removes the need for the use of personal or College email address, allows more than 100 participants and allows events to last longer than 40 mins.
- It is the responsibility of the hosts to ensure:
 - An accurate Record of Attendance which is submitted to the Prevent Officer the following morning.
 - The Speaker adheres to the title of the event.
 - The audience has an opportunity to challenge the views of the speaker and fair and equitable access is given to all viewpoints. The Speaker should not be permitted to go unchallenged.
 - The audience and the speaker always conduct themselves in an appropriate manner.
 - The removal of person(s) from the event if their conduct continues to be unacceptable despite an appropriate warning.

As a host you should manage inappropriate behaviour and interference in a way that is proportionate and representative. An example of inappropriate behaviour or interference includes, but is not limited to aggressive speech by the Speaker or attendees before, during or after the event.

As an attendee you should:

- Keep yourself muted until you are invited to unmute yourself by your host.
- Keep your camera off until invited to turn it on by your host.

Recording of events

The recording of External Speaker events is not permitted.

ORGANISATION OF EVENTS INVOLVING EXTERNAL SPEAKERS

1. All universities have an obligation by law to protect free speech and academic freedom, while at the same time helping to prevent incitement of

hatred, violence or terrorism. This policy enables the College to fulfil this statutory duty; the safeguards are directed against the kinds of incitement listed, and are neither designed nor intended to limit the number or kind of visiting speakers, or their subject-matter, outside this category.

2. 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](#).
3. 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"> • A person who has been awarded the title of 'Fellow' of the College • Networking events organised by professional or faculty staff
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

4. In conjunction with this policy, the following procedure and [Room Booking Form](#) must be used to request the attendance of an external speaker
5. For all other room bookings that fall outside of this policy please refer to the [Timetabling Policy](#).
6. Procedure
 - 6.1. Each booking must identify a Principal Organiser (PrO), who is responsible for completing and submitting the [Room Booking Form](#),

and is thereby agreeing to the [Room Booking Terms and Conditions](#). The PrO is also responsible with collaborating with the College staff in the approval and organisation of the event.

- 6.2. Student organised events **must** have at least one suitable member of staff on duty for the duration of the event.
- 6.3. 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.
- 6.4. The PrO is responsible in the first instance for considering whether there are any major risks or concerns¹, 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](#)).
- 6.5. 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](#). The Timetabling Manager will provisionally book the room, but this does not confirm nor approve that the event may go ahead.
- 6.6. 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

7. 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 by the PO has never previously 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.

¹ [NUS Managing the risks associated with external speakers](#)

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. The PO may request further information from the PrO.
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 A**), and due diligence will have been completed by the PO. The FC will carry out a general risk assessment.
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.
13. The PO may contact the Regional Prevent Coordinator for further advice and may request further information from the PrO or External Speaker.
14. The PO informs the Risk Review Group (RRG), which is made up of the HR and Operations Manager, Head of Quality Assurance and a senior member of faculty, that a medium risk event has been requested.
15. The RRG will review the information gathered and will conclude that the event is:
 - 15.1. Manageable with additional control measures. Additional control measures may include:
 - 15.1.1. Challenging high risk speakers with opposing views.
 - 15.1.2. Appointing an independent chairperson to facilitate.
 - 15.1.3. Filming the event to deter the use of unlawful speech.
 - 15.1.4. Appointing additional security.
 - 15.1.5. Ticketing the event.
 - 15.1.6. Requesting promotional materials to be submitted prior to the event.
 - 15.1.7. Postponing the event if necessary to enable practicable steps to be taken.
 - 15.2. Unmanageable and the request is therefore rejected.
16. The RRG will inform the PO and the FC of their decision.
17. The FC will inform the PrO of the conditions and control measures that need to be met in order for the event to be approved.
18. The PRO may appeal the decision of the RRG.

19. The PrO will inform and present evidence to the FC that demonstrates to the satisfaction of the FC that the conditions have been met.
20. When the FC is satisfied they will inform the PrO that the event has been approved and the PrO may now advertise the event.

APPEALS

21. Appeals will be heard by the Executive Committee (ExCo). Appeals must be made, in writing, within five working days to the Chief Executive Officer (CEO). A decision will be made within five working days and the CEO will inform the PO, FC and PrO of the decision.

Title: Managing External Speakers Policy					
Approved by: Executive Committee					
Version number	Date approved	Date published	Owner	Location	Proposed next review date
1.4	September 2020	September 2020	Prevent Officer	NCH Academic Handbook/policies and procedures/general	April 2022
1.3	June 2020	June 2020	Prevent Officer	NCH Academic Handbook/policies and procedures/general	April 2022
1.2	October 2019	October 2019	Prevent Officer	NCH Academic Handbook/policies and procedures/general	April 2022
1.1	November 2018	November 2018	Prevent Officer	NCH Academic Handbook/policies and procedures/general	September 2019
Referenced documents	Prevent Policy; Code of Practice on Freedom of Speech; Health and Safety Policy; Timetabling Policy; Room Booking Terms and Conditions; Room Booking Form				
External Reference Point(s)	Counter-terrorism and Security Act 2015. UK Quality Code: Learning and Teaching; Enabling Student Achievement				

ANNEX A

Assessing the risk	
Low	<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>
Acceptable risk	<p>The subject matter is contentious, but there are no contentious speakers and the audience is restricted to members of the College.</p>
Medium	<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"> • Researching organisation or speaker in the public domain • Prevent Officer to contact Regional Prevent Coordinator • Prevent Officer to inform Facilities Coordinator that a medium risk event is planned
High	<p>The speaker is representing or a member of a proscribed organisation check here and contact Regional Prevent Coordinator.</p>