



The Referral Process

1. To make a speaker referral submission:

- a) Download the External Speaker Policy Referral Form (**Appendix 2**)
- b) Complete all sections of the form with as much detail as possible.
- c) Send the form as an attachment to the University Secretary.

Approval of an Event with an External Speaker

2. In allowing speakers who have been referred following the referral process to attend the University, the University Secretary will assess the event based on the understanding that that they will act in accordance with this Policy, the Freedom of Speech Code of Practice, (**Appendix 3**) and all other relevant rules and regulations.
3. Events hosted and organised by the Student Union at UAL and its affiliated groups are subject to the Students' Union Code of Practice and are bound to the University's various policies.
4. In deciding whether to approve an event, the University aims to abide by all relevant legislation, with particular to its duties to ensure freedom of speech with reference to the Education Act 1982, its duty to prevent people from being drawn into terrorism with reference to the Counter Terrorism and Security Act 2015 and its obligation to prevent individuals from discrimination under the Equality Act 2010.
5. On receipt of a referral, the University Secretary will seek advice and guidance from relevant internal and external stakeholders. The University reserves the right to cancel, postpone or request amendment to any proposed event should risks be identified. A range of mitigating actions may be offered. The University, amongst other things, may:
 - Alter the conduct and time of the meeting and/or its facilitation.
 - Request an advance copy of any guest list
 - Place a limit on attendees
 - Enhancing security arrangements
 - Impose conditions on how the event is to be advertised
 - Ensure a presence of a Duty Manger of the University and/or the Students' Union at UAL to ensure good order
 - Restrict or refuse media attendance

- Place a limitation on what attendees may bring to the event, which may include banning food or drink or anything that could be used as a potential weapon
 - Impose conditions on how the event is run, for example in relation to requests for segregation of the audience
 - Request stewards be provided by the organisers
 - Restrict what materials are available at the event
6. In the spirit of debate, the University will normally seek to ensure that events or speakers identified as posing a risk will go ahead subject to the agreement of appropriate safeguards. Cancellation of an event will only occur in exceptional circumstances, for example upon the advice of Police.
 7. Any recommendation to cancel or amend the arrangements for a proposed speaker or event will be approved by the President and Vice-Chancellor, on the advice of the University Secretary. Details of any such recommendation will be recorded and retained by the Office of the University Secretary.
 8. Any costs incurred by the University in complying with these conditions may be passed onto the event organiser. Event organisers would be consulted on any conditions or modifications in advance of the event taking place and they would then be responsible for informing the external speaker of the outcome.
 9. In accordance with its obligations as detailed in the Prevent Duty Guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>), the University will report any major incidences of concern involving external speakers on campus to the Office for Students (OfS).

Communication of a speaker/event decision

10. Decisions should be clearly communicated to the organiser of the event, normally within two weeks of the submission of any request.
11. Should conditions be required, these should be clearly stated at that point along with a requirement for written agreement before the event will be allowed to take place on campus.

Complaints

12. Failure by a member of staff or student to comply with this policy will be treated seriously and may be subject to formal action under the University's normal disciplinary processes for staff and students.
13. In the event that a member of staff, student or visitor considers there to have been a breach of this Policy, they have the right to make a formal complaint by emailing the University Secretary.

Policy Review

14. This policy will be reviewed after one year of operation and every three years thereafter, unless there is internal or legislative changes that necessitates earlier review.

Please note:

- The Students' Union and Events Managers will be responsible for enacting the external speaker booking process and ensuring compliance with the External Speaker Policy for all events managed by them.
- In the case of the Students' Union, they will be responsible for implementing a system to support all student events with proposed external speakers. They will undertake the local assessment with/on behalf of individual students, clubs or societies. In the event that a referral is required, the Students' Union will be responsible for making the submission with/on behalf of the student co-ordinator.
- In the case of College Events Managers, they will be responsible for implementing a system to support all External client events with proposed external speakers on our campus/in our venues. They will undertake the local assessment with/on behalf of individual External clients/organisations. In the event that a referral is required, the Event Managers will be responsible for making the submission with/on behalf of the client.
- The External Speaker Policy and approval process will be continually reviewed and updated in response to legislative changes and other factors. It is the responsibility of those organising events to ensure that they are acting in accordance with the most recent version of the Policy, which will be published by the University on its website.
- Also that the External Speaker Policy and approval process sits alongside, but is currently separate from the College individual events booking process which will need to complying with separately and as required.

Policy version 2 – November 2021.

Enquiries to: governance@arts.ac.uk