



UAL External Speaker and Events Policy

1. The University is committed to academic freedom and has regularly welcomed visiting speakers from around the world to its campuses. Such speakers have brought and continue to bring great diversity of experience, insight and opinion, enriching our events and activities and sparking discussion and debate among our students, staff and visitors alike.

Purpose

2. The purpose of this policy is to set in place a governing framework for events with external speakers to ensure that in this institution, debate, challenge and dissent can continue for current and future generations, while safeguarding our institution and its staff and students. The policy outlines the context for the approval of external speakers and events.
3. This policy aims to ensure that event organisers are aware of the framework we operate within when facilitating external speakers and the measures that may be required to support their event. It should be read in conjunction with the associated External Speaker Code of Conduct and Referral Form. This policy applies to all staff, students, governors, Students' Union and visiting speakers and all UAL premises.

Definitions

4. An 'external speaker' is deemed to be anybody who is neither a registered student nor a paid employee of the University of the Arts London. An 'event' may be one that is hosted on University premises or an external venue in the name of the University.

Organising an Event

5. Anyone organising an event that involves a speaker or speakers to be hosted by the University must ensure that this Policy and associated procedure is followed. This includes external speaker events on external premises but associated with the name of the UAL.
6. Anyone organising an event as described above must follow the External Speaker Booking Process detailed below.

7. The majority of external speaker requests will be straightforward and can be handled entirely at a local (departmental) level. In these cases, following the steps outlined in the "Local assessment of proposed external speaker(s)" below will suffice.
8. However, some requests may be complex and may require referral for further consideration. The referral process will only apply in a minority of circumstances – to events or speakers deemed to be higher-risk.

Local assessment of proposed External Speaker(s)

9. Prior to the confirmation of any external speaker, the event organiser will be responsible for assessing the speaker against the following set of questions:
 - Question 1: Has the speaker previously been prevented from speaking at UAL or another University or similar establishment or previously been known to express views that may be in breach of the External Speaker Code of Conduct?
 - Question 2: Does the proposed title or theme of the event present a potential risk that views/opinions expressed by speakers may be in breach of the External Speaker Code of Conduct? (Appendix 1)
 - Question 3: Is the proposed speaker/theme likely to attract attendance from individuals/groups that have previously been known to express views that may be in breach of the External Speaker Code of Conduct?

If the answer to all three questions is NO:

The event organiser can confirm the external speaker and 'book' them to speak at their event or activity in the normal way. (It is required that the external speaker be sent a copy of the External Speaker Code of Conduct).

If the answer to any of the questions is UNCLEAR:

The event organiser must seek guidance from their line manager or head of function, whose responsibility it will be to further review the speaker(s) against the questions above.

Ultimately, if the answer to any of the questions is YES:

It is the responsibility of the event organiser to submit a referral to the University Secretary and Registrar.

The Referral Process

10. 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 & Registrar

Approval of an Event with an External Speaker

11. In allowing speakers who have been referred following the referral process to attend the University, the USR will assess the event based on the understanding 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.
12. 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.
13. 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.
14. On receipt of a referral, the University's Secretary and Registrar 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 Manager 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

15. 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.
16. Any recommendation to cancel or amend the arrangements for a proposed speaker or event will be approved by the Vice-Chancellor, on the advice of the University Secretary and Registrar. Details of any such recommendation will be recorded and retained by the Office of the University Secretary & Registrar.
17. 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.
18. 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

19. Decisions should be clearly communicated to the organiser of the event, normally within two weeks of the submission of any request.
20. 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

21. 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.
22. 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 & Registrar.

Policy Review

23. 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 client events with proposed external speakers on our campus/in our venues. They will undertake the local assessment with/on behalf of individual 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 comply with separately and as required.

[Policy version – December 2018.

Enquiries to: governance@arts.ac.uk]



External Speaker Code of Conduct

Guidance and legal obligations relating to external speakers at the University of the Arts London.

Introduction

1. This Code of Conduct exists to ensure that all speakers taking part in a UAL hosted or run event or activity, on campus or elsewhere, act in accordance with the University's External Speaker Policy. It applies to all staff, students, governors, Students' Union and visiting speakers and all UAL premises.
2. It is the responsibility of the event or activity organiser (the individual from within UAL e.g. member of staff or student, named in the External Speaker submission) to ensure that:
 - this Code of Conduct is communicated to all external speakers (once approved and confirmed via the External Speaker Booking Process)
 - that all reasonable steps are taken to ensure that the requirements within it are upheld during the running of the event or activity.

Freedom of speech

3. Freedom of speech is fundamental to this University. The Education Act (No 2) 1986 requires the University to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for its employees, students and visiting speakers. It is there required that all employees and students of the University tolerate and protect the expression of opinions within the law whether or not these opinions are repugnant to them; this obligation is set out in the University's Freedom of Speech Code of Practice.
4. However, whilst the law promotes and protects freedom of speech, it also places limits on those freedoms in order to maintain public order and safety and to ensure that there is no breach of the law.
5. The University recognises that in this context a conflict exists between the laws which promote freedom of speech and those which restrict it and consequently acknowledges that it has a legal responsibility to create a balance between minimising the possibility that extremism or unlawful conduct will arise on campus and ensuring that it meets its legal obligations in relation to securing freedom of speech.

Legal Context

6. Universities operate in a complex legal environment and so it is vital that all individuals involved in the external speaker process, including the speakers themselves, understand the legal framework and context that governs this area. Examples of some of the relevant areas of law are:
 - Human Rights – People are entitled to protection from harassment, defamation and unlawful breach of their human rights, as well as from unfair treatment under equality law. Health and safety law, data protection and contract law may also be relevant in this context.
 - Criminal Law – Hate crimes, harassment, breach of the peace and terrorism all come under criminal law. There is also legislation around public meetings, public processions/assemblies and public order which may be of relevance.
 - Public law – Freedom of Speech and some duties under the Equality Act are captured under public law.

Conduct

7. The University expects external speakers to act in accordance with the law and not to breach the lawful rights of others.
8. Set out below are some examples of the University's expectations. Please note that this is not intended to be an exhaustive list of unacceptable conduct by external speakers. The University reserves the right not to permit an external speaker to speak at or attend an event, to refuse to allow an event and/or to halt an event at any time if it reasonably considers there may be a breach of the External Speaker Policy or of any legal obligation.
9. During the course of the event at which he or she participates, **no speaker shall**:
 - Act in breach of the criminal law.
 - Incite hatred or violence or any breach of the criminal law.
 - Encourage or promote any acts of terrorism or promote individuals, groups or organisations that support terrorism.
 - Spread hatred and intolerance.
 - Discriminate against or harass any person or group on the grounds of their sex, race, nationality, ethnicity, disability, religious or other similar belief, sexual orientation or age.
 - Defame any person or organisation.
 - Raise or gather funds for any external organisation or cause without express permission of the University.
10. During the course of the event at which he or she participates, **all speakers shall**:
 - Comply with the University's Code of Practice on Freedom of Speech.
 - Comply with the University's External Speaker Policy.
 - Present ideas and opinions, in particular those that may be contentious or potentially offensive, in the spirit of academic debate, being open to challenge and question.
 - Follow the University's policy on and instructions relating to health and safety.

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External Speaker Policy

External speaker referral submission form

Part 1: Event Organiser details:
Name:
College/Department:
Contact details (tel no. and email)

Part 2: Proposed event details:
Proposed event title:
Proposed event date :
Proposed/preferred venue:
Description (including event format) (max 50 words):
Target audience (profile and size). <i>Please indicate and give details if you believe the event will attract any groups or individuals that have previously been known to express views that may be in breach of the External Speaker Code of Conduct?</i>

Proposed External Speaker(s): *Please include links to biographical information and give details if you believe that any of your proposed speakers have previously been prevented from taking part in an event at a UAL event/activity or an event/activity at another University or similar establishment.*

When complete, please save and submit to the University Secretary & Registrar as an email attachment (via governance@arts.ac.uk).

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FREEDOM OF SPEECH CODE OF PRACTICE

Introduction

1. The Court of Governors of the University requires all members of staff and students of the University to tolerate and protect the expression of opinions within the law whether or not these opinions are repugnant to them. Accordingly, and as required by law, the Court of Governors has approved and adopted this Code of Practice.
2. This Code is binding on all members of the staff, on governors, and on students of the University (hereinafter referred to as members, employees and students). For students it has the force of the Student Disciplinary Code. Any alleged breach of this Code may be the subject of disciplinary proceedings.
3. The University is under no legal obligation to hold meetings or other activities on its premises which are open to the outside public. It must take account of its other legal obligations with regard to what is said on its premises which might lead to incitement to violence or breach of the peace or incitement of racial or religious hatred or which might otherwise transgress the bounds of lawful speech. As required by the Equality Act 2010, the University will not tolerate harassment of its staff and students.

General requirements

4. All members, employees and students are required to refrain from any action which is contrary to the specific provisions of this Code or which could in any other way be prejudicial to the proper discharge by the Court of Governors of the obligations placed upon it by Section 43 of the Education (No. 2) Act 1986, the relevant clauses of which are given in Annex 1 to this Code.
5. All members, employees and students are reminded of the general obligations relating to their conduct placed upon them by the University's Codes of Conduct for governors and staff, by contracts of employment and by the Student Rules and Regulations. These general obligations are additional to, and unaffected by, this Code.

Specific requirements

6. In the following clauses of this Code 'meeting' means any organised meeting, gathering or similar activity which takes place on the premises of the University (including areas occupied by the Students' Union) or which takes place elsewhere but is under the control of the University or any constituent part of it or the Students' Union and clubs and societies affiliated to the Union.
7. Any individual or body intending to organise a meeting is required to inform the University Secretary and Registrar before any arrangements are made if, in any particular case, the proposed meeting is of such a kind that the maintenance of freedom of speech or of related general good order cannot reasonably be assumed. To ensure compliance with this requirement organisers of meetings are strongly advised in their own interest to inform the University Secretary and Registrar in any case of doubt and to do so well in advance of the proposed meeting.

8. In addition:
 - a) In respect of any proposed meeting which is to take place in areas under the control of the Students' Union, or externally but under the control of the Union (or any club or society affiliated to the Union), the requirement which is placed upon the organiser under Clause 7 shall also apply in addition to the President of the Students' Union and to the Student Activities Management of the Students' Union, who shall each similarly be required to inform the University Secretary and Registrar;
 - b) Any member, employee or student of the University may inform the University Secretary and Registrar of a proposed meeting if he or she believes that circumstances so warrant.
9. With regard to any activity of which the University Secretary and Registrar is informed under Clause 7 or 8 the University Secretary and Registrar shall decide what special measures if any are required. Exceptionally and only after consultation and advice the University Secretary and Registrar may in the light of the obligations placed upon the Court of Governors under the Act require that the meeting not take place. The decisions of the University Secretary and Registrar shall be binding on all those concerned subject only to appeal to the Vice-Chancellor whose decision shall be final. As a guide to organisers examples of the special measures which may be stipulated by the University Secretary and Registrar are given in Annex 2. In any case where the University Secretary and Registrar stipulates special measures the University Secretary and Registrar shall, after consultation with the organiser, appoint a 'Meeting Co-ordinator' who shall normally, but not necessarily, be the organiser or a member of the organising body.
10. The Meeting Co-ordinator shall be required to ensure that all reasonable and practicable measures are taken in relation to the arrangement of the meeting and to its conduct to prevent any breach of the law, of University policy, procedure and regulations and of special measures stipulated by the University Secretary and Registrar. The Meeting Coordinator shall be required to be present at the meeting whether as Chair or otherwise.
11. If at any time prior to the meeting the Meeting Co-ordinator believes that for any reason he/she will be unable to fulfil the requirements laid upon him/her he/she shall immediately inform the University Secretary and Registrar, giving the reasons, who shall decide what further action if any shall be taken as provided under Clause 9.
12. The University Secretary and Registrar (or designated representative) shall have the right to attend any meeting and at their absolute discretion in the light of the obligations placed upon the Court of Governors under the Act to terminate the meeting if circumstances so warrant.
13. Any individual member, employee or student of the University or any body using premises within the University (including the Students' Union and any club or society affiliated to the Union) who wishes to organise a meeting and who believes that this aim is being frustrated on grounds connected with the beliefs, views, policies or objectives of any individual or body may refer the case to the University Secretary and Registrar. If the University Secretary and Registrar is unable to resolve the matter to the satisfaction of all parties concerned, the Vice-Chancellor is empowered by the Court of Governors to take such action as he/she deems necessary and his/her decisions are final.

14. Any decision taken by the University Secretary and Registrar not to allow a meeting to take place or to terminate a meeting, and any decision taken by the Vice-Chancellor under Clauses 9 and 12 shall be reported to the Court of Governors.

[Enquiries to governance@arts.ac.uk]

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Annex 1

Education (No 2) Act 1986

PART IV

MISCELLANEOUS

Freedom of speech in universities, polytechnics and colleges.

43.- (1) Every individual and body of persons concerned in the government of any establishment to which this section applies shall take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the establishment and for visiting speakers.

(2) The duty imposed by subsection (1) above includes (in particular) the duty to ensure, so far as is reasonably practicable, that the use of any premises of the establishment is not denied to any individual or body of persons on any grounds connected with - (a) the beliefs or views of that individual or of any member of that body; or (b) the policy or objectives of that body.

(3) The governing body of every such establishment shall, with a view to facilitating the discharge of the duty imposed by subsection (1) above in relation to that establishment, issue and keep up to date a code of practice setting out –

(a) the procedures to be followed by members, students and employees of the establishment in connection with the organisation –

(i) of meetings which are to be held on premises of the establishment and which fall within any class of meeting specified in the code; and

(ii) of other activities which are to take place on those premises and which fall within any class of activity so specified; and

(b) the conduct required of such persons in connection with any such meeting or activity; and dealing with such other matters as the governing body considers appropriate.

(4) Every individual and body of persons concerned in the government of any such establishment shall take such steps as are reasonably practicable (including where appropriate the initiation of disciplinary measures) to secure that the requirements of the code of practice for the establishment, issued under subsection (3) above, are complied with.

(5) The establishments to which this section applies are -

(a) any university;

(b) any establishment which is maintained by a local education authority and for which section 1 of the 1968 (No 2) Act (government and conduct of colleges of education and other

institutions providing further education) requires there to be an instrument of government; and

(c) any establishment of further education designated by or under regulations made under section 27 of the 1980 Act as an establishment substantially dependent for its maintenance on assistance from local education authorities or on grants under section 100(1)(b) of the 1944 Act.

(6) In this section -

'governing body' in relation to any university, means the executive governing body which has responsibility for the management and administration of its revenue and property and the conduct of its affairs (that is to say the body commonly called the council of the university); 'university' includes a university college and any college, or institution in the nature of a college, in a university.

(7) Where any establishment -

(a) falls within subsection (5)(b) above; or

(b) falls within subsection (5)(c) above by virtue of being substantially dependent for its maintenance on assistance from local education authorities; the local education authority or authorities maintaining or (as the case may be) assisting the establishment shall, for the purposes of this section, be taken to be concerned in its government.

(8) Where a students' union occupies premises which are not premises of the establishment in connection with which the union is constituted, any reference in this section to the premises of the establishment shall be taken to include a reference to the premises occupied by the students' union.

Annex 2

Special Measures

Among the areas which may be covered by special measures stipulated by the University Secretary and Registrar are:

- Advertising (including all preliminary advertising).
- Venue.
- Timing.
- Publicity.
- Admission requirements including arrangements for guests.
- Stewarding.
- Payments for special services such as stewarding, security and cleaning.
- Safeguards against the availability of potentially offensive weapons.
- Arrangements for food and drink.
- Liaison with the police.
- Exclusion of admission of press, radio and television.
- Chairmanship (including, where necessary, the respective roles of the Chairman and the Meeting Coordinator).
- Opportunities for discussion and questions.
- Procedures for terminating the Meeting.