

## External speaker policy

---

<b>Owner:</b>	Ian Mehrtens, Chief Operating Officer
<b>Approved:</b>	17 December 2015
<b>Applies to:</b>	All staff, students and visitors. It applies to all events and lectures on LSBU premises or its subsidiaries, as well as any LSBU or London South Bank University Student Union affiliated, or funded or branded event held off-site. This approach is a single process for the University, its subsidiaries and the Student Union.
<b>Review date:</b>	December 2016

### Definitions

Event owner	Person who has instigated the event/lecture and led the initial creation of the event
Event Division Manager	Person who is responsible for the approval of external speakers within their division (the divisions: school, corporate inc. alumni, Student Union, external)
External speakers	Any event speaker not employed by LSBU at the time of the event

### Context

Following the Counter Terrorism and Security Act 2015, Higher Education Institutions are required to have robust policies and procedures in place to mitigate the risks of people being drawn into terrorism. This includes making sure that risks around external speakers and events are rigorously assessed and managed.

### Freedom of Speech

The Education Act 1986 imposes a duty on London South Bank University to take all reasonable steps to ensure that freedom of speech within the law is secured for members, students and employees of LSBU. This also applies to external speakers visiting LSBU.

LSBU operates a Freedom of Speech policy that can be found at the following URL:

[http://www.lsbu.ac.uk/\\_data/assets/pdf\\_file/0007/11410/lsbu-freedom-speech.pdf](http://www.lsbu.ac.uk/_data/assets/pdf_file/0007/11410/lsbu-freedom-speech.pdf)

Free speech is a qualified privilege subject to the limits imposed by law including those governing the protection of national security; health and safety; prevention of crime; charities; human rights; equality and discrimination and the protection of the rights and freedoms of others.

*Freedom of speech lies at the heart of universities' missions. In fact universities in England and Wales have an express legal duty to secure freedom of speech. But free speech is not open-ended or absolute; universities must take account of other considerations, including a range of relevant legislation.*

*External Speakers in higher education institutions, Universities UK, 2014*

## Grounds for refusal or amendment

The University will refuse the holding of an event or require changes to be made to the event and/or speakers where it reasonably believes it is likely to:

- Incite a breach of the law
- Lead to an expression of views which are contrary to the law\*
- Promote or support an illegal organisation including any Proscribed Organisation
- It is in the interests of public safety, the prevention of disorder or crime, or the protection of those persons lawfully on University Premises, that the Event does not take place
- Is not in keeping with LSBU's values of Excellence, Professionalism, Integrity, Inclusivity and Creativity.

\* Controversial, offensive or distasteful views which are not unlawful per se would not normally constitute reasonable grounds for refusing an Event.

Encouragement of terrorism and inviting support for a proscribed terrorist organisation are both criminal offences. LSBU should not provide a platform for these offences to be committed. LSBU operates in accordance with all current anti-terrorism legislation and the *Prevent* duty guidance.

## Procedure for inviting external speakers

An External Speaker Request Form must be completed for all events or lectures on LSBU premises, as well as any LSBU affiliated, funded or branded event held off-site, where external speakers are intended to participate.

If you wish to invite an external speaker, please fill in all fields and email your completed form to the relevant Dean or Event Division Manager:

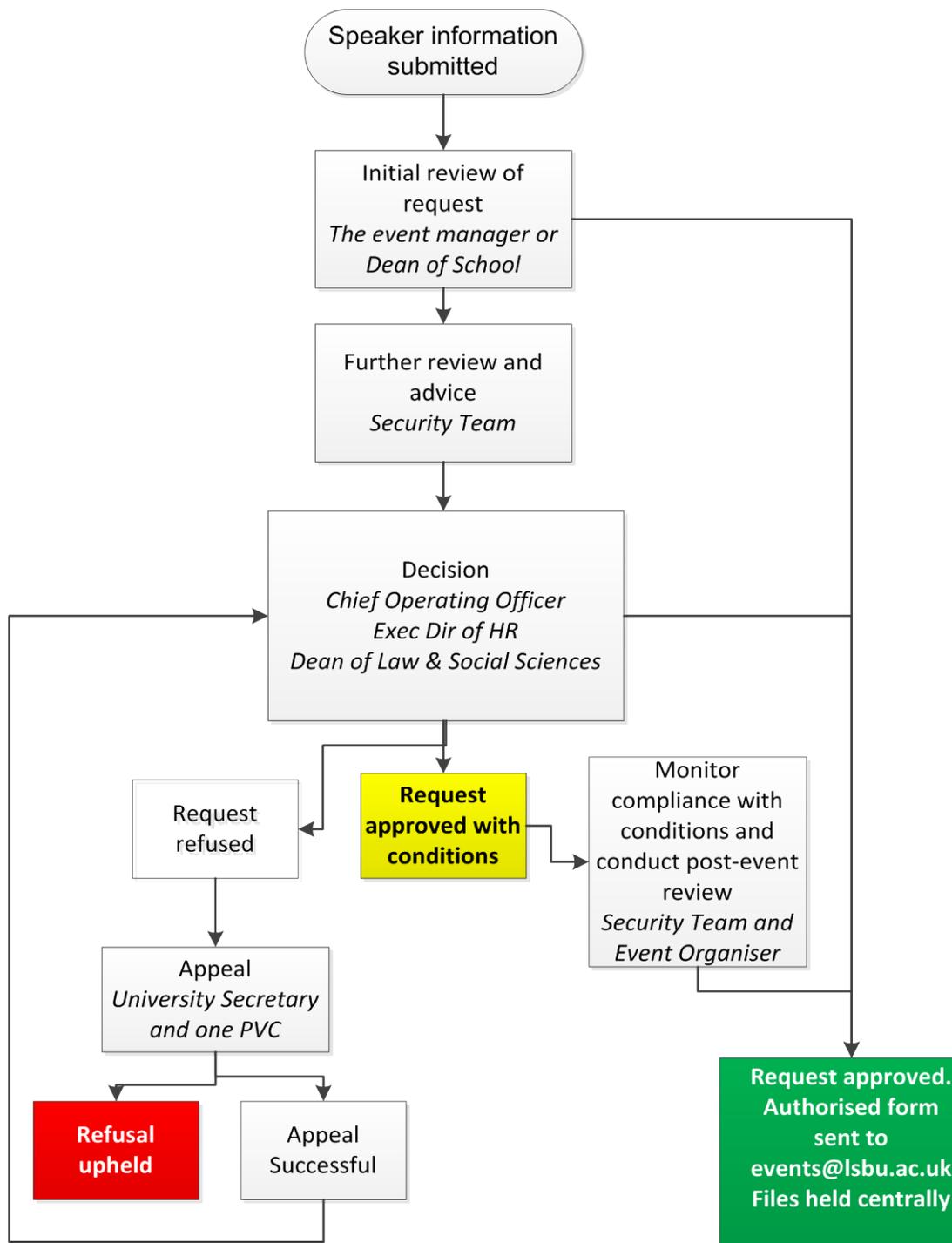
- Relevant Dean of School for lectures or teaching-related activity and school events (i.e. any event that is being organised by a staff member affiliated with the school)
- Corporate Events Team for all events that are not considered day-to-day teaching activity or school events: [events@lsbu.ac.uk](mailto:events@lsbu.ac.uk).
- Relevant Head of Service for Research Enterprise and Innovation activities

- Student Union Booking Team (events@lsbsu.ac.uk) who work in conjunction with the Security and Reception Services Manager for events associated with the Student Union.

Forms should be submitted at least 14 days prior to the event, and prior to any marketing/dissemination of information. If you are unsure who to submit your form to please contact the Corporate Events Team by emailing events@lsbu.ac.uk.

The request must be approved before the event can take place. Forms will be subject to random quarterly audit by the Health, Safety and Resilience Team. Results will be reported to the Safeguarding Committee.

## **Process for assessing external speakers**



## Risk Assessment of Speakers

London South Bank University recognises that some events involving external speakers may be more complex or provide higher risks of drawing people into terrorism than others.

The external speaker policy is a single approach which applies to both the University and Student Union. It is reinforced by appropriate training as for all safeguarding issues,

refreshed yearly or as agreed by the Safeguarding Group, depending on operational need or legislative or institutional change.

When initial consideration is given to approving an external speaker, a risk assessment process will be followed to determine the extent of checks required (standard, intermediate or enhanced). In some cases mitigation measures may be necessary for an event to go ahead, which could require changes to the structure. If mitigation measures are likely, these should be discussed and agreed with the Security and Reception Services Manager.

Further advice on the process can be obtained from the Head of Health Safety and Resilience or via ongoing training case studies. All forms and records regarding the approval of speakers are kept centrally and are subject to audit, discussion and sharing of good practice by the Safeguarding Committee.

The table below provides guidance, but is not exhaustive.

<b>Level of Risk</b>	<b>Examples</b>	<b>Level of checks</b>
<b>Low</b>	<p>Topic or subject matter is clearly listed and does not appear contentious e.g. maths speaker addressing maths conference, national power company speakers attending a regular business event for research enterprise and innovation.</p> <p>No history of issues with any previous visit by same speakers or information from any other agency or university to suggest otherwise.</p>	<p><b>Standard</b></p> <p>Complete documentation as per the event speaker policy</p> <p>Seek advice if in doubt</p>
<b>Medium</b>	<p>Topic or subject matter open to wide interpretation and potential misuse</p> <p>Deliberately vague information or insufficient details to make informed evaluation</p>	<p><b>Intermediate</b></p> <p>This will require additional fact finding and research. Maintain an audit trail of actions taken. Seek advice from line management. Refer to the Security and Reception Services Manager for additional guidance</p>

<p><b>High</b></p>	<p>Topic or subject matter is controversial and has potential to be used to draw people into terrorism</p> <p>Details of speaker and organisation remain unclear after prompting</p> <p>Subject matter likely to link to proscribed agencies  <a href="https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2">https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2</a></p> <p>Information in the public domain to suggest the speaker or organisation has held previous meetings elsewhere which have raised safeguarding concern.</p> <p>Concerns from Student Union Officers or Staff</p> <p>Negative feedback from London Regional Prevent Forum or safeguarding issues raised by other Universities</p> <p>Event held off campus</p>	<p><b>Enhanced</b></p> <p>After completing the standard documentation, in depth enquiries and fact finding required.</p> <p>Consider any conditions to mitigate.</p> <p>Maintain an audit trail</p> <p>Seek urgent advice from the Reception and Security Services Manager in order that more detailed checks can be carried out.</p>
--------------------	---	---

## External resources

- *Prevent duty guidance for higher education institutions*, HM Government, 2015
- *Freedom of speech on campus: rights and responsibilities in UK universities*, Universities UK. 2011
- *External speakers in higher education institutions*, Universities UK, 2014
- *Compliance Toolkit Protecting Charities from Harm*, Charities Commission , 2013
- *Promoting good relations on campus: a guide for higher and further education*, Equality Challenge Unit, 2012
- *Managing the risks associated with external speakers*, National Union of Students, 2011
- Safe Campus Communities website: [www.safecampuscommunities.ac.uk](http://www.safecampuscommunities.ac.uk)
- True Vision Stop Hate Crime website: [www.report-it.org.uk](http://www.report-it.org.uk)