



## Code of Practice on Freedom of Speech and Expression (part A), including the procedure for the Approval and Management of Meetings and Events with External Speakers (part B)

<b>Organisation</b>	Leeds Beckett University
<b>Scope / Target audience</b>	This Policy and Procedure applies to: <ul style="list-style-type: none"> <li>• all employees and other individuals whose normal place of work is on University premises</li> <li>• all registered students</li> <li>• Leeds Beckett Students' Union</li> <li>• external visitors to the University's premises or visitors attending events organised in the University's name</li> </ul>
<b>Owner</b>	Registrar & Secretary's Office
<b>Approved by</b>	Board of Governors
<b>Endorsed by</b>	University Executive Team; Academic Board
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<b>Key Contacts</b>	University Registrar & Secretary Deputy Secretary
<b>External references</b>	<ul style="list-style-type: none"> <li>• <a href="#">Freedom of speech - Office for Students 2018</a></li> <li>• <a href="#">Prevent Duty Guidance for HEIs in England and Wales (last updated 2019)</a></li> <li>• <a href="#">Freedom of Expression: Legal Framework 2015, Equality and Human Rights Commission</a></li> <li>• <a href="#">Freedom of Expression: a guide for higher education providers and students' unions in England and Wales 2019, Equality and Human Rights Commission</a></li> </ul>
<b>Links to other internal policies and procedures</b>	<ul style="list-style-type: none"> <li>• <a href="#">Equality and Diversity Policy</a></li> <li>• <a href="#">Event Log</a></li> <li>• <a href="#">Use of Computers Policy</a></li> <li>• <a href="#">Policy on Safeguarding</a></li> </ul>
<b>Appendices</b>	<ul style="list-style-type: none"> <li>• <a href="#">Appendix 1 - External Speakers' Code of Conduct</a></li> <li>• <a href="#">Appendix 2 - Procedure for the Approval and Management of Meetings and Events with External Speakers Approval Flowchart</a></li> <li>• <a href="#">Appendix 3 - Checklist for approval of External Speakers</a></li> </ul>
<b>Version Control - log of reviews/edits</b>	<ul style="list-style-type: none"> <li>• Previous version 2015</li> <li>• Approved by UET 11 February 2020</li> <li>• Approved by Academic Board 26 February 2020</li> <li>• Approved by Board of Governors 20 March 2020</li> <li>• Updated in May 2020 – clarification that the Approval and Management of Meetings and Events with External Speakers procedure applies to events hosted online as well as those delivered in person.</li> <li>• Updated in October 2023 – reflecting changes in roles titles in table of Responsible Officers and Approving Officers</li> </ul>

# Leeds Beckett University

## A: Code of Practice on Freedom of Speech and Expression

### Introduction: legal and regulatory framework

1. Section 43 of the Education (No2) Act 1986 places a duty on universities in England and Wales to take such steps as are reasonably practicable to ensure that freedom of speech on university premises is secured for university staff, students and visiting speakers. The same principles apply to off-campus activities held in the University's name and the promotion on campus of off-campus activities. It also applies to premises occupied by LBU Students' Union.
2. Section 26 of the Counter-Terrorism and Security Act 2015 imposes a duty on the University to have due regard to the need to prevent people from being drawn into terrorism. This is commonly referred to as the "PREVENT duty".
3. The requirement to ensure the right of freedom of speech includes the obligation to ensure, as far as is reasonably practicable, and within the constraints of the Counter-Terrorism and Security Act 2015, that the use of any university premises is not denied to any individual or body of persons on the grounds of their beliefs, views, policies or objectives.
4. The Office for Students (OfS) requires registered providers to comply with the Public Interest Governance Principles, including freedom of speech, as a condition of registration. The University is committed to encouraging the expression and exchange of views - including on difficult and controversial issues. Freedom of speech is however not an absolute right and must be balanced with other legal obligations – see paragraphs 15 and 22 below.

### Establishment of a Code of Practice

5. As part of its statutory obligations the University is required to establish a written code, setting out the procedures to be followed by staff, students and Leeds Beckett Students' Union in connection with:
  - a) the organisation of meetings and activities covered by this Code of Practice ('the Code'); and
  - b) the conduct required of staff, students, the Students' Union and visitors in connection with such meetings and activities.
6. This document fulfils the University's obligations in this regard.

## Application of the Code

7. Specifically, this Code applies to:

- a) all employees of the University and other individuals whose normal place of work is on University premises;
- b) all registered students of the University;
- c) Leeds Beckett Students' Union, including all associated societies and clubs; and
- d) all societies and clubs established by and within the University, including those affiliated to the Athletic Union;
- e) external visitors to the University's premises or visitors attending events organised in the University's name or otherwise associated with the University.

## The principle of freedom of speech and expression

8. Freedom of speech is a fundamental right and is protected under the Human Rights Act 1998. The University understands and upholds the principle of freedom of speech and expression as established in English Law as one of the fundamental precepts on which all institutions of learning should be founded.

9. The University's commitment to academic freedom is contained in its Articles of Government (Article 42):

*... the Board of Governors shall have regard to the need to ensure that academic staff of our University have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or any privileges they may have at the University.*

10. This Code sets out the rights and obligations of those to whom it applies in relation to the principle of freedom of speech. It should be understood and applied within the spirit of upholding the principle of freedom of speech wherever reasonably possible within the context of the existing legal framework.

11. Nothing in the Code shall be taken to prohibit the exercise of the right to protest by peaceful means or to take industrial action provided that those means do not entail breach of the law or University regulations.

12. Employees of the University, its Students' Union and all students of the University shall understand and accept that becoming a member of the University entails obligations and responsibilities which are consistent with the principle of freedom of speech and expression.

13. Where any person or organisation subject to the Code wishes to hold a meeting or event with an external speaker, the University and Students' Union shall not unreasonably refuse consent.
14. It shall not be a reasonable ground of refusal for a meeting or event that the views likely to be expressed there may be controversial or contrary to any policy of our University, provided that the expression of such views is lawful.
15. The University's [Equality and Diversity Policy](#) sets out its commitment to providing a working and learning environment that values equality and diversity. The University is committed to sustaining an environment that is free from all forms of unfair treatment, discrimination, harassment and victimisation and is committed to fostering good relations as required by the Equality Act 2010. The University will seek to balance its obligations under the Equality Act and other legislation (See paragraph 22 below) when considering the exercise of freedom of speech rights. For the avoidance of doubt, the University's commitment to freedom of speech does not offer protections to those who seek to unlawfully discriminate against, harass or incite violence or hatred against other persons or groups: the human right to freedom of speech cannot limit or undermine the human rights of others.

#### **Notification of obligations under the Code**

16. The obligations and responsibilities of all staff and students shall be drawn to their attention at the point they join the University.
17. The University shall bring the Code to the attention of its students annually.
18. The Students' Union is required to ensure that the conditions of employment for its employees include a statement which stipulates that employees have an obligation to comply with the provision relating to freedom of speech and expression under the Education (No.2) Act 1986 (Section 43) and the Code.
19. The Students' Union shall bring the Code to the attention of its employees and take the necessary steps to ensure that they comply with it.
20. Staff, students and sabbatical officers of the University and employees of the Students' Union shall bring the Code to the attention of any outside organisations where they are aware that they:
  - a) are providing speakers for an event;
  - b) are responsible for organising meetings; and/or
  - c) have booked or intend to book University premises (including premises occupied by the Students' Union).

21. An *External Speakers' Code of Conduct* (appendix 1) is in place, setting out the University's expectations. The *Code of Conduct* is shared with all External Speakers through the Responsible Officer (see paragraph 36 below).

### **Limits on the principle of freedom of speech and expression**

22. The principle of freedom of speech and expression operates within the limits placed on it by the law, including but not limited to:

- a) the provisions of equality and counter-terrorism legislation which prohibits incitement to hatred and violence based on prejudice against specific groups;
- b) criminal law, which prohibits incitement to commit a crime or sedition;
- c) common law which prohibits defamation;
- d) statutory and common law, which prohibits actions that constitute contempt of court; and
- e) health and safety law.

### **Academic activities**

23. It shall be contrary to the Code for any individual or body to which the Code applies to take any action (other than by reasonable and peaceful persuasion or peaceful protest) to prevent, disrupt or put a stop to any academic activity (i.e. activities which form part of the University's teaching, learning, research or other scholarly activity such as a lecture, seminar, group study session, conference, exhibition, performance, academic festival, University society meeting or examination) because of the lawful views held or expressed or which are reasonably likely to be expressed, (whether or not within the University) by participants in that academic activity, unless the expression of those views is reasonably decided by the University to be likely to jeopardise public safety and order and/or the safety of staff and students or appears otherwise contrary to the law, including breach of the Equality Act.

24. It shall also be contrary to the Code for any individual or body to which the Code applies to take any action (other than reasonable and peaceful persuasion or peaceful protest) to prevent any student or group of students from attending any academic activity required by, or properly associated with, the course for which they are enrolled because of the views or beliefs held or lawfully expressed (whether or not within the University) by that student or because of the reasonable likelihood that such views will be expressed.

25. Where there are legitimate concerns that academic activities are likely to be delayed or disrupted by improper means, anyone associated with the organisation of the activity in question is required

to report their concerns immediately and in writing to the Registrar & Secretary's Office ([registrarsecretary@leedsbeckett.ac.uk](mailto:registrarsecretary@leedsbeckett.ac.uk)).

26. The Registrar & Secretary (or nominee) is authorised and empowered to determine and implement any reasonable and lawful action to mitigate or remove the delay or disruption. Everyone associated with the activity in question shall co-operate with the Registrar & Secretary's Office's directions in this regard.
27. All reports of likely delay or disruption to legitimate academic activity and all actions taken by the Registrar & Secretary to mitigate or remove delay or disruption shall be reported to the Vice Chancellor and the Chair of the Board of Governors and to the following meeting of the Board of Governors.

### **Distribution of Literature on University Premises**

28. No party external to the University may distribute literature (including but not limited to posters and flyers) on University premises without permission from the Registrar & Secretary's Office. Any such unauthorised literature discovered on University premises will be removed and destroyed.

### **Digital Media and Use of University IT Equipment**

29. The University considers that the right to Freedom of Speech within the law also extends to digital media.
30. Use of University IT equipment is covered by the University's [Use of Computers Policy](#). Section 5 clarifies unacceptable use of University IT equipment. Unacceptable use includes any illegal activity and the creation, display, download, production, store, circulation or transmission of unlawful material or material that is indecent, offensive, defamatory, racist, threatening, discriminatory or extremist in any form or medium.

## **B: Approval and Management of Meetings and Events with External Speakers**

*This procedure applies to online events as well as those delivered in person.*

1. The University has a procedure for the approval and management of events with external speakers to ensure that freedom of speech within the law is protected. This does not mean that any group or speaker has a right to be invited to speak. However, where a speaker has been invited, the University must protect their right to freedom of speech within the law.
2. An external speaker is someone who is not a member of the University community who is invited to speak at an event in order to communicate their views, ideas or opinions on a topic. Individuals invited to perform music, compere events or deliver training would not usually be identified as external speakers.

### **Scope**

3. This procedure applies to all events with external speakers which are affiliated with, funded by or branded in, the University's name irrespective of where they take place.
4. This procedure sets out specific responsibilities that apply to all members of staff, all students, members of the public who are attending a University event, the activities of Leeds Beckett Students' Union, any societies or clubs registered with it, the Athletic Union and affiliated clubs.
5. The procedure does not apply to general day to day academic activity of staff and students (e.g., lectures, seminars) and business activity of staff (e.g., staff development activity).

### **Responsibility for Events with external speakers**

6. Any organisation, group, member of staff or student proposing to organise an event with an external speaker must ensure that a single "Responsible Officer" is identified who will be responsible for the organisation and conduct of the event.

#### Responsible Officer

7. The Responsible Officer must:
  - a. Complete a screening questionnaire to provide brief information on the event and proposed external speaker in a timely way;
  - b. Submit the request for an event with an external speaker to an Approving Officer. Approval is required for the event to proceed but will not unreasonably be withheld;

- c. Accept responsibility for the smooth-running of the event and usually be present at the event or designate a nominee to act as a Responsible Officer at the event;
- d. Provide the external speaker with the University's [External Speakers' Code of Conduct](#).

### **Approval of events with external speakers**

8. Arrangements for booking and approval of an event with an external speaker follow a common process. A flowchart to illustrate the process is provided as appendix 2.

#### The Approving Officer

9. Designated roles with the University also have responsibility for approving events with external speakers (see table 1 below). The Responsible Officer must submit a request for an event with an external speaker to an Approving Officer.
10. The Approving Officer must:
  - (a) Consider the request in a timely way;
  - (b) Reach a decision on whether the event is approved, approved with mitigations/conditions or not approved;
  - (c) Communicate the outcome to the Responsible Officer in a timely way;
  - (d) Take responsibility for oversight of any conditions or mitigations required for the event to go ahead;
  - (e) Refer on to the Registrar & Secretary any request which they are not able to approve;
  - (f) Ensure that appropriate records of decisions are kept.
11. The Approving Officer may, at their discretion, seek additional information from the Responsible Officer or seek further advice from the Registrar & Secretary.

#### University Registrar & Secretary (or nominee)

12. The Registrar & Secretary must:
  - (a) Provide advice as required to Approving Officers;
  - (b) Consider requests referred for decision in a timely way;
  - (c) Seek expert advice from the University lawyers, police or other external organisation as required;
  - (d) Act as the highest-level decision-maker on whether an event is approved, approved with mitigations/conditions or not approved;
  - (e) Communicate the outcome to the Approving Officer in a timely way;
  - (f) Ensure that appropriate records of decisions are kept;
  - (g) Maintain oversight of the University's Code of Practice and support the Board of Governors in discharging its responsibilities for review of the Code;



- (h) Decide whether any concerns raised after an event relating to an external speaker and the University's obligations on freedom of speech require investigation and if so to arrange for such an investigation to take place.

## **Approval Process**

13. The Responsible Officer should request approval for any external speaker(s) from the relevant Approving Officer in writing at least 10 working days before the event.
14. A checklist of information required by the Approving Officer is set out at appendix 3. The Approving Officer may request additional information from the Responsible Officer if they are unable to make a decision based on the information provided.
15. The Approving Officer will consider the request and will make one of the following decisions:
  - (a) The speaker/event presents no significant risks and can go ahead;
  - (b) The speaker/event requires additional mitigations in order to go ahead (mitigations might include, for example, additional security, a requirement for ticketing or the addition of another speaker to provide a balance of views at the event. A more detailed list of potential mitigations is provided as part of the checklist in appendix 3);
  - (c) The speaker/event presents significant risks that it may not be possible to mitigate. If this is the decision, the matter will be referred to the Registrar & Secretary for a final decision.
16. In any case, the Registrar & Secretary's Office is available to provide advice and support.
17. Where a decision is referred to the Registrar & Secretary (or nominee), a check will be performed on the speaker, and further advice or direction provided to the Approving Officer. If on conducting the check the Registrar & Secretary has any concerns over the nature of the speaker, they will seek advice from the police or other appropriate body in order to make an informed decision.
18. Following consideration of relevant advice, the Registrar & Secretary will reach one of the following decisions:
  - the event is approved to go ahead;
  - event is approved to go ahead with mitigations/conditions;
  - the event is not approved to go ahead.
19. Brief information on the reasons for the decision will be recorded.
20. Where necessary, the Registrar & Secretary's Office will ensure that University Security Services are alerted to the event and any possible issues in order to ensure the safety of those present.
21. The Approving Officer is responsible for ensuring that records of requests for events with external speakers are kept along with the outcomes of such consideration. At summary level, this information should be recorded in the Events Log, co-ordinated by the University's Events Team.

22. The Registrar & Secretary’s Office will keep a record of requests requiring the highest level of approval. Annually, the Registrar & Secretary’s Office will seek information from Approving Officers on requests for events with external speakers as recorded in the [Events Log](#). **The Events Log is the mechanism through which information is logged to inform our Prevent return to the OfS; it is therefore important that it is completed.**
23. Designated roles carrying the responsibilities of Responsible Officer and Approving Officer are set out below, in relation to the origin of requests for external speaker events.

**Table 1: Responsible Officers and Approving Officers**

Organisation/ originating area	Responsible Officer	Approving Officer
School or Service	Relevant employee in the area	The Director, Dean or the DVC within the relevant line management structure
Trades Union	Union Representative	Director of HR
Students’ Union club or society	Relevant SU officer	SU Chief Executive
Athletics Union	Relevant sports society officer	Director of Sport and Active Lifestyles
Student	Student – submitted for approval through Course Tutor where related to course of study	Dean of School
Staff member on behalf of external organisation	Relevant individual from the organisation (may be the staff member)	The Director, Dean or the DVC within the relevant line management structure

24. Once approval has been given for an event, space should be requested through the Timetabling Office or Events Team as appropriate (depending of the space requirements, support required and time of year). These teams will seek confirmation of approval of the external speaker and any conditions or required mitigations before booking the necessary space.

## **Misconduct at Events**

25. Should any member of staff or student have concerns over conduct or content during an event this should be raised immediately with the Responsible Officer or their representative at the event. The University reserves the right to halt an event at any time if it reasonably believes that it cannot guarantee the safety of those present or if it reasonably believes that to allow the event to continue would cause a breach of the law.
26. After the event, concerns can be reported to the Registrar & Secretary who will make a decision on whether an investigation is required and arrange of such an investigation to be carried out if necessary.
27. Should any misconduct or damage occur at an event then the University will seek to recover any costs of restoration and will, if appropriate, invoke staff or student disciplinary procedures.
28. The University may use information from previous events (including concerns raised) to inform decisions on whether or not to accept future bookings.

## **Where consent for an event is withheld**

29. Authority to refuse consent or withhold facilities for a meeting or similar event shall be reserved to the Registrar & Secretary or nominee.
30. In reviewing such matters, the Registrar & Secretary shall give consideration to putting in place arrangements/conditions (e.g., provision of stewards, variation of location and time, and whether such an event should be open to the public at large) which may adequately mitigate or remove the risk of any factor in paragraph 22 of the Code materialising. The Registrar & Secretary's Office has the authority to impose such arrangements or conditions on event organisers.
31. Where the Registrar & Secretary forms the view that their power to regulate events by condition is insufficient to prevent serious disorder in premises subject to the University's control, they may decline to permit such events to be held. Before doing so, however, they may consult the police with a view to establishing whether the serious disorder could be prevented or otherwise dealt with appropriately by attendance of police officers or some other conditions.

## **Right of review of the decision of the University Registrar & Secretary**

32. If any person or organisation believes that the actions of the University Registrar & Secretary in refusing permission or facilities for the holding of any event, or the actions of the University in imposing conditions are unreasonable, they shall have a right to make representations to the Vice Chancellor within five working days of receiving the final decision of the University Registrar & Secretary. The Vice Chancellor shall consider such representations and within five working days

of receipt shall confirm in writing to the person or body making them whether the original decision is to be upheld or varied.

33. Where breaches of the criminal law occur, the University shall assist with police investigations and, if charges are preferred, with the conduct of judicial proceedings as necessary.

### **Review of the Code**

49. Section 43 of the Education (No.2) Act 1986 requires under subsection 3 that the Board of Governors shall issue, and keep up to date, a Code of Practice on Freedom of Speech. In order to comply with this duty, the Board of Governors shall review, formally, the operation of the Code at least every five years.

## Further Resources

1. Officeforstudents.org.uk. (2018). *Freedom of speech - Office for Students*. [online] Available at: <https://www.officeforstudents.org.uk/advice-and-guidance/student-wellbeing-and-protection/freedom-of-speech/>
2. GOV.UK. (2018). *Chapter 5: Protecting charities from abuse for extremist purposes*. [online] Available at: <https://www.gov.uk/government/publications/protecting-charities-from-abuse-for-extremist-purposes/chapter-5-protecting-charities-from-abuse-for-extremist-purposes>
3. Universitiesuk.ac.uk. (2015). *Parliamentary briefing: Freedom of speech on campus*. [online] Available at: <https://www.universitiesuk.ac.uk/policy-and-analysis/reports/Pages/briefing-freedom-of-speech-on-campus.aspx>
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6. Equalityhumanrights.com. (2020). *Equality and Human Rights Commission Gender Segregation at events and meetings: guidance for universities and students' unions*. [online] Available at: [https://www.equalityhumanrights.com/sites/default/files/guidance\\_for\\_universities\\_and\\_students\\_unions\\_17-07-14.pdf](https://www.equalityhumanrights.com/sites/default/files/guidance_for_universities_and_students_unions_17-07-14.pdf)
7. Equalityhumanrights.com. (2015). *Equality and Human Rights Commission: Freedom of Expression: Legal Framework*. [online] Available at: [https://www.equalityhumanrights.com/sites/default/files/20150318\\_foe\\_legal\\_framework\\_guidance\\_revised\\_final.pdf](https://www.equalityhumanrights.com/sites/default/files/20150318_foe_legal_framework_guidance_revised_final.pdf)

## Appendices

1. [Appendix 1 - External Speakers' Code of Conduct](#)
2. [Appendix 2 - External Speakers' Approval Flowchart](#)
3. [Appendix 3 - Checklist for approval of External Speakers](#)

## **EXTERNAL SPEAKERS' CODE OF CONDUCT**

1. This Code of Conduct is provided to an external speaker in advance of an event. The external speaker should be asked to confirm that they have read and understood the requirements of the Code of Conduct in advance of the event. The Students' Union has its own Code of Conduct for External Speakers.

### **Introduction**

2. This Code of conduct exists to ensure that all speakers taking part in a Leeds Beckett University branded, hosted or run event or activity, whether on University premises in Leeds or elsewhere, act in accordance with its requirements regarding freedom of speech.

### **Context**

3. Universities operate within in a complex regulatory and legal framework. It is therefore important that all visiting speakers understand the context that governs speaking at a Leeds Beckett University event.
4. The University has an obligation to protect freedom of speech and is committed to encouraging the expression and exchange of views – including on difficult and controversial issues. However, freedom of speech is not an absolute right and must be balanced with other legal obligations. The University therefore will seek to ensure that any visiting speaker does not break the law or breach the lawful rights of others.
5. The University has a duty to protect staff, students and visitors from hate crimes, harassment, defamation, breach of human rights, unfair treatment, breach of the peace and terrorist ideology whilst they are at a University branded event. In permitting events to be held on its premises, the University must also discharge responsibilities relating to health and safety, public meetings and public order.

### **Conduct**

6. The University expects visiting speakers to act in accordance with the law and not to breach the lawful rights of others.
7. Set out below are examples of the University's expectations: this list is not exhaustive.

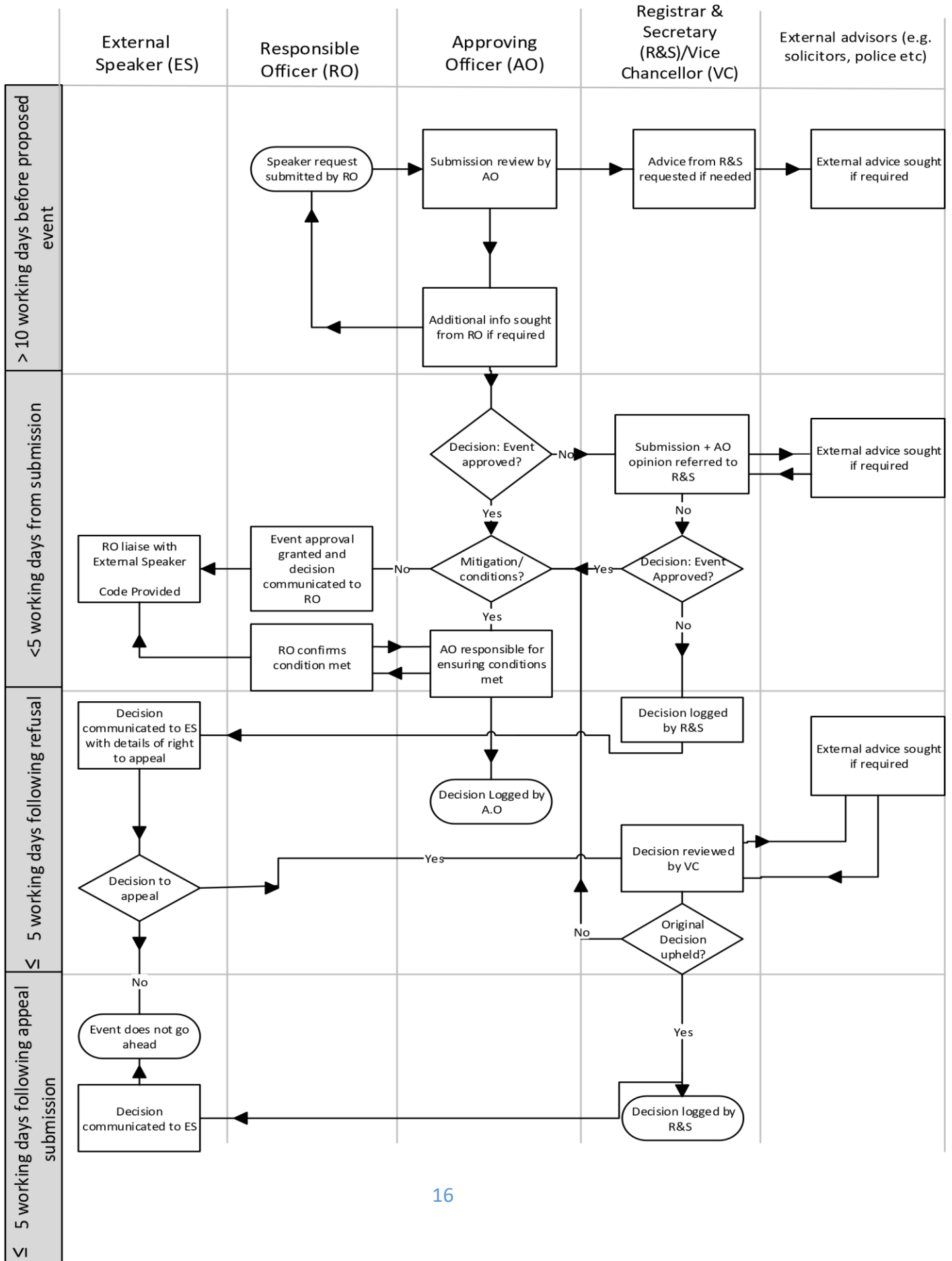
**Speakers must NOT:**

- (a) incite or spread hatred, intolerance, violence or call for the breaking of the law;
- (b) discriminate against, harass or insult any person or group on the basis of their faith, race, nationality, sex, age, religious beliefs or sexual orientation;
- (c) encourage, glorify or promote any acts of terrorism, including any individual, groups or organisations that support such actions;
- (d) seek to raise or collect funds for any external organisation or cause without express permission of the University.

**Speakers must:**

- (e) Allow and encourage challenge and debate on opinions and ideas put forward;
  - (f) Comply with the University's Code of Practice on Freedom of Speech;
  - (g) Comply with the University's Equality and Diversity Policy;
  - (h) Abide by the University Health and Safety Policy.
8. The University reserves the right to refuse or halt an event at any time if it reasonably believes that it cannot guarantee the safety of those present or if it reasonably believes that to allow the event to continue or to go ahead would cause a breach of the law.

Approval & Management of Events with External Speakers





## Checklist for the Approval of External Speakers

### Stage 1 – Proposal form (to be completed by Responsible Officer<sup>1</sup>)

#### Information of event

Please include basic event information as required for the [Event Log](#): e.g., the event title and subject; proposed audience; online or in person; date and proposed venue etc. [Click here to enter text](#)

Is there an **external speaker** at the event? Yes/No If **yes**, which organisation are they are representing? If yes, [click here to enter text](#)

*If the answer is yes, please continue to complete this form.*

### Stage 2 – Screening questions to inform decision (to be completed by Responsible Officer)

*If the answer to any of the following questions is **yes**, further information is likely to be required to inform the Approving Officer's decision.*

#### About the speaker

Has the speaker previously been prevented from speaking at the University (or any other comparable organisation) because they have expressed views that may be in breach of the [Code of Practice on Freedom of Speech and Expression](#)? Yes/No

#### About the topic

Does the proposed topic for the event suggest that it is likely that the views or ideas to be put forward, or the manner in which views or ideas are likely to be expressed, may infringe the rights of others, discriminate against others or constitute extremist views that risk drawing people into terrorism or are shared by terrorist groups? Yes/No

Details of currently proscribed organisations can be found [here](#).

#### About the event/conduct at the event

Is the event itself likely to constitute a criminal offence, a threat to public order or the health and safety of individuals, incite others to commit criminal acts or be contrary to the civil and human rights of individuals? Yes/No

#### Additional considerations and mitigation/conditions

Is there any other reason to believe that the event requires further consideration, in particular regarding potential mitigations or conditions? Yes/No

If **yes**, what potential mitigations<sup>2</sup> or conditions may be required? Please note any additional considerations. [Click here to enter text](#)

<sup>1</sup> Refer to 'Table 1: Responsible Officers and Approving Officers' of the [Code of Practice](#) – see annex 2 below.

<sup>2</sup> Refer to annex 1 below, examples of mitigations or conditions.

*Refer to the Approving Officer for consideration.*

### Stage 3 – Decision of the Approving Officer (to be completed by Approving Officer<sup>3</sup>)

The **Approving Officer** shall select a decision (A, B, or C) from the following:

- A.  The speaker/event presents no significant risks and can go ahead. **OR**
- B.  The speaker/event requires additional mitigations<sup>4</sup> in order to go ahead. **OR**
- C.  The speaker/event presents significant risks that it may not be possible to mitigate.

**Approving Officer:** Name, Role

**Date:** Select today's date

**Additional comments** from the Approving Officer, including details on any agreed mitigations or any particular considerations for the Registrar & Secretary: [Click here to enter text](#)

*If the Approving Officer answers B or C, refer to the Registrar & Secretary for a final decision.*

### Stage 4 – Referral form (to be completed by Registrar & Secretary or nominee)

The **Registrar & Secretary** (or nominee) shall select a decision (A, B, or C) from the following:

- A.  The event is approved to go ahead. **OR**
- B.  The event is approved to go ahead with mitigations/conditions. **OR**
- C.  The event is not approved to go ahead (rationale for decision to be recorded).

If the event is not approved to go ahead, please select the reason (refer to annex 3):

- Procedural matters. **OR**
- Health and safety. **OR**
- Reasons related to Prevent risk. **OR**
- Other matters.

**Approving Officer:** Name, Role

**Date:** Select today's date

**Additional comments** from the Registrar & Secretary or nominee (include rationale for decision if event is not approved to go ahead): [Click here to enter text](#)

<sup>3</sup> Refer to 'Table 1: Responsible Officers and Approving Officers' of the [Code of Practice](#) – see annex 2 below

<sup>4</sup> The Approving Officer must take responsibility for oversight of any agreed conditions or mitigations required for the event to go ahead.

## **Annex 1 - Potential mitigations**

- Varying the proposed time and location of the event
- Restrict event to internal audience (students and staff)
- Requesting a copy of the proposed guest list in advance
- Opening the event up to a wider audience
- Restrict event access through use of ticketing ('closed' event)
- Requirement for the appointment of a named independent chair
- Refusing admission to the media/press
- Additional security – including a specified number of stewards; request for police assistance
- Restricting the display of banners or placards at the event
- Restricting the sale of food and alcohol linked to the event
- Restrictions on how the event is publicised
- Requesting sight of the speaker's outline or script in advance
- Additional speaker to be invited to ensure a balance of views
- Responsible Officer must attend event and be prepared to terminate event with support from security if Freedom of Speech Protocol is breached.