



LONDON
COLLEGE OF
INTERNATIONAL
BUSINESS
STUDIES



Freedom of Speech and External Speakers / Events Policy

<u>Effective from</u>	01/11/2018
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<u>Created by</u>	Jennie Fisher, Student Services Lead
<u>Agreed by</u>	

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Freedom of Speech and External Speakers / Events Policy and Guidance

Policy Statement:

- 1.1 All members of London College of International Business Studies (hereafter referred to as 'the College') should conduct themselves in a fashion that ensures freedom of speech within the law is secured for all staff, students, and visitors. The College believes that a culture of open discussion and debate can only be achieved through avoidance of provocative and offensive actions and language.
- 1.2 The College expects all of its members to be respectful of the diversity of the community and to both be aware of and respect the overarching College values set out in the Equality and Diversity Policy. Any event that may create an environment whereby people will experience, or could reasonably fear, harassment, intimidation, verbal abuse or violence, particularly because of their ethnicity, race, nationality, religion or belief, sexual orientation, gender, disability or age, is also likely to be unlawful and would not be tolerated.
- 1.3 Under Section 43 of the Education (No 2) Act 1986, universities are required to issue a Code of Practice. The following code was created in October 2018 and becomes active in November 2018.
- 1.4 The College has a due regard to the need to prevent people from being drawn into terrorism in line with the Counter-terrorism and Security Act 2015. This due regard is taken into account in relation to freedom of speech and there will be a proportionate response through an application process and resulting risk assessment.
- 1.5 The College has a responsibility under the Education Reform Act 1988 (202, 2(a)) to ensure Academic Freedom for those within the College and this is taken into account through the following policy.
- 1.6 Advice on any aspect of this policy can be gained from the Student Services Lead.

Who is covered by this policy?

- 1.7 This policy applies to all members, students, and employees of the College, in respect of all College premises. Outdoor as well as indoor meetings and other events on College premises are included.

Responsibility.

- 1.8 The overall responsibility for issues regarding freedom of speech lies with the Head of Marketing or the Business Development Manager, though day to day management shall be provided by the General Manager, the Student Services Lead, and the Academic Dean.

Organising an event.

- 1.85 All events, whether on campus or a branded or affiliated event off campus are covered by this policy. A similar assessment of an external event will take place in line with the Prevent duty.
- 1.9 Where an event is to be organised that falls outside of the scope of teaching within the qualification provided by the College, the Event Booking Form found in Appendix 1 should be completed at least 14 days prior to the proposed event date. If an event is booked by a member of the Academic Staff, a 'light touch' approach will be taken, in which their line manager will be the approver, provided no issues are found. In the case of any issues, the usual referral route will be taken as detailed below.
- 1.10 Where an application is made later than the 14 day cut off, the event cannot go ahead on the proposed date. There must be sufficient time to assess the event and put any conditions into place regarding this.
- 1.11 If the event involves a potential audience or gathering of equal to or more than 50 people, 28 days' notice should be provided.
- 1.12 In the first instance, an Academic representative and the Student Services Lead will assess and research the event or speaker through at least three pages of Google searches in line with the guidance provided by the government. If it is deemed acceptable in regards to content and does not violate any of the guidelines provided in Appendix 1, it may go ahead and all paperwork will be filed accordingly.

- 1.13 If in the first instance the event is deemed to be in possible breach of the guidelines provided in Appendix 2, a meeting will be called involving the Dean, the Head of Quality, an Academic Representative, and the Prevent and Safeguarding Lead.
- 1.14 It may be deemed necessary to contact external agencies to gain further information on the providers of the event; this may include but is not limited to, the Prevent co-ordinator, the Local Authority, and the Police.
- 1.15 The College reserves the right to deny a platform to racist and fascist individuals and groups, as they would fall foul of points 1.2 and 1.4.

Relevant Legislation and Policies:

This policy should be read in conjunction with the following legislation:

Communications Act 2003

Terrorism Act 2000

Public Order 1986

Equality Act 2010

In addition, the following policies:

Equality and Diversity

Prevent Policy

Safeguarding Children and Vulnerable Adults

Appendix 1: Guidance on misconduct in relation to Freedom of Speech.

This appendix is for indicative purposes only and does not constitute a definitive list of behaviours that may constitute misconduct. This guidance also applies to visiting speakers or organisations involved in events on College grounds.

- Disruption of, or interference with, the activities of the College;

- Violent, indecent, disorderly, threatening or offensive behaviour or language whilst engaged in any College activity and on any College site;
- Harassment or discrimination against any student, staff member, or authorised visitor to the College at any time;
- Damage to, or defacement of, any College property,
- Placing posters without prior authorisation, or posters that could be constituted to be in violation of the above policy by creating an environment of harassment or whereby people will experience, or could reasonably fear, harassment, intimidation, verbal abuse or violence, particularly because of their ethnicity, race, nationality, religion or belief, sexual orientation, gender, disability or age;
- Conduct which constitutes a criminal offence, including those that damage the reputation of the College;
- Behaviour that brings the College into disrepute,
- Failure to disclose information to any employee dealing with the event / speaker when requested to do so in line with the above policy.

The following are some examples of behaviour that would be relevant to the College's due regard in relation to the Prevent guidance. Again, this list is not definitive and is for indicative purposes only. The Prevent policy should be referenced in line with the below.

- Distribution of discriminatory, threatening, obscene or insulting leaflets or literature either physically or via email or other internet based distribution,
- Speech or literature explicitly supporting terrorism or inciting violence, including assassination,
- Acts intended or likely to stir up hatred on grounds of race, religion or sexual orientation.

Appendix 2: Events / External Speakers Booking Form

Event / External Speaker Booking Form

Please fill in ALL of this form and hand it to Student Services AT LEAST 14 days before your proposed event date.

Name of Organiser (You)	
Contact Email of Organiser (Yours)	
Contact Phone of Organiser (Yours)	
Title of Event / Speaker Name	
Theme / Objectives of Event	
Speaker/Organisation Email	
Speaker/Organisation Phone	
Proposed Date of Event	
Proposed Start and End Time of Event	UNTIL
Proposed Location of Event	
Anticipated Numbers of Attendees	
Will it be a ticketed event?	
Will the event be filmed?	
Are the press invited?	
What publicising will you do? (Posters, emails etc)	
Are you / the organisation / the speaker, selling or distributing anything?	
Do you know of any grounds that may indicate that this event will impact the reputation of the College?	
Will there be children (under 18's) on site?	
Will there be anyone with a disability on site that we should make access arrangements for?	
Any other relevant information?	

SIGN AND DATE BELOW:

FOR OFFICE USE ONLY:

Date Form Received:

Proposed Event Date:

Any concerns post-research?

Need to refer for further assessment? YES / NO

If YES, book meeting with Dean, Head of Quality, Prevent and Safeguarding Lead, and an Academic Representative. Inform event organiser within 3 days.

If no need for further assessment, sign, print, and date below:

/ /

Appendix 3: Process and Procedure for Event / External Speaker Booking, including Referrals.

The following is the process followed for the booking of an event or external speaker.

1. Organiser fills in form found in Appendix 2 (located in the Student Services Office), and hands to Student Services at least 14 days before the proposed event (28 for bookings with over 50 attendees),
2. Student Services Lead and an Academic Representative produce a research document of at least the first three pages of Google searches in order to ascertain whether the event can go ahead,
3. The event is deemed acceptable to go ahead and the organiser is informed the same day the decision is reached. If there are conditions such as ticketing, security, or a speaker with an opposing view for balance, these will be passed along and must be adhered to in order for the event to go ahead.

If there is a need for a referral, the below process is used:

1. Actions 1 and 2 from the above are followed,
2. During the search it is found that the event may be in breach of the attached policy using the framework mentioned in Appendix 1,
3. A meeting is called between the Dean, the Head of Quality, an Academic Representative, and the Prevent and Safeguarding Lead and the organiser is informed within 3 days,
4. Prior to this meeting, external agencies may be contacted to gain more information regarding the speaker or organisation and this will be discussed at the meeting,
5. Either the event is deemed acceptable to go ahead under a number of strict conditions with a member of the previously mentioned meeting present, who will have the power to shut the event down if they feel it is in breach of the conditions or the law,
6. The event may not be deemed acceptable to go ahead and this will be communicated within 5 working days to the organiser. The College is not liable for anything booked in advance without prior authorisation.