

**Freedom of Speech Policy & Code of Practice
for External Speakers, Conferences & Events
On & Off-Campus**



Document Title:	Freedom of Speech Policy & Code of Practice for External Speakers, Conferences & Events On & Off-Campus
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Indicate whether the document is for public access or internal access only Indicate whether the document applies to collaborative provision? <i>(Strikethrough text, as appropriate)</i>	Public Access Internal Access Only Applies to Collaborative Provision
Summary: This document defines the policy and practice for freedom of speech and the management of external speakers, conferences and events on and off-campus at the University of Winchester	

Freedom of Speech Policy & Code of Practice for External Speakers, Conferences & Events On & Off-Campus - University of Winchester

Introduction

The University of Winchester is committed through its Values to intellectual freedom including Freedom of Speech.

This Policy and Code of Practice has been approved by the University Board of Governors and the University Management Group to set out the University's commitment to

- Freedom of Speech and its appropriate expression within the law
- the protection of the rights of members of the University to hear ideas and controversial or unpopular opinions
- the application of critical thinking and engagement in legitimate and lawful comment, debate and robust dialogue
- Article 10 of the European Convention on Human Rights.

Legal Framework

The University endeavours to offer an environment in which ideas and opinions are open to challenge and where the highest standards of academic rigour are pursued.

(1) Section 43 (i) of the Education Act (NO.2) 1986 requires that

“persons concerned in the government of any establishment...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”.

This Act places a duty on Universities to maintain and update a Code of Practice covering the organisation of events where free speech could be considered a cause for concern, whilst ensuring use of University premises is not denied on the grounds of belief or viewpoint, policy or objectives.

This must be fulfilled in the context of also ensuring

- the activity is not undertaken as an alternative to agreed complaints and grievance processes, including the ‘Whistleblowing’ procedure
- the best interests of the University are pursued including protection of reputation
- the University is protected from being associated with or encouraging or assisting crime under the Serious Crime Act 2007.

The University recognises that academic discourse includes the expression of ideas that may offend, shock or disturb without fear of disciplinary action or any other sanction. However this must be carried out in a manner lawful, without malice and in the public interest.

The University also recognises the right and freedom of staff and students to engage in academic study and research linked to all forms of conflict and any activity which may be referred to as terrorism, whilst encouraging clear links between academic purposes, objectives and learning outcomes and any material downloaded or disseminated. Any record keeping related to such study or research should be undertaken only for the purpose of pursuing that particular academic course

of study or research. No such record should be kept if it is not necessary to achieve the academic purposes, objectives or learning outcomes of that study or research and any record should be securely destroyed by staff and students once maintaining it is no longer necessary to achieve these legitimate aims.

This Policy & Code of Practice is therefore intended to facilitate free speech whilst ensuring compliance with the law, due regard to health and safety and maintenance of good order on University premises. The University is responsible for ensuring that student study is not interrupted, that property is not damaged and proper academic discipline is maintained.

(2) The European Convention recognises that there could be limits to freedom of speech

“ in the interests of national security, territorial integrity or public safety, for the prevention of disorder or crime, for the protection of health or morals, for the protection of the reputation or rights of others, for preventing the disclosure of information received in confidence, or for maintaining the authority and impartiality of the judiciary”

and relevant case law has established that any restrictions must be “construed strictly, and the need...established convincingly”.

There is no legal obligation to hold events open to the external public on University premises.

No University is required to provide a platform for speech which goes beyond the law. A speaker who for example incites an audience to violence or to breach of the peace or to racial hatred, exceeds the definition of lawful speech. Equally any conference, assembly or meeting of persons even if planned for a lawful purpose, ceases to be lawful if it causes serious public disorder or a breach of the peace.

Acts of Parliament that shape free speech include the following

- (3)** Public Order Act 1986 – any person using words or behaviour or displaying any written material which is threatening, abusive or insulting is committing an offence if he intends to stir up racial hatred or having regard to all the circumstances, racial hatred is likely to be stirred up.
- (4)** Racial and Religious Hatred Act 2006 – introduces Part 3A into the Public Order Act 1986 which provides that a person who uses threatening words or behaviour, or displays any such written material, is committing an offence if he intends to stir up religious hatred.
- (5)** Criminal Justice and Immigration Act 2008 – amends Part 3A of the Public Order Act 1986 (hatred against persons on religious grounds) to include hatred against a group of persons defined by reference to sexual orientation.
- (6)** The Terrorism Acts 2000 & 2006 – define criminal activity relating to terrorism in terms of inciting acts of terrorism, including its glorification, the dissemination of terrorist publications or belonging to or supporting proscribed organisations. Terrorism is defined as including the use or threat of serious violence against a person or serious damage to property for the purpose of advancing a political, religious or ideological objective. A list of proscribed organisations is currently published on the Government website
<https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2>

- (7) Counter Terrorism and Security Act 2015 – provides that a specified body, including all Universities, must “in the exercise of its functions have due regard to the need to prevent people from being drawn into terrorism” and confers powers on the Secretary of State to issue guidance on meeting this responsibility. The Act also requires all Universities to “have particular regard to the duty to ensure freedom of speech...and the importance of academic freedom”.

Definitions & Interpretations

The terms below as used in this Policy & Code of Practice have the meanings set out next to them.

TERM	MEANING
Event	Any Conference, Assembly, or Meeting of people held on University premises or Other Premises which is to any extent organised, branded, funded, supported or endorsed as a University of Winchester or Winchester Student Union activity but is not held for purpose of collective religious worship. This definition includes conferences assemblies or meetings expected to receive contributions that are pre-recorded, streamed or broadcast from other locations.
External Speaker	People who are not students, staff nor governors of the University, who have been invited to speak at an event for purposes that are not a designated part of an academic course of study, research activity or an academic offer. This definition includes pre-recorded, streamed or broadcast materials from a speaker.
Members of the Public	People who are not students, staff nor governors of the University.
Protected Characteristic	Any of the characteristics of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation that are protected from discrimination by law.
The Law	Any of the laws of England and Wales and the jurisdiction of the laws of England and Wales.
University Premises	All of the premises owned, leased, or used by licence or permission by the University, including premises occupied or used by the Student Union.

The Glossary of Abbreviated Terms at **Appendix 3** gives a complete guide to acronyms and abbreviations used in this document.

Application of the Policy & Code

This Policy & Code is binding on all members of the University and the Campus Community, including students, employees and any member or society of the Student Union. It operates in relation to all activities defined as University of Winchester or Winchester Student Union events. The Policy & Code also applies to bookings taken from any source external to the University for events taking place on University or Winchester Student Union premises.

All events taking place in the University are governed by the rules, regulations and booking procedures in force at the time including the terms and conditions for both Conferences and Student Society bookings. The application of this Policy & Code will where applicable prevail over these rules, regulations or procedures where there is any conflict.

The Senate and Academic Faculties have responsibility for ensuring that teaching and research activity adhere to the Policy & Code. The University's Research Ethics Policy <https://intranet.winchester.ac.uk/information-bank/document-store/Published/RKE%20Ethics%20Policy%20and%20Procedures.pdf> contains reference to ensuring that the appropriate ethical standards as fostered by the Policy & Code are maintained.

Freedom of Speech Profile

The University through its designated officers reserves the right to decline a request to book, host or in any way support an event or speaker where there is substantial risk of unlawful activity. If there are concerns that an event may come into this category, the Senior Management Team (SMT) must be informed.

Any decision to decline a request to book or host an event or speaker will be based on evidence of risk.

Any such decision will be taken by SMT with reference to the Approving Officer Team (AOT) and relevant Academic Colleagues and will be given in writing with an accompanying rationale by SMT.

Procedure for External Speaker & Event Bookings & Role of the Responsible Organiser Team

Each event must have a Responsible Organiser Team (ROT) formally designated as the responsible persons for taking and processing the booking, maintaining the relationship with the Event Initiator and liaising with all other groups and individuals in the University as may be relevant.

If the event is managed and organised by a University department or recognised staff association then ROT must consist of members of University staff only.

If the event is managed and organised by the Student Union or a Club or Society then ROT must consist of at least one elected Executive Member of the Student Union or the President of any club or the Chair of any Society, with appropriate colleagues, who must include at least one member of University staff as invited.

If the event is to be held on University premises and run by an external body then the member of University staff or the Student Union empowered to agree use of the premises shall be the ROT lead for the particular event and shall appoint appropriate colleagues to join ROT.

ROT has responsibility to

- (i) Ensure as far as possible that the event complies fully with the requirements of this Policy
- (ii) Provide the University with at least 15 working days' notice of any event involving an external speaker

ROT for an event must ensure an Event Booking & Risk Assessment Form is completed and signed by the Event Initiator and submitted to them. An appropriate form will be used by the University, the Student Union, students and student groups.

The Form will include the following information

- Event Date, Time & Venue
- Identity of ROT and Event Initiator or otherwise Student Society or Club
- Nature of the Event eg. presentation, exhibition, party
- Subject/Theme & Title of Event (in full with no acronyms)
- Number of people likely to attend
- Seating or general venue/attendance arrangements
- Where advertised and whether open to the public or for members of the Campus Community only
- The name/s of any speaker/s or principal exhibitor/s or attendee/s
- The topic/title of the presentation or exhibition and brief background details of the speaker/s or principal exhibitor/s or attendee/s
- A risk assessment in terms of health and safety and good order based on **Key Questions Set (1) Reasonable Grounds** – see Page 7 below.

Management of Events & Speakers

ROT must take all reasonable steps through the booking process, maintaining the relationship with the Event Initiator and liaising with all other groups and individuals in the University as may be relevant, to ensure that the attendees and the University's property, premises, furnishings and equipment are treated with respect and ensuring that all the requirements of health and safety and good order are met.

AOT is responsible for reviewing the risk assessment, determining whether the level of suggested risk is appropriate and whether any Additional Arrangements (see below) might be required to mitigate any risk.

Where an event is identified as high risk, AOT may determine any Additional Arrangements that are reasonably required according to the PROF tests to ensure proportionate, reasonable, objective and fair measures are put into place.

Event Initiators and ROT should note that a significant lead time will be necessary where Additional Arrangements are required. It is recommended that the minimum period of notice should be fifteen (15) working days clear notice. ROT should ensure a risk assessment is provided as early as possible and should note that a proposed event may need to be postponed if Additional Arrangements are considered necessary.

Where a postponement is required AOT will consult available members of SMT before reaching a decision.

All visiting speakers for student and Student Union events will be risk assessed and the University may decline or cancel a booking where a speaker has a record indicating a substantial risk that the law or University Regulations will be breached. Before enacting such a decision SMT will consult with AOT and relevant Academic Colleagues. It is recommended that ROT ensures that AOT has fifteen (15) working days advance notice of a booking. Where the notice given is shorter than this

recommended period, AOT may require the event to be postponed pending consultation with SMT. If the decision is taken to cancel and decline a booking, ROT may follow the Appeal Process as set out in the Policy & Code.

Where Student Union clubs or societies organise a series of events a risk assessment must be provided for each speaker and event and must reach AOT in good time and at least fifteen (15) working days in advance of each activity where **Key Questions Set (1) Reasonable Grounds** suggest Additional Arrangements could be required.

Conduct of Speakers

All external speakers must present their ideas and opinions in the spirit of debate and they must be receptive to challenge and questions from all members of the audience.

All external speakers must act in accordance with the law and must not breach the lawful rights of others.

During the course of the event, no external speaker shall:

- (i) Break the law or incite others to break the law.
- (ii) Incite intolerance, discrimination, hatred or violence.
- (iii) Encourage or promote illegal acts or promote individuals, groups or organisations that undertake illegal acts.

These requirements are not exhaustive and the University reserves the right through its appointed staff and officers to terminate an event if it considers that a speaker will not conduct themselves in accordance with this Policy.

All external speakers are to be provided with a copy of this Policy or the relevant web link. Where found appropriate by AOT, the external speaker and/or as appropriate the Event Initiator will be required to confirm in writing to AOT that they have read and understood this Policy and that they agree to abide by its requirements. This confirmation must be submitted at least seven days in advance of the event.

Publicity Materials

The University shall have the right to require that it is

- provided with copies of all publicity materials for the event, together with an explanation of abbreviations, acronyms, alternative or coined nomenclature or any technical terms used
- informed if there is any enhanced security or anonymity applied to the event or a cryptonym or code name or is used for the event and provided with a rationale to support any such approach
- informed if representatives of the media are to be admitted or excluded.

The University's logo and other associated symbols and emblems shall not be used in publicity materials for any event without the written consent of the University's Communications and Marketing Department.

Use of University Premises

All events involving external speakers at the University must be held in a location that has been booked in accordance with the University's policies and procedures for booking University venues.

The University will not unreasonably refuse to allow events to be held on its premises but has a duty to ensure that events are conducted in compliance with the law, including health and safety legislation. Events that cannot demonstrate full compliance with the requirements of the law will not be permitted on University premises. Requests to hold events on University premises may be declined if a suitable location is not available.

The University has the discretion but has no legal obligation to allow meetings or events held on its premises to be open to members of the public. The University shall have the right to require that it is provided in advance with a list of all attendees for the event and also has the right to require that events held on its premises should be ticketed.

The University shall have the right to refuse entry to those attending the event if they bring onto University premises items that it deems to be:

- (i) Unduly provocative or offensive in nature
- (ii) Designed or have the potential for use to cause injury to people or property.

Events held on Other Premises

This policy applies to all events involving external speakers held under the authority or brand of the University or otherwise associated with the University, regardless of the location of the event. It should be noted for the avoidance of doubt that holding an event at an external venue does not enable this policy to be circumvented. Failure to comply with this Policy may result in disciplinary action.

Assessment of Events & Speakers

Before giving permission for any event to take place on University premises, or off-site under the authority or brand of the University, ROT must consider **Key Questions Set (1) Reasonable Grounds**, as to whether

- (i) The proposed speaker has been previously barred from speaking at either this or another education establishment for expressing views that contravene the purposes of this Policy?
- (ii) The proposed speaker or the theme or content of the event will contravene the purposes of this Policy, including the need to have due regard to the need to prevent people from being drawn into terrorism?
- (iii) The proposed speaker or the theme or content of the event is likely to attract attendance from individuals or groups that have previously been known to express views or to act in ways that contravene the purposes of this Policy?
- (iv) There may be an intention to segregate the audience on the basis of any protected characteristic?

- (v) The event has been organised to raise or gather funds for any individual, organisation or cause that encourages, promotes or undertakes acts that break the law?

If the answer is **no** to all of the above questions and it is clear that there are no issues that require further consideration then the organisation of the event can proceed.

If the answer is **yes** to any of these questions or there is uncertainty or further consideration required in relation to any of them then a request to approve an external speaker or the theme or content of the event must be referred to the Approving Officer Team (AOT).

This set of questions is not exhaustive and ROT has the discretion to consider other factors. The University will also have the discretion to consult other parties and external information sources as part of its deliberations. In all circumstances, the University should only take such action and make such decisions as it considers proportionate, objective, reasonable, and fair (PROF) to the furtherance and fulfilment of this policy.

Role of the Approving Officer Team

The Approving Officer Team (AOT) will consist of the Head of Housing & Security, the Security Manager, the Health & Safety and Business Continuity Manager and the Deputy Business Continuity Manager. At least two members of this Team constitute a quorum and in extremis/where only one member is available the Director of Estates & Facilities Services or a member of SMT will be co-opted to create a quorum.

AOT will make a recommendation regarding the progress of the event and must consider **Key Questions Set (2) Further Reasonable Grounds**, as to whether

- (i) The law will be broken or that there will be incitement to break the law?
- (ii) A breach of the peace will occur or that there will be incitement to breach the peace?
- (iii) The event is in support of an individual or organisation whose aims and objectives break the law?
- (iv) A speaker or attendees may be unable to enter or leave the building safely?
- (v) A speaker may not have the freedom within the law to speak without significant disruption?
- (vi) The event would not be in the interests of public safety?
- (vii) The event would cause significant disruption or compromise to the normal business of the University?

This set of questions is not exhaustive and AOT will have the discretion to consider other factors. AOT also has the discretion to consult and take advice from other parties including key formal and informal external contacts, some of whom may be Prevent-Duty specific, during its deliberations. AOT should only take such action and make such decisions that are necessary and proportionate to the fulfilment of this Policy.

AOT may:

- (i) Give permission for the external speaker to participate in the event.

- (ii) Give permission for the external speaker to participate in the event subject to stipulated conditions being met. These conditions will be those considered to be reasonable and necessary to ensure that the law will not be broken and to ensure the safety and security of people and property and are defined as Additional Arrangements.
- (iii) Discuss the matter with relevant Academic Colleagues as appropriate and recommend to SMT that the University declines permission for the external speaker to participate in the event.

Any decision to decline can only be taken by SMT, representing the University.

The University may reconsider its decision at any time and may withdraw permission or apply additional stipulated conditions for the use of University premises if:

- (i) New factors or information come to light which if they had been known at the time would have resulted in a different recommendation by AOT or decision by SMT when the original request was considered.
- (ii) There are reasonable grounds for believing that any Additional Arrangements required by AOT concerning participation of the external speaker in the event will not be met.

Decisions made by AOT and/or SMT will be conveyed to the external speaker and/or as appropriate the Event Initiator in writing via ROT.

Application of Additional Arrangements to Ensure Health & Safety and Good Order

Additional Arrangements may be required to facilitate freedom of speech for events where there are reasonable concerns that the maintenance of health and safety and good order may require augmented support.

For example, a high profile speaker may be sufficiently popular that measures to ensure the safety of large crowds will be required. Another speaker may generate a strong response from some members of the Campus Community and it may be necessary to enact measures to ensure that all parties behave in a safe, orderly and tolerant manner and that an environment conducive to free and open discussion is maintained.

The University of Winchester is committed to creating and supporting a balanced, inclusive and diverse community and operates an Equality & Diversity Policy, Dignity at Work Policy and a Student Charter. The Equality Act 2010 requires all Universities to have due regard to the need to prevent unlawful discrimination and harassment and to promote equality of opportunity and positive relationships between different groups.

Where concerns are identified suggesting that a speaker may have or promote views not consistent with these policies but not in contravention of the law, an event would normally proceed. In such a case there is likely to be a concern around maintaining order and the event may be required to embrace Additional Arrangements into its organisation and management. In this case the University may require ROT to take reasonable steps to ensure balanced views are represented.

In the case of events assessed as requiring Additional Arrangements, an Event Support Colleague will be designated by AOT and fully briefed to facilitate the event. The Event Support Colleague will be appropriately experienced and AOT may stipulate the extent of the experience required.

Role of the Event Support Colleague

The Event Support Colleague (ESC) will be the appropriate member of University staff to support an event taking place either on or off-campus. ESC will be the University's representative for the purpose of the Policy & Code. Winchester Student Union including and Club or Society will be informed of the appointment of an ESC where the event is organised by the Student Union and ESC will liaise with the Student Union.

ROT will act as the channel of communication between the external speaker and/or as appropriate the Event Initiator and ESC who is responsible for ensuring compliance with the Policy & Code and the University's Charter, Statutes Ordinances, Regulations, Policies and the law.

ESC has the responsibility to put in place any Additional Arrangements and to use all reasonable endeavours to ensure they are carried out. After discussion with ROT and in conjunction with AOT, ESC will put in writing the specific Additional Arrangements to be enacted.

The event may proceed only when

- ROT has obtained written acceptance of the Additional Arrangements from the external speaker and/or as appropriate the Event Initiator and countersigned them
- Additional Arrangements countersigned by ROT have been received by ESC.

If ESC is not satisfied that the requirements for the Additional Arrangements will be met they may recommend to AOT that the event is declined.

An event requiring Additional Arrangements cannot be advertised without ESC prior approval, and the wording of notices advertising the event shall be subject to approval by ESC.

The University reserves the right to work with the external speaker and/or as appropriate the Event Initiator, through ROT and primarily via ESC, in order to

- control the frequency and timing of any event/s organised by an individual or group if in its considered view the frequency or timing would place an unreasonable burden on University resources.
- decide which space/s can or will be used for a particular event and to take any other decision which may be needed to protect the safety of people, property, premises or services
- postpone or cancel a booking for an event or speaker if further information is received indicating a substantial risk of contravention of the law or that appropriate conditions for an event will not be met. An example might be gender segregation of the audience, or that there is a refusal or failure to meet the Additional Arrangements required by ESC.
- postpone or cancel a booking for an event or speaker if the organiser/s, the speaker/s or any external group or individual has misled the University about the event by misrepresenting or concealing information.
- require that the proposed text of any speech or presentation to be delivered by an external speaker is provided in good time (ie) a minimum of 72 working hours before delivery, in order to determine whether it is likely that Additional Arrangements will be required to facilitate free speech or there is a substantial risk that the law will be broken.

Nature of Additional Arrangements

The following is an exemplar list of possible Additional Arrangements which may be applied to mitigate risk.

- AOT may require stewards to be present, prior agreement of their number and assurance of their suitability. They may also liaise with the Security Team to arrange an appropriate security presence for the event.
- AOT may determine whether attendance should be open to
 - Members of the University only;
 - Members of the University and guests who are not members of the University, provided they have been individually invited by ROT or by members of the University who are members of the body initiating the event. Anyone inviting such guests will be responsible for their conduct at all times;
 - Persons known to the Event Initiator;
 - Members of the general public, which may trigger the requirement for a Police presence.
- Admission of the media (other than media run directly by the University or the Student Union) to any event with Additional Arrangements will require the prior approval of AOT who will act in consultation with the Director of Communications and Marketing.
- Admission to the specific venue for the event may be via ticket or photo identity card or both as may be required. This process may also be extended to access to the building in which the venue is located.
- AOT may determine the access and departure points to and from and the routes within the building for both the speaker and the attendees as may be necessary.
- AOT may determine that the event should be recorded by an independent body.
- AOT may decide that a member of the University should be admitted to the event to present a balancing view to that of the speaker.
- AOT may designate members of the University to observe or assist in monitoring an event to ensure that the requirements of health and safety and good order are met and that the speaker and all attendees act within the law.
- If any speaker appears to infringe the law or this Policy & Code during the event ROT and AOT have a duty to warn them and if they persist in this action, howsoever that may occur, to close the event. ROT and AOT are authorised to summon assistance from the Security Team and the Police as necessary.

Segregation of Audience by Gender

The University will adopt the guidance given by the Equality and Human Rights Commission regarding the segregation of an audience by gender which can be found at

<http://www.equalityhumanrights.com/publication/gender-segregation-events-and-meetings-guidance-universities-and-students-unions>

The guidance states that

“Arrangements for gender segregation at such events must comply with the various requirements of the Equality Act 2010 (‘the Act’) and the Human Rights Act 1998 (‘the HRA’). In our view, the law is clear about what is permissible and impermissible in the great majority of instances”

and makes clear that segregation by gender constitutes unlawful discrimination except in a few specifically defined purposes falling within one of the exceptions under the Equality Act 2010. This is accompanied by the broad recommendation that Universities and Student Unions protect themselves from liability for discrimination by prohibiting gender segregation at all meetings and events which go beyond acts of religious worship or practice, including meetings which follow on from acts of religious observance.

Appeal Process for Decline of an Event or Speaker

Appeals against any decision to decline any booking/s whether made via the academic work of the University, a student or Winchester Student Union, or any other member or Department of the University, may be made in writing to AOT within five (5) working days of receiving the decision.

AOT will ask the Vice Chancellor (or nominee) to designate two Senior Members of the University to review the decision on the documents provided by the appellant and AOT. If the reviewing members do not agree a position, the matter will be decided by the Vice Chancellor and the decision shall be final.

ROT and the external speaker and/or as appropriate the Event Initiator should note that it will not normally be possible to resolve an appeal quickly and it is likely that a proposed event will need to be postponed.

Disruption of Events

It is a disciplinary offence for any person to organise, assist or engage in conduct that disrupts an event held on University premises or held on Other Premises under the authority or brand of the University or otherwise associated with the University, regardless of the location of the event. Such conduct may result in disciplinary and/or legal action.

Reporting of Incidents

Should any disruption, disturbance or incident arise from an event involving an external speaker then ROT must report this to AOT as soon as practicably possible in accordance with the severity of the incident and in no circumstances later than 48 hours after the event.

Disciplinary Procedures

Any departure from or contravention of the Policy & Code may result in disciplinary procedures being invoked.

In the case of Winchester Student Union student groups, any departure or contravention from this Policy & Code will be investigated under the Winchester Student Union Disciplinary Procedures in

the first instance. The University may also investigate such occurrences under its own disciplinary procedures.

Reporting to the Board of Governors

Incident Reporting

SMT will be notified within 48 hours after the event of any event-related disruption, disturbance or incident. Fast-track reporting of immediate need-to-know to SMT in respect of a developing scenario or incident is in place between ROT/ESC and AOT. SMT will inform the Board of Governors within a further 6 hours.

In the case of a serious incident or disruption this will be reported to HEFCE and DfE and any relevant and appropriate information shared with local partners via the HLOW Prevent Board, directly with external Prevent-specific contacts and within the Higher Education sector via AUCSO, the Association of University Chief Security Officers.

Quarterly Reporting

Regular reporting to a quarterly Board of Governors Meeting will be undertaken via SMT through the existing University Committee structure.

Annual Reporting

An Annual Report will be made to HEFCE by PDDT in December of each. This will be shared with SMT and the Board of Governors.

Appendices

Appendix I - Process Map for Management of External Speakers, Conferences & Events On & Off-Campus

Appendix II – Key Points Checklist for Staff Supporting Event Management

Appendix III – Glossary of Abbreviated Terms

Key Contact Details

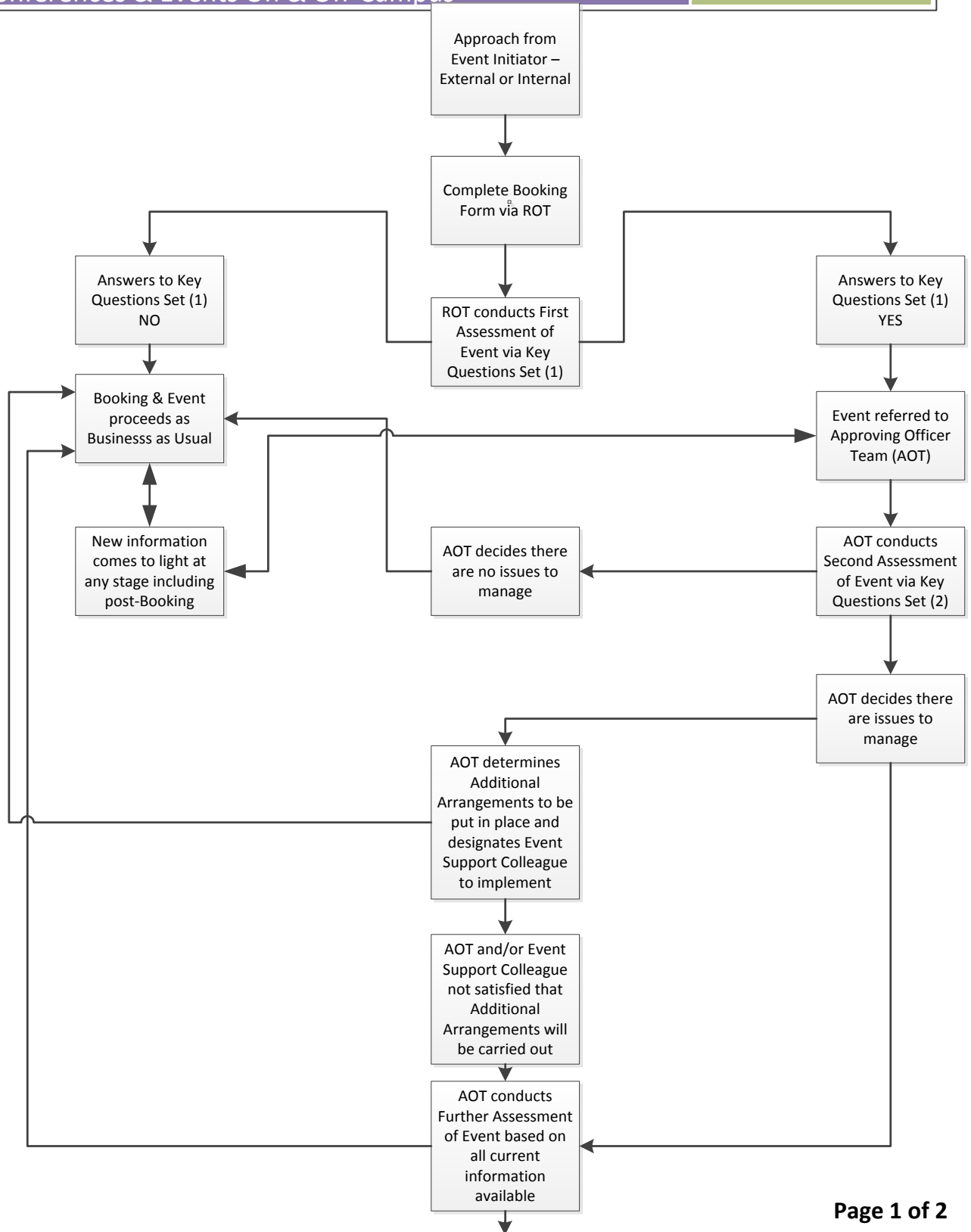
Institutional & Strategic Lead: Neil.Marriott@winchester.ac.uk

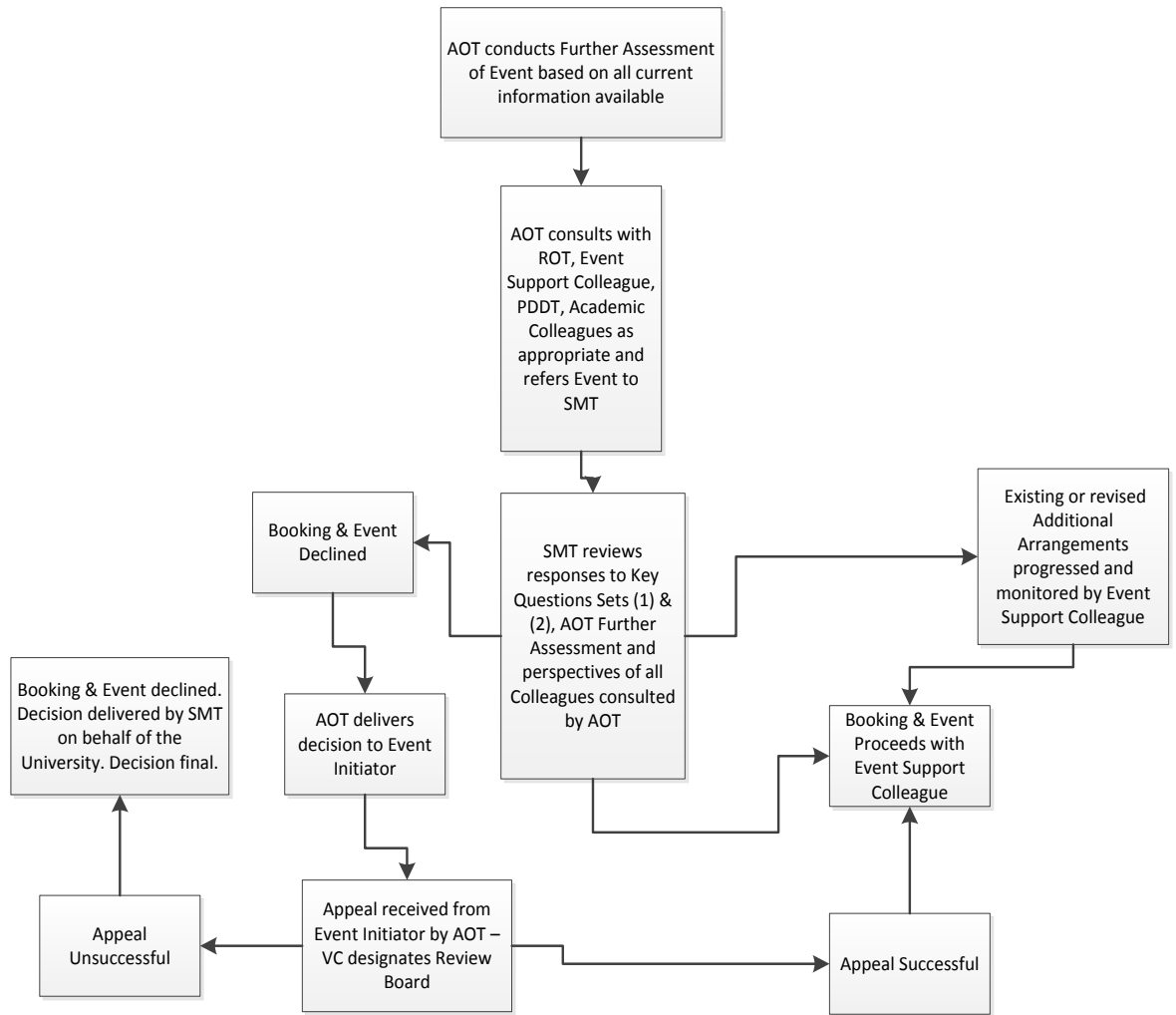
Operational Lead: Martin.Cliburn@Winchester.ac.uk

Appendix 1

Process Map for Management of External Speakers, Conferences & Events On & Off-Campus

2017





Appendix II Key Points Checklist for Staff Supporting Event Management



1 Who wants to Use Your Venue?

Name & contact of main organiser.
Name & details of speaker.
Checks - who do they represent?
Checks - have they spoken before?
Checks - online checks?
Date, time & place of meeting.
Expected arrival & departure time.
How many attendees are expected?



2 The Reason to Use the Venue

Checks - what is the topic for the event?
Checks - how is the event advertised?
Checks - conditions (ie) ticket-only,
open event?
Checks - what media will be present?



3 Wider Considerations

The speaker's reputation and who may be prompted to attend.
Will the speaker agree to abide by your venue regulations & values?
Are there any risks for venue reputation?
Is there any potential for the speaker to use language that may be unlawful?
Are there any potential health & safety issues?
What security needs may be required?

This Checklist is designed to be a simple practical guide to assist in delivering your role in support of event management. These points will support your processing of speaker requests.

You may have been asked to use your venue to host external speakers on many different topics.

It is an important aspect of University life to enable students, staff and guests of the University to be exposed to a range of different beliefs, to challenge views and to develop their own opinions. Although most speakers are uncontroversial, some will express contentious, even inflammatory or offensive views which have the potential to be very divisive.

If you have any concerns about allowing access to your venue by any speaker, you may wish to contact your line manager or Head of Service or Department who will provide support & guidance.

Appendix III

Glossary of Abbreviated Terms

Abbreviation	Term	Commentary
AOT	Approving Officer Team	Team responsible for receiving any referral from the first assessment stage undertaken by ROT via Key Questions Set (1), making the second assessment of any booking via Key Questions Set (2), making recommendations to SMT, appointing and directing ESC, generating Additional Arrangements.
DfE	Department for Education	UK Government Department responsible for Higher and Further Education Policy
EFS	Estates & Facilities Services	A Professional Services department within the University of Winchester.
EI	Event Initiator	Individual/s responsible for ensuring any event complies with the FOSP and the University's Charter, Statutes, Ordinances, Regulations, Policies and the Law, in conjunction with ROT and/or under the direction of AOT as may be appropriate.
ESC	Event Support Colleague	The appropriate member of staff to support an event on behalf of the University as designated by AOT.
FOSP	Freedom of Speech Policy & Code of Practice for External Speakers, Conferences & Events On & Off-Campus	The document to which this Glossary is attached as Appendix III.
HEFCE	Higher Education Funding Council for England	Lead funding, assessment and regulatory body for Universities and Colleges of Higher Education in England.
MAPPA	Multi Agency Public Protection Arrangements	Framework linking the agencies working together to protect communities from harm including the risk of being drawn into terrorism.
MASH	Multi Agency Safeguarding Hub	Group of recognised professional

		bodies working together to safeguard adults and children in communities.
PDDT	Prevent Duty Delivery Team	The Team delivering the Duty on behalf of and within the University of Winchester.
PROF	Proportionate, Reasonable, Objective, Fair.	The approach underpinning the risk management test applied in applying the FOSP and so in delivery of the Prevent Duty, fostering informed professional judgement and decision making.
ROT	Responsible Organiser Team	Team responsible for taking and processing an event booking, making the first assessment of any booking, making any referral arising to AOT, maintaining the relationship with the Event Initiator and liaising with all other groups and individuals in the University as may be relevant.
SMT	Senior Management Team	The Senior Management Team of the University of Winchester consisting of the Vice-Chancellor, First Deputy Vice-Chancellor and Deputy Vice-Chancellor.