

Policy and Procedure for External Speakers, Meetings and Events

FREEDOM OF SPEECH

In accordance with Section 43(1) of the Education (No 2) Act 1986 the Courtauld has adopted this policy to ensure that freedom of speech within the law is secured from members, students and employees of the University and for visiting speakers.

CORE VALUES

- 1.** The Courtauld seeks to provide an inclusive learning environment where intellectual debate and discussion flourishes and where staff and students are able to question, debate and challenge received information without penalty.
- 2.** Every member, officer and employee of the Courtauld, and every student and other individual associated with the Courtauld, shall be entitled to freedom of thought, conscience and religion, to hold opinions without interference, disability or disadvantage, and to freedom of expression within the law, including the right to seek, receive and impart information and ideas.
- 3.** The Courtauld must also take account of other legal obligations which may require it to have regard to what is said on its premises. A speaker, for example, who incites an audience to violence or to breach of the peace or to racial hatred transgresses the bounds of lawful speech. Thus the Courtauld must balance its commitment to freedom of speech with its duty to protect all members of its community.

PROCEDURES

The following procedures must in future be followed by members, students and employees of the Courtauld in respect of:

- i)** Meetings, lectures or other teaching activities, seminars, conferences that involve external speaker, any events organised by Public Programmes, the Research Forum, and the Student Union, where these held at Somerset House and for branded events that take place off site.
- ii)** The conduct required of all individuals in connection with such events.
- iii)** Failure to comply with these procedures may result in further action.
- iv)** Additionally if non-compliance leads to a breach of the law there may be further legal action.

PROCESSES

BOOKING AN EXTERNAL SPEAKER

Anyone organising an event as described above must follow the External Speaker Booking Process detailed below.

The majority of external speaker requests will be straightforward and can be handled entirely at a local level. In these cases, following the steps outlined in the "Local assessment of proposed external speaker(s)" below will suffice.

However, some requests may be complex and may require referral for further consideration. The referral process will only apply in a minority of circumstances – to events or speakers deemed to be higher-risk.

LOCAL ASSESSMENT OF PROPOSED EXTERNAL SPEAKER(S)

Prior to the confirmation of any external speaker, the event organiser will be responsible for assessing the speaker against the following set of questions, please note that these questions included on the Local Assessment of External Speakers form and the External Speakers for Teaching Activities form :

- **Question 1:** To the best of your knowledge has the speaker previously been prevented from speaking at the Courtauld or another University or similar establishment or previously been known to express views that may be in breach of the External Speaker Code of Conduct?
- **Question 2:** Does the proposed title or theme of the event present a potential risk that views/opinions expressed by speakers may be in breach of the External Speaker Code of Conduct?
- **Question 3:** Is the proposed speaker/theme likely to attract attendance from individuals/groups that have previously been known to express views that may be in breach of the External Speaker Code of Conduct?

If the answer to all three questions is NO:

The event organiser can confirm the external speaker and 'book' them to speak at their event or activity in the normal way and the following steps should be taken:

1. The Event organiser should ensure that any External speakers or Visitors have been briefed on this guidance, and the External Speaker Code of Conduct.
2. The Event Organiser must ensure that the conduct of the event or meeting does not infringe the law e.g behaviour that is likely to cause a breach of the peace or incitement to illegal acts.
3. The Event Organiser undertakes to inform Dean and Deputy Director or the Head of Research if the either the speakers or other material changes occur to the proposed event.

If the answer to any of the questions is unclear:

The event organiser must seek guidance from either the Head of Research or the Dean and Deputy Director, whose responsibility it will be to further review the speaker(s) against the questions above.

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

It is the responsibility of the event organiser to submit a referral to the either the Head of Research or Dean and Deputy Director.

For Conferences, seminars and other public events in addition to the Local Assessment of Proposed External Speakers Form, Event Organisers should also complete an Events Pro-forma.

Referral Process for External Speakers

If for any reason a request for a speaker is referred the following referral process must be followed:

1. The Event Organiser should submit the completed External Speaker/Events form, to Dean or Deputy Director or the Head of Research normally 10 working days prior to the event taking place.
2. For external speakers on teaching activities the Event Organiser must submit the External Speakers form for Teaching Activities
3. The Event Organiser will receive a response from either the Dean and Deputy Director or the Head of Research either granting or withholding permission for the event to be held on the premises, normally within 5 days of receipt of the completed form.
4. The Courtauld reserves the right to review an external speaker decisions should further information emerges about the proposed event.
5. The event should not be advertised until permission has been given.
6. In a situation where there are significant complications the External Speaker request will be forwarded to the Director for review.

MARCH 2016

EXTERNAL SPEAKER CODE OF CONDUCT

This code of conduct exists to ensure that all speakers taking part in a Courtauld hosted or run event or activity, at Somerset House or elsewhere, act in accordance with the Courtauld's External Speaker Policy. It is the responsibility of the event or activity organiser (the individual from within the Courtauld e.g. member of staff or student, named in the External Speaker submission) to ensure that:

- this Code of Conduct is communicated to all external speakers (once approved and confirmed via the External Speaker Booking Process)
- that all reasonable steps are taken to ensure that the requirements within it are upheld during the running of the event or activity.

Freedom of speech

Freedom of speech is fundamental to a Higher Education Institution. The Education Act (No 2) 1986 requires Higher Education Institutions to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for its employees, students and visiting speakers. The Governing Board of the Courtauld therefore requires all employees and students of the Courtauld to tolerate and protect the expression of opinions within the law whether or not these opinions are repugnant to them.

However, whilst the law promotes and protects freedom of speech, it also places limits on those freedoms in order to maintain public order and safety and to ensure that there is no breach of the law. The Courtauld recognises that in this context a conflict exists between the laws which promote freedom of speech and those which restrict it and consequently acknowledges that it has a legal responsibility to create a balance between minimising the possibility that extremism or unlawful conduct will arise on campus and ensuring that it meets its legal obligations in relation to securing freedom of speech.

Legal Context

Higher Education Institutions operate in a complex legal environment and so it is vital that all individuals involved in the external speaker process, including the speakers themselves, understand the legal framework and context that governs this area. Examples of some of the relevant areas of law are given below:

- Private Rights – people are entitled to protection from harassment, defamation and unlawful breach of their human rights, as well as from unfair treatment under equality law. Health and safety law, Data Protection and Contract law may also be relevant in this context.

- Criminal Law – hate crimes, harassment, breach of the peace and terrorism all come under criminal law. There is also legislation around public meetings, public processions/assemblies and public order which may be of relevance.
- Public law – Freedom of Speech and some duties under the Equality Act are captured under public law.

Conduct

The Courtauld expects external speakers to act in accordance with the law and not to breach the lawful rights of others. Set out below are some examples of Courtauld's expectations. Please note that this is not intended to be an exhaustive list of unacceptable conduct by external speakers. The Courtauld reserves the right not to permit an external speaker to speak at or attend an event, to refuse to permit an event and/or to halt an event at any time if it reasonably considers there may be a breach of the External Speaker Policy or of any legal obligation.

During the course of the event at which he or she participates, no speaker shall:

- act in breach of the criminal law;
- incite hatred or violence or any breach of the criminal law;
- encourage or promote any acts of terrorism or promote individuals, groups or organizations that support terrorism;
- spread hatred and intolerance;
- discriminate against or harass any person or group on the grounds of their sex, race, nationality, ethnicity, disability, religious or other similar belief, sexual orientation or age;
- defame any person or organisation;
- raise or gather funds for any external organisation or cause without express permission of the Courtauld.

During the course of the event at which he or she participates, all speakers shall:

- comply with this External Speaker Policy.
- present ideas and opinions, in particular those that may be contentious or potentially offensive, in the spirit of academic debate, being open to challenge and question;
- follow the Courtauld's policy on and instructions relating to health and safety.

1. Segregation

Higher Education Institutions have duties under the Equality Act 2010 as education providers, employers and service providers; thus they must not unlawfully discriminate against students, employees and other individuals to whom services are provided. Segregation by any of the protected characteristics is not permitted in any academic meetings or at events, lectures or meetings provided for students, or at events attended by members of the public or employees of the Courtauld or the students' union. Segregation is therefore not permissible for any event covered by the External Speaker Policy and this Code of Conduct. The only exception to this would be for events that are organised by, and specifically for, a group identifying under one of the protected characteristics who choose to 'self-segregate' (examples might include a BAME focus group or a gathering related to a particular form of protected religious worship); enforced segregation is never acceptable.

RESEARCH FORUM EVENT PROFORMA

Please complete and return this form to the Research Forum researchforum@courtauld.ac.uk within three weeks of receipt of the form. Note that it is not essential to know everything at this stage.

Proposer(s) Academic sponsor (if event proposed by a research student or external)	
Contact info	Please include Courtauld and non Courtauld contact info: email, mobile, home, etc.
Preferred date(s) and times Event title Nature of event (delete as appropriate)	conference workshop seminar other (describe)
Rationale for event (e.g., why does this event matter, who will benefit, what part does it play in the organiser's research plans)	
Anticipated audience	Estimated number of attendees; constituencies likely to attend, e.g., current Courtauld staff & students; specialists in a particular field, etc.
Venue (delete as appropriate)	Lecture Theatre Research Forum Other (describe)

<p>Social Media</p>	<p>What social media platforms will you use to promote your event? (Facebook, Twitter, academia.edu, particular listserv services?)</p> <p>Would you like to encourage participants to live tweet your event (#Research-Forum)?</p>
<p>How will you recruit the speakers (e.g., open call; by invitation) and through what channels will you do so?</p> <p>How many overseas speakers do you anticipate?</p>	
<p>What external sources of funding do you plan to pursue?</p> <p>What publication or research plans do you anticipate may develop from this event?</p> <p>Number of Courtauld students for whom the conference should be free and compulsory</p> <p>Catering</p> <p>AV and other technical requirements</p>	<p>What catering do you anticipate being required – this can be broad-brush at this stage, e.g. lunch, tea/coffee breaks, drinks receptions, etc.?</p>

Signature:

Date:

EVENT PROFORMA



Please complete and return this form to Public Programmes Office/ the Student Union Office within three weeks of receipt of the form. Note that it is not essential to know everything at this stage.

Proposer(s) Academic sponsor (if applicable)	
Contact info	Please include Courtauld and non Courtauld contact info: email, mobile, home, etc.
Preferred date(s) and times	
Event title Nature of event (delete as appropriate)	conference workshop seminar other (describe)
Rationale for event (e.g., why does this event matter, who will benefit)	
Anticipated audience	Estimated number of attendees; constituencies likely to attend, e.g., current Courtauld staff & students; specialists in a particular field, etc.
Venue (delete as appropriate)	Lecture Theatre Research Forum Other (describe)

<p>Social Media</p> <p>How will you recruit the speakers (e.g., open call; by invitation) and through what channels will you do so?</p>	<p>What social media platforms will you use to promote your event? (Facebook, Twitter, academia.edu, particular listserv services?)</p> <p>Would you like to encourage participants to live tweet your event?</p>
<p>How many overseas speakers do you anticipate?</p>	
<p>What external sources of funding do you plan to pursue?</p>	
<p>Catering</p> <p>AV and other technical requirements</p>	<p>What catering do you anticipate being required – this can be broad-brush at this stage, e.g. lunch, tea/coffee breaks, drinks receptions, etc.?</p>

Signature:

Date:

EXTERNAL SPEAKER LOCAL ASSESSMENT FORM

This form must be completed when you know who the external speaker(s) for your event is/are and before you confirm the booking:

Name(s) of the External Speakers

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Contact Details for the External Speaker(s)

Address: Tel No: Email:

1	To the best of your knowledge has the speaker previously been prevented from speaking at the Courtauld or another University or similar establishment or previously been known to express views that may be in breach of the External Speaker Code of Conduct	Yes/No (please delete as appropriate)
2	Does the proposed title or theme of the event present a potential risk that views/opinions expressed by speakers may be in breach of the External Speaker Code of Conduct?	Yes/No (please delete as appropriate)
3	Is the proposed speaker/theme likely to attract attendance from individuals/groups that have previously been known to express views that may be in breach of the External Speaker Code of Conduct?	Yes/No (please delete as appropriate)

As the event organiser I understand that this form must be submitted normally 10 working days prior to the event. I have read and complied with the Policy on External Speakers.

I understand that the Courtauld may review its decision if further information emerges about the proposed event.

Name:

Staff/Student Union/ Research Forum/Public Programme (please delete as necessary)

Signature:

Date:

If the answers to these questions are NO please book your external speaker in the usual way and send them a copy of the External Speakers Code of Conduct.

Please return this form to the Research Forum/ Public Programmes or the Student Union as appropriate.

If the answer to any of these questions is YES please send this form and the event proforma to either the Dean and Deputy Director or the Head of Research (for Research Events)

If you are unclear about these questions please contact either the Head of Research or the Dean and Deputy Director.



EXTERNAL SPEAKERS FOR TEACHING ACTIVITIES

This form must be completed when you know who the external speaker(s) for your event is/are and before you confirm the booking:

Programme (e.g. BA1, MA History of Art etc)

Title of Option/module: _____

Name(s) of the External Speakers

Description and content of the teaching activity to be delivered:

Contact Details for the External Speaker(s)

Address:

Tel No:

Email:

1	To the best of your knowledge has the speaker previously been prevented from speaking at the Courtauld or another University or similar establishment or previously been known to express views that may be in breach of the External Speaker Code of Conduct	Yes/No (please delete as appropriate)
2	Does the proposed title or theme of the event present a potential risk that views/opinions expressed by	Yes/No (please delete as appropriate)

	speakers may be in breach of the External Speaker Code of Conduct?	
3	Is the proposed speaker/theme likely to attract attendance from individuals/groups that have previously been known to express views that may be in breach of the External Speaker Code of Conduct?	Yes/No (please delete as appropriate)

As the event organiser I understand that this form must be submitted normally 10 working days prior to the event. I have read and complied with the Policy on External Speakers.

I understand that the Courtauld may review its decision if further information emerges about the proposed event.

Name:

Signature:

Date:

If the answers to these questions are NO please book your external speaker in the usual way and send them a copy of the External Speakers Code of Conduct.

Please return this form to Student and Academic Services.

If the answer to any of these questions is YES please send this form to the Dean and Deputy Director

If you are unclear about these questions please contact the Dean and Deputy Director.