

Students' Union, External Speaker Policy 18/19

Greenwich Students' Union operates within the University of Greenwich Code of Practice regarding External Speakers. This is to ensure the Students' Union meets with legal requirements as well as ensuring the traditions of academic freedom, mutual tolerance and rigorous and fair intellectual debate are upheld.

The following process is in place:

- Student group fills out an event booking form – which supplies the information if an External Speaker is part of the event, time and date of booking, topics to be covered and number of students expected to attend
- As part of this booking form details including the email address and telephone contact of the speaker are required
- The External Speaker is checked through an internet search of the group and the individual including certain key words to ensure a thorough search is completed (previous speeches made at University/ thoughts and comments made via social media and any media coverage of them personally or any affiliated groups)
- The topic is also checked which is provided in the booking form
- This research is then compared to the risk matrix below by the Societies Coordinator. This is to be able to indicate if the speaker is needed to be escalated and other mitigations are to be put in place
- The speaker is contacted and to be given the code of practice for events on university campus which written confirmation they have read and understood will be requested
- If low risk, no other action is required
- If there is risk, the Students' Union will work with the speaker and committee member to ensure mitigations are in place
- Research, written confirmation and if needed mitigations are kept recorded via the Students' Union and shared with the University. **This is achieved by all searches and results being saved on the SU External shared drive**
- Spot checks are also completed by the Head of Membership Services and the Chief Executive
- An annual report is compiled by the Students' Union and presented at Safeguarding and Compliance Board on a quarterly basis (as outlined as good practice in the Internal Audit Report)
- **Process to be reviewed annually**

Non-student group/commercial events:

For non - student group events, the same process will be followed except for:

- **The search, speaker contact, and log of findings will be completed by any appropriate member of staff who is trained.**

For commercial events, the same process will be followed except for:

- The search, speaker contact, and log of findings will be completed by a member of the commercial team who is appropriately trained. The findings will be logged in the shared drive as well as in the external booking contract.

This amended process (**highlighted in bold**) will be in place by the 17th October. This is as a result of recommendations from the Safeguarding and Compliance Working Group to the University on the 26th September.

RISK	Rating Description – Suggested Guidelines	Potential Actions to Mitigate Risk
Very Low	<p>The speaker has no history of attracting negative media coverage or causing offence. The speaker understands and promotes UK values.</p> <p>The speakers topic is unlikely to cause friction within the student community (for example, an app creator coming to speak on how they made the app)</p>	None required
Low	<p>The topic of the speaker may be mildly controversial, however the speaker has a history of talking on the topic with no issues.</p> <p>Phone conversations are held in a positive manner with a willingness to discuss any issues that may need to be raised.</p>	<ul style="list-style-type: none"> Students' Union Staff Member/Officer to attend to ensure that topic is adhered to
Medium	<p>The speaker accepts following the external speaker procedure but expresses ideas which may be marginally discordant.</p> <p>The speaker may be affiliated to an organisation which raises concern/may have values which attract negative media coverage or may make students from particular backgrounds feel uncomfortable</p> <p>Phone conversations with the speaker are conducted in a positive manner with a willingness to discuss any issues that may need to be raised.</p> <p>Confusion between what the student group state the subject of the external speaker's topic is, with what the external speaker believes the topic of conversation is</p>	<ul style="list-style-type: none"> Time will be set aside for open Q&A sessions Open the event by publicising it to the entire student community Actions in low risk section
High	<p>The speaker has been accused of apologising for acts of violent extremism, proscribed violent/extremist groups or individual connected to violent acts/ extremism.</p> <p>The speaker has been accused of inciting hatred or discrimination against individuals due to identity/ or with a protected characteristic.</p> <p>There are multiple examples of the speaker engaging in vocal and/or active opposition to democracy, the rule of law, individual liberty, and</p>	<ul style="list-style-type: none"> Entire event recorded on camera Invite relevant societies to take part as audience members – To make sure a variety of opinions are heard, senior members of societies/senior officers whose characteristics have been maligned by

	<p>mutual respect and tolerance of different faiths/beliefs/identities.</p> <p>Voices indignation at being subjected to code of practice compliance and is not concerned with potential affect on others.</p>	<p>the speaker should be invited</p> <ul style="list-style-type: none"> • Require a balancing of the platform – Someone with extreme views should be followed by a speaker who will challenge them • Actions in low and medium risk section
Very High	<p>The speaker explicitly criticises UK values, attendance may cause/is already causing an adverse reaction within the student population and/or is receiving high negative media attention.</p> <p>The speaker may have convictions for terrorist offences and/or support a proscribed terrorist organisation.</p> <p>Speaker checks and conversations with the speaker suggests no willingness to apologise for prior offences and refuses to comply with code of practice.</p>	<p>External speaker application refused.</p>

Reporting potential risk:

None: Societies coordinator deals with speaker directly

Low: Societies coordinator deals with speaker directly

Medium: Societies coordinator to flag to activities manager once research is completed before contacting speaker. Either societies coordinator or activities manager to contact speaker, to then report to head of membership and CEO on outcome of decision.

High: Societies coordinator to flag to activities manager once research is completed before contacting speaker. Activities manager to contact speaker, to then consult to head of membership and CEO on decision. CEO to report outcome of decision to relevant university staff.

Very high: Societies coordinator to flag to activities manager once research is completed before contacting speaker. Activities manager to contact speaker, to then report to head of membership and CEO on decision of refusal. CEO to report refusal to relevant university staff.

UNIVERSITY OF GREENWICH CODE OF PRACTICE FOR THE BOOKING AND CONDUCT OF EVENTS HELD ON UNIVERSITY PREMISES

Executive summary and definitions

This Code of Practice sets out the University of Greenwich's ("Greenwich" or the "University") arrangements for the booking of rooms for events involving internal and external speakers. It also covers the conduct of such events and the associated arrangements. References in this Code of Practice to 'University' shall also apply to the Students' Union and GK Unions (together "SU"), where they make use of University premises.

Capitalised terms used in this Code of Practice have the following meanings:

External Speaker: anyone other than a current student or current staff member of the University or SU, or member of the Court, who may be invited to participate in debate, deliver a speech, preach, expound on a piece of religious text or political viewpoint, and similar activities including anything conducted in the name of the University other than timetabled academic activities.

Visitor: anyone, other than a current student or current member of staff of the University or SU or member of the Court, who is invited to attend a University or SU meeting.

Event: any meeting, gathering, conference or related activity involving a group of people with an external speaker. This does not apply to normal University activities related to teaching, research, enterprise or administrative operational meetings. Events covered by this policy include any event organised by a student group of the SU outside SU premises (for example in the University, off campus, out of the immediate area or in another country), and events where external speakers are streamed live into the event, or a pre-recorded film of an external speaker is shown.

Extremism: engagement in, or advocacy of, activities which seek through actual or threatened violence, intimidation or harassment to restrict or oppose values of liberal democracy: tolerance, equality, justice, respect for the rule of law, non-violence, inclusiveness, freedom of thought and of expression of thought (whether by oral, visual, written or other means).

External speakers and Visitors may be subject to web and other security checks as standard practice by the University or SU.

A flowchart summarising the process is available at Annex 1 to this document

1. Introduction

The University of Greenwich is committed to the pursuit of research and education, engagement with local, national and international communities, and the development of intellectual capacity of the highest standard through rigorous and open academic enquiry. The traditions of academic freedom, mutual tolerance and rigorous and fair intellectual debate are held in high regard throughout the University.

The University recognises that there are specific legal obligations on universities to promote, protect and respect these key freedoms. However, the rights to academic freedom and freedom of speech and expression are not absolute - they are freedoms within the law.

Consequently, the criminal and civil law also sets limits on the lawful exercise of these rights. Freedom of expression may not be exercised if in so doing it breaks the law or breaches the rights of others, such as if its expression is unlawfully discriminatory or threatens others'

safety or freedom of expression. Membership of the University, the SU and permission to use their premises are predicated upon acceptance of these principles.

The University will not condone any actions by any individual or group that is seeking to support Extremism, intimidate others or prevent from going ahead a University or SU event which complies with this Code of Practice.

2. Context

The Education (No. 2) Act 1986 Section 43 places a duty on the Governing Body of the University to ensure as far as is reasonably practicable that freedom of speech within the law is secured for students and employees of the University, those associated with the University and for External speakers. (Annex 2). To meet this requirement, the Court has endorsed this Code of Practice governing the organisation and running of Events on University premises.

To standardise the management of all Events, this Code of Practice sets out booking arrangements and general provisions for their conduct.

Detailed operational guidelines, including room booking forms, tariffs and charges for other facilities, are approved by the University or the SU as appropriate.

The University reserves the right to take action against individuals or external groups who violate this policy. This includes withdrawal of bookings made, with or without refund, and disciplinary procedures under the University's rules of conduct governing student and staff behaviour.

3. Authority and Jurisdiction of the Code

i) The provisions of this Code of Practice apply to all members of staff, full and part-time, all registered students, all those associated with the University and, insofar as it is relevant, to all those who have an implied licence to enter University premises including guests of staff and students, members of the public attending a function in the University and those attending conferences, short courses or any other properly constituted event.

ii) The provisions of this Code apply to all the activities of the SU and its affiliated Student Groups.

iii) The provisions of this Code apply to all premises and property of the University including accommodation occupied by the SU, any social and recreational and other areas made over to students, staff associations or trades unions, and accommodation occupied by other organisations under a licence agreement.

iv) This Code sets out procedures to include:

a) All Events held on University or SU premises;

b) The conduct required of all persons in connection with those Events;

c) Duty of care to and by speakers and those attending Events so that all are able to enter, deliver speeches, listen to speeches and/or participate in events safely without threat to public order;

d) Any other related or ancillary matters which the University determines should fall within this Code.

v) Any infringement of this Code of Practice may render the students and employees responsible liable to disciplinary proceedings as prescribed under University or SU Disciplinary Regulations.

vi) In the event of actions involving breaches of the law arising under this Code, the University will take the appropriate legal action necessary to maintain good order and will assist the Police and Crown Prosecution Service in implementing the due processes of the law.

- vii) The Vice Chancellor is authorised to appoint a senior officer of the University to act as the **"Responsible Officer"** on its behalf to ensure as far as is reasonably practicable that students and employees of the University and Visitors comply with the provisions of this Code.
- viii) Unless otherwise determined the "Responsible Officer" will be the Director of Governance & Compliance.

Appendix:

	A	B	D	E	F	G	H
1	GSU Staff able to do Room Bookings						
2	Date last sent to University Space Management:		29/09/2018	Sent by: ON			
3	Name	Position	Department	Trained	Date trained	Trained by	Trained to do External Speaker checks
4	John Schless	Chief Executive	Senior Management	Yes	N/A - ongoing involvement in policy & procedure		Yes - Approving Officer
5	Kate Dawson	Head of Membership Services	Senior Management	Yes	N/A - ongoing involvement in policy & procedure		Yes - Senior Manager
6	Lisa Connellan	Commercial Services Manager	Senior Management	Yes	N/A - ongoing involvement in policy & procedure		Yes - Senior Manager
7	Onyinye Nkemdirim	Student Activities Manager	Membership - Activities	Yes	N/A - ongoing involvement in policy & procedure		Yes - Approving Officer nominee
8	Becki McWhinne	Sports Development Coordinator	Membership - Activities	Yes	02/05/2018	ON	No - will refer to Joe, Priya, administrator or Onyinye
9	Joe Ross-Nelson	Societies Development Coordinator	Membership - Activities	TBC	Booked in for 19/10/2018	ON	Yes - under supervision and per procedure
10	Priya Pabla	Academic Communities Coordinator	Membership - Activities	TBC	Booked in for 19/10/2018	ON	Yes - under supervision and per procedure
11	TBC	Activities Administrator	Membership - Activities	No - training to be booked once appointed			TBC - under supervision and per procedure
12	Mel Miles	Office Manager	Office Services	Yes	08/08/2016	CT	No - will refer to Activities team as per procedure
13	Heather Doon	Student Voice Manager	Membership - Representation	Yes	05/10/2015	CT	No - will refer to Activities team as per procedure
14	Arushka Theagarajah	Academic Representation Manager	Membership - Representation	TBC	Booked in for 19/10/2018	ON	Yes - will usually refer to Activities team, but can cover during busy periods
15	TBC	Academic Representation Coordinator	Membership - Representation	No - training to be booked once appointed			No - will refer to Activities team as per procedure
16	Chiron Hooson	Democracy and Engagement Coordinator	Membership - Representation	TBC	Booked in for 19/10/2018	ON	No - will refer to Activities team as per procedure
17	Ben Collins-Jones	Business Development Manager	Commercial	TBC	Booked in for 19/10/2018	ON	Yes - under supervision and per procedure
18	Note: external speaker checks will always be done by SMT or selected members of the Activities team for student group or general Union events. For commercial bookings and in the event that neither the SMT or the Activities team are unavailable, this responsibility will be designated to other members of staff who are trained. When the checks are done and if the booking is approved to go ahead, it will be referred back to the staff member originally handling the booking (e.g. Chiron for a part-time officer event) for them to complete the booking. Records will be kept of all checks by the SU staff undertaking the checks and saved on the university External Speaker shared drive. In practice Onyinye will handle any checks not 100% certain to go ahead and refer to the Responsible Officer, and Kate will cover if Onyinye is away or otherwise unavailable.						
19							

