



Spurgeon's College Events Off-site Policy

1. All Spurgeon's branded events off-site will respect the ethos, vision and values of the College.
2. When organising Spurgeon's branded events off-site, amongst others, organisers will need to make sure the event adheres to the following College policies:
 - Equality and Diversity Policy
 - External Speakers Policy (where appropriate)
 - Health and Safety Policy
 - Freedom of Speech Policy
 - Academic Freedom Policy
 - The Prevent Duty Policy
3. The primary organiser of the event, with the support of the Director of Operations and their Deputy, will be responsible for ensuring that the above policies are adhered to.
4. All branded events off-site must be agreed by the College Leadership Team. The following information should be submitted by organiser(s) when making the request:
 - the name(s) of the organiser(s) and any college staff involved
 - the name(s) of any speaker(s)
 - an outline of the activities to be undertaken during the event
 - the kinds of literature / media that will be available to participants

The organisers must also check with the Director of Operations at the stage of making the request that appropriate insurance cover for the event will be available.

5. After full consideration by the Leadership Team consideration of the request may be:
 - Refused
 - Approved with conditions
 - Approved with no conditions
6. Permission for a Spurgeon's branded event off-site may be withdrawn if further information comes to light which questions the appropriateness of the event.

7. Marketing materials for the event must be agreed in conjunction with the Director of Operations or their deputy before use.
8. When partnering with other organisations for Spurgeon’s branded events off-site, before entering into an agreement the College Leadership Team will consider:
 - The appropriateness of the organisation in the light of the ethos, values and vision of the College.
 - Whether the organisation has known links to terrorist organisations or support a terrorist ideology.

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Member of staff responsible	Leadership Team		