External Speaker Booking Policy and Procedures

External Speaker Policy

This policy applies to events organised by or sponsored by the staff and students of Spurgeon's College.

1. An external speaker is defined as one who is invited to speak outside of normal College activities related to teaching, research, enterprise or administrative operational meetings.
2. The Director of Operations will be responsible for the implementation of this policy in consultation with the Leadership Team.
3. All external speakers without exception must be agreed by the College using the approved procedures before an event can proceed.
4. Advice may be sought from appropriate experts (internal or external) to enable a decision regarding approval to be made.
5. After full consideration the request may be:
   a. Refused (with a right to appeal)
   b. Approved with conditions
   c. Approved with no conditions
6. Any booking request will be considered by taking into account some or all of the following points:
   a. The ensuring of freedom of speech within the bounds of the law
   b. The College's equality and diversity policy
   c. Potential breaches of criminal law
   d. A speaker's links to a terrorist organisations or terrorist ideology
   e. The controversy of the topic and whether both sides of the argument are presented
   f. The experience of the person chairing the event
   g. Health and safety issues
   h. Potential financial risk or cost to the College
   i. Security provisions (if appropriate)
   j. Risk of damage to College Property
   k. The speaker's experience or qualifications
   l. Whether hosting the speaker will have reputational risks for the institution
   m. Possible media attention and whether the College can manage this effectively

n. What materials (e.g. books, CDs, leaflets etc.) will be available at the event
o. Whether the speaker agrees to respect the values and ethos of the College
p. Any other issues the College deems important in making the decision
7. The College will inform the speaker in writing of any conditions placed on the event or any right to appeal if the speaker is refused permission to speak.
8. The College at any point may review the decision to approve an external speaker on the basis of new information or material changes in the planned event. This review may result in the cancellation of the event or the imposing of conditions to mitigate any new risks.
9. If an external speaker is refused the opportunity to speak at an event they will have the right to appeal to the Principal. The appeal shall focus on the fairness of the procedures used to come to a decision and not the decision itself. An appeal might result in
   a. A reopening of the consideration of an external speaker taking into account the appeal findings
   b. A confirmation that the consideration process was fair and that the decision should stand

Procedure for approving a request for the booking of an external speaker:

1. External speaker request is submitted to the Director of Operations using the approved forms
2. If there are no issues identified the speaker will be approved.
3. If issues are identified the request will be referred to the College's Leadership Team for further consideration. The Leadership Team may seek advice from relevant experts (internal or external) as appropriate e.g. from the police etc.
4. The outcome of a referral may be one of three results:
   a. Request refused (with a right to appeal)
   b. Request approved with conditions
   c. Request approved – no conditions
5. The organiser will inform the speaker of any conditions placed on the event or any right to appeal if the speaker is refused.
6. At the event if conditions have been imposed these will be monitored
7. If necessary a post-event review will be undertaken and an incident report produced including any recommendations for modification of external speaker processes / policies if necessary. The external speaker policy will be reviewed in the light of any recommendations.

Examples of conditions which may be imposed to mitigate risk:

- Varying the time and location of the event from the original plan
- Approving a request on the condition that a particular individual chairs the event

- Making the event ticketed only or specifying that attendees must show valid ID
- Opening the event up to the general public
- Placing restrictions on the numbers able to attend or restricting the event to College staff and students only
- Enhancing security arrangements including possible Police attendance, and requiring a minimum number of stewards
- Imposing conditions on how the event is advertised (e.g. promotional material to contain translations if in a language not understood by College staff)
- Mandatory attendance of specified senior College representatives to maintain order
- Making a translator available to College staff attending the event
- Refusing admission to media representatives (press, radio, television)
- Restricting the display of banners or placards at the event and its immediate surrounds
- Imposing special arrangements on how the event or meeting is chaired
- Briefing the chair in advance of the event, making clear that they have a responsibility to ensure that no speaker or other person present at the event infringes the law; this briefing could highlight the circumstances under which they must stop the event, issue warnings to participants on their conduct or request the withdrawal or removal by stewards (or the Police if necessary) of the person(s) concerned
- Requiring invited speaker(s) to confirm that they will abide by the College's ethos and values
- Clearly stating at the start of the event that the speakers and audience must act in accordance with the law
- Restricting what materials are available at the event (CDs, DVDs, leaflets, memory sticks)

Document control box			
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Member of staff responsible		Director of Operations	