



# London College of Contemporary Arts

## Guest Speaker (and Exhibitor) Policy

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Approved by:	Academic Board
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### Amendment History

1. An amended and updated document that takes into account changes in the upper management structure at LCCA, incorporates additional information and ideas from the University of Reading's External Speaker Policy and is formatted to the new policy document template being introduced for July 2019.

## Introduction

The London College of Contemporary Arts (the College) is fast developing a tradition for welcoming visiting speakers and artists from around the world to its campus. The Gallery on the 5<sup>th</sup> Floor at 9 Holborn provides an ideal setting for such events. These guests bring an unmatched diversity of experience, insight and opinion enriching courses and the student experience and sparking discussion and debate among our staff, students and other guests.

In order to further develop this valuable contribution to the life of the College, this policy provides a framework within which to ensure that debate and dissent can be enshrined whilst at the same time safeguarding students' well-being and the College's reputation.

This policy should be read in conjunction with the Event Notification procedure and the College's Prevent Duty Policy.

## Scope

Anyone organising an event as described above must follow the Guest Speaker (and Exhibitor) Booking Process detailed below.

The majority of guest speaker requests will be straightforward and can be dealt with speedily. In these cases, following the steps outlined in the Initial Assessment, below, will suffice.

Some requests, however, may be more complex and require Further Referral before approval can be obtained. The referral process will only apply in a minority of circumstances – to events or speakers deemed to be high-risk.

## Initial Assessment

Prior to the confirmation of any external speaker, the event organiser will be responsible for assessing the speaker against the following set of three questions:

1. Has the speaker previously been prevented from speaking at the College or another UK Higher Education provider, or similar establishment?
2. Has the speaker previously been known to express views that may be in breach of the Guest Speaker (and Exhibitor) Code of Conduct (Appendix A)?
3. Does the nature or title of the proposed event present a risk that views/opinions expressed by the guest speaker, or other guests invited to the event, may be in breach of the Guest Speaker (and Exhibitor) Code of Conduct?

In most cases the answer to all three questions will be 'No' and the event organiser can confirm the guest speaker and make arrangements for them to speak at their event in the normal way. (It is required that the guest speaker be sent a copy of the Guest Speaker (and Exhibitor) Code of Conduct).

#### Further Referral

If the answer to any of the above questions is unclear, the event organiser must seek guidance from their line manager, whose responsibility it will be to further review the speaker(s) against the questions above.

Students organising events should refer such cases to their Head of School.

If the event organiser or their line manager/Head of School form the opinion that the answer to any of the above questions is 'Yes', then it is the responsibility of the event organiser to submit a referral form to the Principal (Appendix B).

The ultimate authority to approve any and all guests to the College rests with the Principal. This authority may delegate at the discretion of the Principal to another member of the Senior Management Team (SMT).

## Appendix A

### Guest Speaker Code of Conduct

Guidance and legal obligations relating to guest speakers at the London College of Contemporary Arts (LCCA)

This code of conduct exists to ensure that all speakers taking part in a LCCA hosted event or activity, on campus or elsewhere, act in accordance with the College's Guest Speaker (and Exhibitor) Policy.

It is the responsibility of the event organiser (the individual from within the College e.g. member of staff or student, named in the Guest Speaker Initial Assessment and Referral Form) to ensure that:

- this Code of Conduct is communicated to all guest speakers (once approved and confirmed via the Guest Speaker Initial Assessment and Referral Form Process)
- that all reasonable steps are taken to ensure that the requirements within it are upheld during the running of the event
- they have read and understood the College's Guest Speaker (& Exhibitor) Policy and approach to the College's Prevent Duty.

### Freedom of Speech

Freedom of speech is fundamental to any and all institutions of Higher education. The Education Act (No 2) 1986<sup>1</sup> requires the College 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 College therefore requires all of its employees and students to tolerate and protect the expression of opinions within the law regardless of whether these opinions are repugnant to them; this obligation is set out in the College's Freedom of Speech: Code of Conduct.

Although 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 College recognises that a conflict exists between the laws which promote freedom of speech and those which restrict it. Consequently, it acknowledges that in this context it has a legal responsibility to create a balance between minimising the possibility that extremism or unlawful conduct will arise and ensuring that it meets its legal obligations in relation to securing freedom of speech at all events that take place on campus.

### Legal Context

Institutions of Higher education operate in a complex legal environment and so it is vital that our guest speakers and others taking part in College events understand the legal framework and context that governs this area.

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<sup>1</sup> Her Majesty's Stationery Office (HMSO). Education (No. 2) Act (1986). London. Available from; <https://www.legislation.gov.uk/ukpga/1986/61>

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.

What the College asks of Guest Speakers

The College expects guest speakers to act in accordance with the law and not to breach the lawful rights of others.

Set out below are some examples of these expectations. Please note that this is not intended to be an exhaustive list. The College reserves the right to not permit a speaker or exhibitor to 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 Guest Speaker Policy or of any legal obligation.

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

- Act in any breach of the criminal law including inciting hatred or violence.
- Promote any acts of terrorism or individuals, groups or organisations 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, cause or purpose, without the express written permission of the Principal of the College.

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

- Comply with the College's Code of Practice on Freedom of Speech.
- Comply with the College's Guest Speaker (& Exhibitor) 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 College's policy on, and instructions relating to, health and safety.

## Segregation

Education providers have duties under the Equality Act 2010 to ensure that they do not unlawfully discriminate against students, employees or other individuals to whom services are provided. Segregation by sex 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 College. Segregation is therefore not permissible for any event covered by the Guest Speaker Policy and this Code of Conduct. The only exception to this is events that are for the purpose of collective religious worship.



Part 3: Further Referral Information.

Please provide further information regarding your proposed event and guest speaker(s) to enable the Principal to make a fair decision regarding the viability of this event and/or the invitation of your proposed guest speaker.

Target Audience: (Please provide information about the profile of any other guests that will be invited or whether this an event for student and staff of LCCA only – including whether any proposed guests are known to have expressed views that might breach the Guest Speaker Code of Conduct?)

A:

Proposed Guest Speaker(s): (Please provide information about; the number of speaker(s) invited, brief biographical details relevant to the event/topic(s) to be addressed, whether they have previously been prevented from taking part in an event at LCCA or other similar establishment. Please include any relevant URLs to biographical information.

A:

Line Manager/Head of School's Comments. (Please comment on whether you are confident that the above information provides as complete a picture as possible for the Principal to be able to make a fair decision regarding the viability of this event and/or the invitation of the proposed guest speaker.

A:

When complete, please save and submit this form as a Word document to the Principal. Please contact the Administration department for the appropriate email address.