

London College of Contemporary Arts

Guest Speaker (and Exhibitor) Policy and Procedures

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Originator/Author	Curriculum Standards Manager
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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.
2. The policy has been revised to include streamlined procedures with material update in line with Prevent Duty requirement. The forms have also been updated in line with the guest speaker approval process.

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. 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.

Scope

Anyone organising an event as described above must follow the Guest Speaker (and Exhibitor) approval 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.

Aim

This policy aims to ensure that any events where external speakers are invited to address students and other members of the college community:

- a) safeguard the students' well-being and the College's good reputation
- b) ensure the health and safety of all members of the college community, buildings and equipment
- c) support equality and diversity and embed British Values
- d) support good community relations (internally and externally)
- e) do not significantly constrain the work of the College
- f) are lawful

Procedures

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?

Any members of staff who organise an event should discuss with their Line Manager and conduct initial assessment as above before the speaker request is being made for approval. If in doubt, senior members of staff or the College's Prevent Lead should be consulted. All requests for an external speaker should be submitted, using the form (Guest Speaker Approval Form) to Careers and Student Services Manager at least five working days before the planned event.

The request must include a summary of the intended talk and a written undertaking to abide by the provisions of this policy and to uphold the College policies on equality and diversity. Requests that do not comply with this provision will be refused.

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 will be to escalate the Guest Speaker request.

If the event organiser and/or their line manager and or Prevent Lead form the opinion that the answer to any of the above questions is 'Yes', then it is the Speaker request should be referred to the Principal (using the form in appendix C).

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

Once approval has been granted, the completed Referral Form should be sent to the Careers and Student Services Manager who will notify the College's Prevent Lead for information regarding the name of the speaker, time of arrival and member of staff responsible for welcoming the Guest Speaker.

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

Mitigation of risk

A member of staff will be present at all talks and will intervene if the speaker significantly deviates from the planned topic or causes offence. This will be made known to the speaker.

All events/talks are recorded / filmed by the College. These recordings are for future reference and to prevent the abuse of trust. They will not be made public unless agreed in writing by the speaker.



All guest speakers will be sent a standard email outlining the college's expectation of guest speakers. As outlined below with the Guest Speaker Policy and Procedures.

Thank you very much for agreeing to speak to our students.

I would just like to take this opportunity to inform you of the College's values of respect, ambition, creativity, excellence, enterprise and responsibility. We would hope that all our partners and visitors support these values and the content of your talk ensures that no one would feel demeaned because of their ethnicity, race, religion and/or belief, sexuality, gender, disability or age.

I have no doubt that your talk will be engaging, and your support of the College is greatly appreciated.

*We look forward to seeing you on (*insert date) at (*insert time). When you arrive at the College please report to reception, so that you can sign in and receive a visitor's lanyard.*

Kind regards

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) 1986¹ 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.

- 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.

Appendix B – Guest Speaker Approval Form

SECTION A – INFORMATION ABOUT THE EVENT

Event Title:	
Rationale of the event:	
Targeted students:	
Date:	

Time:	
Location:	

SECTION B – INFORMATION ABOUT THE SPEAKER

Name:	
Organisation you represent:	
Address of organisation you represent:	
Telephone number:	
Do you have Professional Indemnity Insurance?	
Guest Speaker's acknowledgement of LCCA's policy regarding Indemnification and Release:	<p><i>'Speaker agrees to defend, indemnify and hold harmless London College of Contemporary Arts (LCCA), its partners, its trustees, officers, faculty, students, employees and/or agents from and against all actions, claims, demands, damages, expenses, and liabilities (including legal fees) that arise from or are connected with the Engagement. Speaker also releases and waives any and all claims, demands, or causes of action against LCCA, its partners, its trustees, officers, faculty, students, employees and/or agents that arise from or are connected with the Engagement, any injury to Speaker or employees, invitees, guests or agents of Speaker, or damage to or loss of any property of Speaker that is brought upon the Premises, or exhibited, stored, or left on the Premises by Speaker. Any property of Speaker left upon the Premises following the Engagement shall be considered abandoned by Speaker and may be discarded by LCCA.'</i></p> <p>I agree with above statement <input type="checkbox"/></p>
Guest Speaker's acknowledgment of LCCA's policy regarding equality and diversity:	<p><i>'Amongst LCCA's core values are respect, ambition, creativity, excellence, enterprise and responsibility. LCCA's partners and visitors are required to support these values and the content of the lecture/ talk ensures that no one would feel demeaned because of their ethnicity, race, religion and/or belief, sexuality, gender, disability or age.'</i></p> <p>I agree with above statement <input type="checkbox"/></p>
Signature:	

SECTION C – INFORMATION ABOUT THE ORGANISER

Name:	
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Position:	
Guest speaker basic background check done:	
Signature:	

SECTION D – APPROVAL

Approval:	I give my approval for the named speakers to enter the College for this meeting. Only those speakers listed can enter the College.
Further Referral Required:	Yes No
Name:	
Position:	
Signature:	
Date:	

Appendix C - Further Referral Form

If you are not sure that your answer to any of these questions is No, or if your answer to any of these questions is Yes:

Please complete this form to be submitted to the Head of College before making any further arrangements or publicising your proposed event.

Without written permission from the Principal, or an authorised member of SMT, you should assume that you do not have permission to invite or to continue to make preparations for your proposed guest speaker or exhibitor.

<p>Further Referral Information.</p> <p>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.</p>

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?)

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.

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