Falmouth
Exeter
Plus

Prevent Statutory Duty and events involving external speakers Policy

This document sets out the policy for arranging events involving external speakers.

Organisation(s): FX Plus
Falmouth University
University of Exeter
Students Union

Applies to: Staff
Students

Required Consultees: Prevent Partnership Group

Approved by: Prevent Partnership Group

Date approved: 23 March 2023

Review date: 23 March 2026

Version Control: Version 1.1

Date	Who	Details	Version No
04/04/2023	David Dickinson	Finalised version published	1.0
05/06/2023	David Dickinson	Updated to reflect assurance and scrutiny added to online events	1.1

FALMOUTH UNIVERSITY University of Exeter

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Prevent Statutory Duty and events involving external speakers Policy

This document sets out the policy for arranging events involving external speakers.

1. Purpose

1.1 The purpose of this policy is to set out the requirements for arranging events involving external speakers.

1.2 Falmouth University and The University of Exeter are committed to the protection of freedom of speech and academic freedom, alongside a duty of care to staff, students and visitors. Freedom of Speech within the law will be protected. This does not however extend to allowing a speaker to commit a criminal offence, including those covered by Hate Speech and Counter Terrorism legislation. To fulfil their duties, the Universities have a responsibility to be aware of events being held on their premises or in their name(s).

2. Scope

2.1 This policy applies to online, and in-person non-teaching events that are not University business meetings attended by an external speaker, held under the auspices of either Falmouth University, The University of Exeter (Cornwall), FX Plus or their shared Students' Union (including by any affiliated Student Society). Hereafter these are referred to as *applicable events*.

2.1.1 *Non-teaching events* are events which are not directly associated with the delivery of academic research and teaching activities (as either a core or enhancement event) operated by either the University of Exeter or Falmouth University[1].

2.1.2 *University business meetings* are events which are organised by employees of Falmouth University or The University of Exeter or the Falmouth Exeter Students' Union or Falmouth Exeter Plus which concern the current and future business functions of those organisations, and which are not mainly attended by students.

2.1.3 An *Organiser* is the person responsible for arranging the event, booking the spaces, and its publicity, etc. All applicable events must have an identified Organiser.

2.1.4 An *External Speaker* is a planned presenter at an applicable event who is not an employee or student of Falmouth University or The University of Exeter, or an employee of the Falmouth Exeter Students' Union or Falmouth Exeter Plus.

[1] It is the responsibility of heads of academic areas to ensure that any event their department organises complies with relevant policies and regulations (e.g., free speech, prevent, health and safety, etc).

3. Risk Assessment

3.1 All applicable events with external speakers must be risk assessed.

3.2 Ensuring the risk assessment is completed is the responsibility of the Organiser.

3.3 The risk assessment criteria balance: (i) freedom of speech; (ii) protecting people from exposure to extremist views; and (iii) safety, equality and diversity for students and staff.

4. All Events

4.1 Organisers have a responsibility to attendees and speaker(s) to ensure that applicable events take place lawfully and safely.

4.2 Organisers must make speaker(s) aware of their responsibility to abide by the law, and the University/Students' Union policies. This includes ensuring they comply with the law regarding the boundaries of free speech (e.g., not spreading or inciting hatred, violence, or intolerance; not encouraging, glorifying or promoting any acts of terrorism; not calling for breaking of the law), and that they avoid disrupting the peaceable life of the University community (e.g., by insulting other faiths or groups).

4.3 Organisers should ensure that applicable events are not publicised until the assessment process is completed. Any publicity should be in keeping with the policies and name of the Universities and appropriate for a diverse campus audience.

4.4 Failing to comply with this procedure, including not completing a risk assessment, completing it without sufficient care or diligence, or deliberately providing false information as part of the risk assessment, may constitute a serious breach of the staff or student code of conduct, and may be subject to disciplinary action.

5. In Person Events

5.1 All applicable events held in any part of the university physical estate should be booked by the Organiser via the Room Booking system. Booking requests received via email or telephone which include an external speaker will be referred to the Room Booking system by the Timetabling team.

5.2 The Room Booking system requires the Organiser to notify the intention to invite an external speaker. If this is indicated, the Organiser will complete an External Speaker Request web form[2] at least 21 calendar days in advance. The web form requires information (see Appendix 1) regarding the event and the speaker in order to inform the risk assessment.

[2] https://prevent.fxplus.ac.uk/

5.3 SU-related events: all SU affiliated groups or societies must follow the SU process. The group or society will inform the SU of the intention to book an event with an external speaker and provide the SU with a documented risk assessment. If, on review, this does not identify a concern, no further action is required. If a concern is identified (medium risk or higher), the risk assessment and any plans for mitigation already in place must reviewed by the Prevent Single Point of Contact and may require review by the Universities.

5.4 Chaplaincy events: the group or Organiser will inform the Chaplaincy of the intention to book an event with an external speaker, and the Chaplaincy will conduct an informal risk assessment. If no concern is identified, no further action or documentation is required. If a concern is identified, a documented risk assessment must be completed and reviewed by the Prevent Single Point of Contact and may require review by the Universities.

5.5 Externally organised conferences hosted on university premises: The FX Plus Events Team require external conference organisers to confirm that they have completed the web risk assessment and Room Booking process. If the FX Plus Events Team is arranging rooms on behalf of the Organiser, the Organiser must complete the appropriate risk assessment form.

6. Online Events

6.1 Organisers of applicable online events with an external speaker must:

i) complete a risk assessment (see Appendix 2) via the online event assessment process.

ii) use digital collaboration software that is University supported (for example, Microsoft Teams)

iii) have guest screen sharing disabled, other than by those approved to do so (those booked to speak)

iv) require the Organiser to be present to start the event – and to prevent guests from joining before the Organiser

v) use the waiting room/lobby function for events which are invitation only

vi) manage meeting chat and shared files – as these will be available to attendees after the event

6.2 Organisers of online non-teaching events with an external speaker should also consider

i) requiring that all persons attending identify themselves accurately at the start of the event

ii) recording the event

7. All Events – Assessment Process

7.1 Review of the risk assessment will normally be completed within 8 working days of receipt of information regarding a proposed external speaker, dependent on the timely provision of any supplementary information requested of the Organiser.

7.2 A Clear / Not Clear rating is the outcome of the risk assessment.

7.2.1 *Clear* indicates no identified risk based on answers to the questions on the External Speaker Request web form (see Appendices). A Clear outcome means the no further assessment is required and event planning can proceed. Any in-person event room booking will be confirmed automatically if there is a Clear outcome.

7.2.2 *Not Clear* indicates a potential risk regarding the event which requires further review. The Prevent Single Point of Contact and FX Plus Director of Student & Library Services will conduct a more detailed risk assessment. This will include consultation with the University representative members of the Prevent Partnership Group. The assessment will be informed by advice and information from internal sources (e.g., University staff, FX Plus Security, Health & Safety or Student Support) as well as external sources and advisers (e.g., internet sources, police and security service advisers), and may require seeking further information from the Organiser. The aim of the more detailed assessment will be to produce a recommendation (including identifying potential mitigating actions) regarding the permission and management of the event.

7.3 Following more detailed assessment, a recommendation will be presented by the Prevent Single Point of Contact or Director of Student & Library Services to senior representatives of Falmouth and Exeter for their review and decision.

7.4 As appropriate senior representatives of Falmouth and Exeter will review the matter and agree a joint response, which will be reported to the Organiser (or internal staff supporting the event) by the Prevent Single Point of Contact or Director of Student & Library Services. The decision that is reported at this point is the final decision.

7.5 Where a speaker is refused access to an event for any reason as a result of the processes set out here, neither University nor FX Plus will be liable for any costs incurred. Decision-making involves thorough consultation and liaison with statutory bodies, including the security services. This may also apply if a speaker directly solicits the opportunity to access students off campus. This is in accordance with statutory guidance.

8. Appendices

Appendix 1: Risk assessment requirements for in person applicable events involving external speakers which require physical room bookings

Appendix 2: Risk assessment requirements for applicable events involving external speakers which do not require physical room bookings (primarily online events).

Appendix 1

Risk assessment requirements for <u>in person</u> applicable events involving external speakers which require physical room bookings

Individual making booking which involves an external speaker is required to disclose to the best of their knowledge the answers to the following questions:

1. group / person making the booking
2. title, date, time and length of event
3. whether external (public) attendees are invited
4. name(s) of proposed Speaker(s)
5. any organisational affiliation of the Speaker(s)
6. subject of presentation
7. Y/N answers (in discussion with the speaker(s)) to:

   7.1. do you think that the speaker(s) or the subject might attract protest or concern?
   A clear rating requires a 'No' answer

   7.2. have you checked whether there have been issues / concerns raised about the speaker(s) or issues when they have attended other events?
   A clear rating requires a 'Yes' answer

   7.3. have there been issues / concerns raised about the speaker(s) or issues when they have attended other events?
   A clear rating requires a 'No' answer

   7.4. has the speaker ever been refused permission to speak at any other venue?
   A clear rating requires a 'No' answer

   7.5. are there any security-related threats known to the speaker(s)?
   A clear rating requires a 'No' answer

   7.6. are any specific arrangements, requirements or restrictions required or intended relating which may result in equality concerns (e.g., gender separated seating or attendance, physical access arrangements)?
   A clear rating requires a 'No' answer

8. *[Only presented if any answers to 7.1-7.6 indicate a Not Clear rating]*:
   Please describe the research you have undertaken and sources you have used to provide your answers to the above questions.
   Free text entry box (500 words)

Appendix 2

Risk assessment requirements for applicable events involving external speakers which do not require physical room bookings (primarily online events)

Organiser to disclose to the best of their knowledge the answers to the following questions:

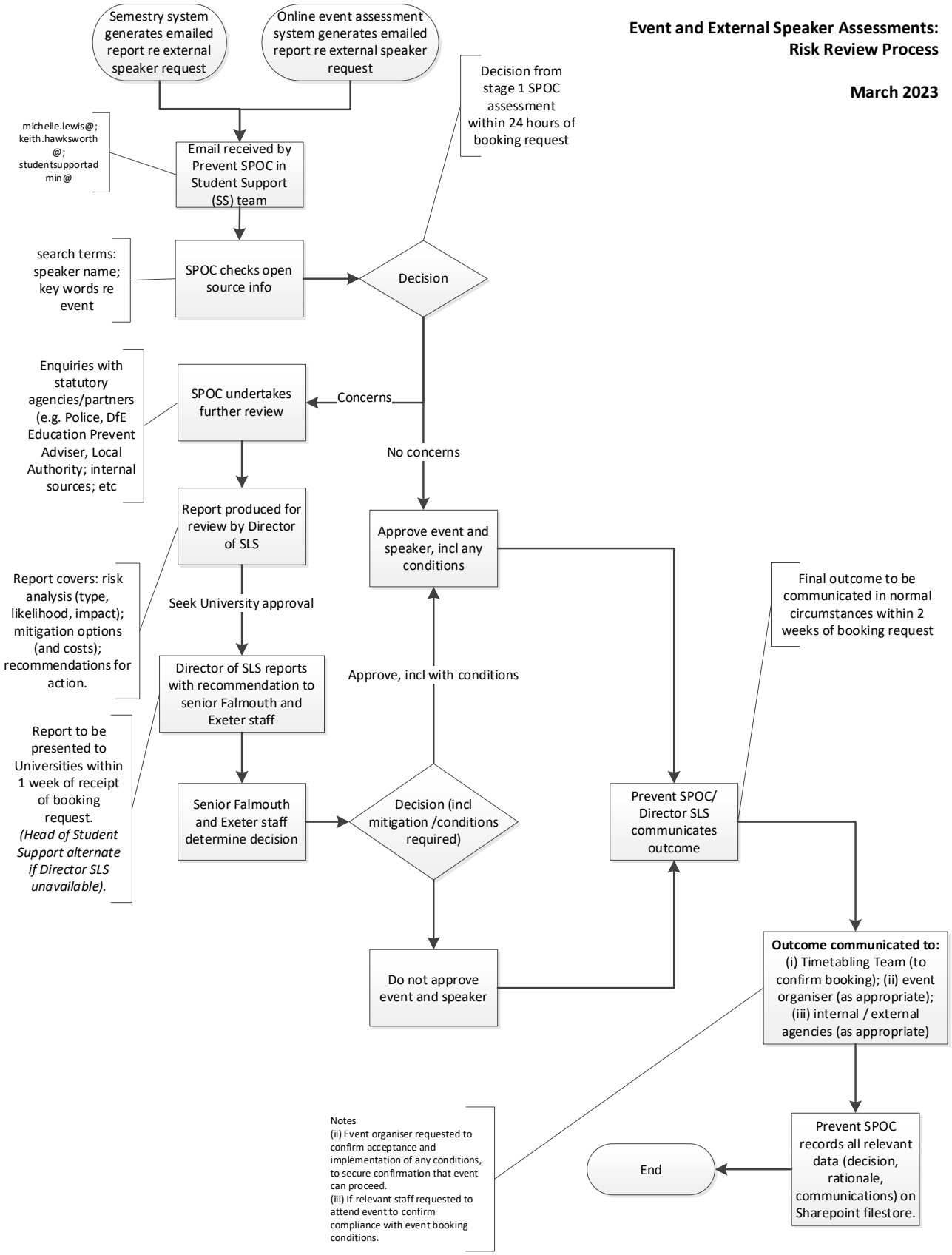
1. group / person making the booking
2. title, date, time and length of event
3. type of technologies to be used (the preference is Teams), if relevant
4. name(s) of proposed speaker(s)
5. any organisational affiliation of the speaker
6. subject of presentation
7. Y/N answers (in discussion with the speaker(s)) to:
   - 7.1. do you think that the speaker(s) or the subject might attract media attention, protest or concern?
     A clear rating requires a 'No' answer
   - 7.2. have you checked whether there have been issues / concerns raised about the speaker(s) or issues when they have attended other events in person or online?
     A clear rating requires a 'Yes' answer
   - 7.3. have there been issues / concerns raised about the speaker(s) or issues when they have attended other events in person or online?
     A clear rating requires a 'No' answer
   - 7.4. has the speaker ever been refused permission to speak at any other venue in person or online?
     A clear rating requires a 'No' answer
   - 7.5. are there any security-related threats known to the speaker(s)?
     A clear rating requires a 'No' answer
   - 7.6. are any specific arrangements, requirements or restrictions required or intended relating which may result in equality concerns?
     A clear rating requires a 'No' answer
8. *[Only presented if any answers to 7.1-7.6 indicate a Not Clear rating]*:
   Please describe the research you have undertaken and sources you have used to provide your answers to the above questions.
   Free text entry box (500 words)
9. I confirm that I will ensure that
   - 9.1. the event is hosted in University supported digital collaboration software (i.e., Microsoft Teams)
     A clear rating requires a 'Yes' answer

9.2. guest screen sharing will be disabled, other than for those booked to speak/present
A clear rating requires a 'Yes' answer

9.3. I will be present to start the event
A clear rating requires a 'Yes' answer

9.4. the waiting room/lobby function is used (only relevant for events which are invitation only)
A clear rating requires a 'Yes' answer

9.5. meeting chat and shared files are appropriately managed to comply with the requirements of lawful speech and appropriate conduct for a meeting held under the auspices of the University, and these will be retained to be available after the event on request
A clear rating requires a 'Yes' answer

Event and External Speaker Assessments: Risk Review Process

March 2023