

HEYTHROP COLLEGE
University of London

SPEAKER POLICY

1 Introduction

The College is a strong supporter of free speech to further academic debate. It is also required by a range of legislation to temper this with statutory duties in relation to, among other issues, charity law, equality and diversity, discrimination and activities liable to encourage people to become involved in extremist activities (Prevent). This Speakers' Policy is one way in which the College seeks to address these sometimes competing demands upon it. Reference should also be made to the Non Gender Segregation Policy. The policy has been developed with reference to a range of external guidance and practice elsewhere in the sector.

This policy has been drawn up with reference to external guidance including:
UUK guidance *External speakers in HEIs*
Equalities and Human Rights Commission guidance: *Guidance for Universities and Students' Unions*
National Union of Students guidance
Mapping of policy against policies of a sample of other HEIs

2 Principles

The College will:

- Protect its statutory duty to secure freedom of speech
- Have policies which enable it to meet its other statutory duties in relation to, but not limited to: Prevent, equality and diversity, discrimination and charity law
- Be aware of the activities undertaken in its name and on its property to ensure that there is no risk to the reputation and ethos of the College
- Take a balanced and proportionate approach to ways of monitoring its policy
- Have a Speakers policy which covers academic internal activities and external use of the premises, plus activities undertaken in other locations in the College's name
- Ensure that the Students' Union has a policy which reflects the values and approach taken by the College Policy

3 The Policy

The College will require approval for any speakers who will be present on campus and for activities taking place away from College premises undertaken in the College's name. The Policy addresses both internal academic activities and external bookings.

1 Speakers presenting views in an academic lecture/workshop etc. (including as part of provision for students or for other student focused activities such as presentations led by TOPSE on development topics):

- Lecturer responsible informs Head of Department of the identity of the speaker and the nature of their presentation.
- Head of Department refers the matter to the Vice Principal Academic if it is felt that there is a risk of breaching statutory duties.
- The Vice Principal Academic will review the invitation with the Academic Leadership Team who will subject it to a risk assessment, which may include requesting the content of any presentation in advance from the speaker, including slides or handouts. The Academic Leadership Team can decide:
 - To enable the activity to be undertaken with no further action required
 - To allow the activity to take place but with proportionate safeguards in place as determined by the Senior Leadership team. These may include, but are not limited to the presence of a responsible member of staff (e.g. Head of Department, member of Senior Leadership Team)
 - To not allow the proposed speaker to undertake the activity at the College if it is felt that there are risks to the academic process and/or the College's reputation.
 - Refer the matter to the Senior Leadership Team for a review
 - The above procedure will be the same for TOPSE activities, but the concern will be reported to the joint Chairs of TOPSE, Director of Academic Policy and Student Experience and, Director of Administration

2 Research seminars with external speakers:

- The organiser inviting the external speaker notifies the Vice Principal Academic
- The Vice Principal Academic will review the invitation with the Academic Leadership Team who will subject it to a risk assessment, which may include requesting the content of any presentation in advance from the speaker, including slides or handouts. The Academic Leadership Team can decide:
 - To enable the activity to be undertaken with no further action required
 - Should the Academic Leadership Team believe that the activity should not be approved it will refer it to the Senior Leadership Team who will review the proposal. The Senior Leadership Team may:
 - allow the activity to take place but with proportionate safeguards in place as determined by the Senior

Leadership team. These may include, but are not limited to the presence of a responsible member of staff (e.g. Head of Department, member of Senior Leadership Team)

- Not allow the proposed speaker to undertake the activity at the College if it is felt that there are risks to the academic process and/or the College's reputation

3 Conferences, colloquia, workshops etc. led by Heythrop staff

- The organiser inviting the external speaker makes an application to the Academic Leadership Team through the existing process.
- The Academic Leadership Team will take the range of duties on the College into account when considering any proposal.
- The Vice Principal Academic will review the invitation with the Academic Leadership Team who will subject it to a risk assessment, which may include requesting the content of any presentation in advance from the speaker, including slides or handouts. The Academic Leadership Team can decide:
 - To enable the activity to be undertaken with no further action required
 - Should the Academic Leadership Team believe that the activity should not be approved it will refer it to the Senior Leadership Team who will review the proposal. The Senior Leadership Team may:
 - allow the activity to take place but with proportionate safeguards in place as determined by the Senior Leadership team. These may include, but are not limited to the presence of a responsible member of staff (e.g. Head of Department, member of Senior Leadership Team), extra security, advice sought from the local Prevent co-ordinator etc.
 - not allow the proposed event if it is believed that there are risks to the College's reputation

4 Events organised by students

The Heythrop Students' Union will have its own Speakers' Policy which will align with that of the College. The responsible people to act in relation to the Students' Union Policy are the Union Manager and the Director of Academic Policy and Student Experience. The Director of Academic Policy and Student Experience can decide:

- To enable the activity to be undertaken with no further action required
- Should the Director of Academic Policy and Student Experience believe that the activity should not be approved it will refer it to the Senior Leadership Team who will review the proposal. The Senior Leadership Team may:
 - allow the activity to take place but with proportionate safeguards in place as determined by the Senior Leadership team. These may include, but are not limited to the presence of a responsible member of staff (e.g. Head of Department, member of Senior

Leadership Team), extra security, advice sought from the local Prevent co-ordinator etc.

- not allow the proposed event if it is believed that there are risks to the College's reputation

5 External bookings of College premises

- The external organisation makes the booking through Campus Services
- The Estates and Services Manager refers the booking to the Director of Finance and Estates if it is felt that there is a risk of breaching statutory duties.
- The Director of Finance and Estates reviews the booking and subjects it to a risk assessment, which may include requesting the content of any presentation in advance from the speaker, including slides or hand-outs. The Director of Finance and Estates can decide:
 - To approve the booking with no further action required
 - Not to approve the booking
 - To refer the matter to the Senior Leadership Team

6 Activities away from College premises undertaken in the College's name

These may include, for example, joint academic conferences or workshops with another organisation, organised staff or student attendance at an external event (for example in lieu of an academic seminar) or student activities in collaboration with another organisation.

- Staff organisers of such events refer them to the Academic Leadership Team as in 2 or 3 above.
- Student organisers of such events refer them to the Director of Academic Policy and Student Experience as in 4 above.

7 Changes to speakers/topics

- Any changes to the speaker's identity or to the topic to be presented should be reported immediately, to the person identified above, who can initiate the review cycle as set out above.
- It is the responsibility of the person organising the event to undertake this reporting as soon as they are aware of any material changes.

8 Sources of Advice

Advice on matters relating to this policy can be obtained from the Director of Administration.