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External Events Procedure: to cover external guests, speakers, performances and events

#### Introduction

##### The University of Chichester (“University”) has a rich history as an academic institution that has regularly welcomed visiting guests, speakers and performers and hosted events drawing in audiences from the UK and around the world to its campuses. Such guests, speakers, performers and events have brought, and continue to bring, great diversity of experience, insight and opinion, enriching our events and activities and sparking lively discussion and challenging debate among our students, staff and visitors alike.

##### The purpose of this policy is to set in place a governing framework for external events (to cover visiting guests, speakers, performers and event participants) to ensure that the University fulfils not just its legal duty, but also its mission to be a place where debate, challenge and dissent are not only permitted but nurtured and expected. By doing so the University seeks to protect freedom of speech for university staff, students and visitors.

##### The following guidance for event organisers has been drawn up to assist staff (and Students’ Union and students) when organising such events on campus or off campus (and in the University’s name), and to provide a checklist to support successful planning. Working within this guidance will enable the organisers to ensure that they are working within the University’s ‘[Freedom of Speech Code of Conduct](https://www.chi.ac.uk/about-us/policies-and-statements/freedom-speech)’.

##### Third parties seeking to use the University campus as an event venue must, in addition to completing the Conference Office Booking process, be able to assure the Conference Office that they have read and understood the University’s ‘[Freedom of Speech Code of Conduct](https://www.chi.ac.uk/about-us/policies-and-statements/freedom-speech)’, and agree to work within it.

#### Guidance for approval of an external event

##### Anyone organising an event as described above must follow the approval process detailed below, which begins with the local assessment (i.e. within the department) of the proposed event. Only after this should the room / venue booking process be completed with the Conference Office or Room Booking.

##### The majority of requests will be straightforward and ‘in principle’ approval of the event can be handled entirely at a local (departmental) level. In these cases, following the steps outlined in the “Local assessment of external event” below will suffice.

##### However, some requests may be complex and may require referral for further consideration (i.e. to the Head of Department or beyond). The referral process will only apply in a minority of circumstances – to events deemed to be higher-risk. In these cases, you should follow the “Referral process”.

#### External event approval process

##### **Local assessment of proposed external** **event**

##### Prior to the confirmation of any event, and the actual booking of the event with the Conference Office or Room Booking, the event organiser will be responsible for assessing the event against the following set of questions:

###### Is the guest / speaker / performer likely to express controversial views / likely to express views that may attract protest?

###### Is the guest / speaker / performer known to hold controversial views / known to hold views that may attract protest?

###### Is there any possibility of a situation arising in which people might experience harassment, intimidation, verbal abuse or violence?

###### Does the proposed title or theme of the performance / event present a potential risk that views / opinions expressed by guest / speaker may be in breach of the Freedom of Speech Code of Conduct?

###### Is the proposed guest / speaker / performance / theme likely to attract attendance from individuals / groups that have previously been known to express views that may be in breach of the Freedom of Speech Code of Conduct?

###### Has the guest / speaker / performer previously been prevented from speaking / performing at the University or another University or similar establishment or previously been known to express views that may be in breach of the Freedom of Speech Code of Conduct?

##### In gathering the information to answer these questions, the event organiser should conduct research via open sources (e.g. the web). This should include a review of any links between guests / speakers / performance companies / event organisers and proscribed organisations should also be checked. The up-to-date list is at: <https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2>

##### If the answer to all six questions is NO: the event organiser can confirm the event and proceed to book facilities and make arrangements in the normal way through Conference Office or Room Booking. The event organiser must ensure that the guest / speaker / performance company is sent a copy of the ‘[Freedom of Speech Code of Conduct](https://www.chi.ac.uk/about-us/policies-and-statements/freedom-speech)’, and agrees to work within it. Confirmation that the organiser has conducted a Local Assessment will be required in order to book facilities.

##### If the answer any of the questions is unclear: the event organiser must seek guidance from their department or service head, whose responsibility it will be to further review the proposed event against the questions above, and either approve the request, or make a referral.

##### Ultimately, if the answer to any of the questions is YES: it is the responsibility of the event organiser to submit a referral to the Deputy Vice-Chancellor’s Office or Deputy Vice-Chancellor (Student Experience)’s Office. If the concern is of a ‘prevent’ nature the Deputy Vice-Chancellor will ask the Chair of the Prevent Strategy Group to convene a review of the case. If the concern is of another matter the Deputy Vice-Chancellor (Student Experience) will consider the case.

#### Referral Process

##### To make a speaker or performance / event referral submission:

###### Download the Referral Form for External Guest / Speaker / Performance / Event.

###### Complete all sections of the form with as much detail as possible.

###### Send the form as an attachment to the Deputy Vice-Chancellor via the Executive Officer at [S.Coulter@chi.ac.uk](mailto:S.Coulter@chi.ac.uk) or Deputy Vice-Chancellor (Student Experience) via the Executive Officer at [C.Mouland@chi.ac.uk](mailto:C.Mouland@chi.ac.uk).

##### The University of Chichester’s Students’ Union has its own policy for events which aligns with the University process. They will undertake the local assessment with/on behalf of individual students, clubs or societies. In the event that a referral is required, UCSU will be responsible for making the submission and will be supported by the Deputy Vice-Chancellor (Student Experience) and key professional services such as Estate Management.

##### The External Events Procedure and approval process will be continually reviewed and updated in response to legislative changes and other factors. It is the responsibility of those organising events to ensure that they are acting in accordance with the most recent version of the Policy, which will be published by the University on its website.

##### The Deputy Vice-Chancellor (Student Experience) will maintain an oversight of the fitness for purpose of the Procedure and associated processes, and will also provide assurance to the Vice-Chancellor’s Group that the Local Assessment and Approval (or referral) of External Events is effectively supporting the Freedom of Speech Statement and Code of Conduct. Heads of Departments / Services will be required to report on the frequency with which they are required to review and sign-off Local Assessments. The University will be required to report to the Office for Students on the frequency with which requests are referred to the highest level within the Institutional processes. This will be managed by the Chair of the Prevent Strategy Group.

#### Associated documents

##### The following three documents work together as a set:

###### Academic Freedom and Freedom of Speech Statement

###### Freedom of Speech Code of Conduct

###### External Events Procedure: to cover external guests, speakers, performances and events

#### Questions

##### If you have any questions or concerns please discuss with your line manager (staff members) or lecturer or academic advisor (students) in the first instance. You may also contact the Director of Students, Support and Information Services who will direct you towards the most appropriate route.

**Referral Form for External Guest / Speaker / Performance / Event**

Under the University of Chichester’s Freedom of Speech Code of Conduct

The University of Chichester and its members are expected by law to ensure Freedom of Speech is secured for anyone who works on or visits our campuses. To support this requirement, the University has a Freedom of Speech Code of Conduct with which all members, students and employees of the University, visiting speakers, hirers of University premises, and organisers of meetings held on University premises must comply. The Freedom of Speech Code of Conduct seeks to secure Freedom of Speech for all, while also respecting individuals’ rights within equality and human rights.

Please complete all sections of this form with as much detail as possible and return to the Deputy Vice-Chancellor or the Deputy Vice-Chancellor (Student Experience) as soon as possible, and preferably by no later than 15 working days prior to your event. We reserve the right to reject your request if it is received 10 or less working days prior to the event due to there being insufficient time available to assess it.

Please note that the event may not be advertised without prior approval. You will be advised of the decision as soon as reasonably possible. This is not an event or room booking form, it is an approval in principle for the event to take place, not a confirmation that the facilities are available to do so.

**Email the completed form to the Deputy Vice-Chancellor via the Executive Officer at** [**S.Coulter@chi.ac.uk**](mailto:S.Coulter@chi.ac.uk) **or Deputy Vice-Chancellor (Student Experience) via the Executive Officer at** [**C.Mouland@chi.ac.uk**](mailto:C.Mouland@chi.ac.uk%20)**.**

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| **Organiser of the Proposed Event** | |
| Name | |  |
| Dept./ Service / UCSU | |  |
| Contact details (tel. no + email) | |  |
| **Proposed Event Details** | | |
| Proposed event title | |  |
| Proposed event date/s | |  |
| Proposed venue/s | |  |
| Description of event (incl. format, time and length) | | Provide proposed schedule / programme |
| Target audience (profile and size) | |  |
| Proposed guests / speakers / performers, and nature of the event | Names and organisations; outcome of open source research undertaken through Local Assessment Process. |
| Reasons why not able to be signed off following Local Assessment |  |
| Mitigating actions that, as the event organiser, you can take to enable the event to proceed within the External Event Procedure |  |

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Outcome of External Guest / Speaker / Performance / Event Referral**

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| **Request approved**  (delete as applicable) | Yes – no further requirements  Yes – subject to the action being taken as detailed below |
| **Action required**  (delete as applicable) | Outcome of a discussion regarding concerns associated with safeguarding or prevent that require specific actions to progress:  Method of access/egress of participants and visiting speakers:  Stewarding arrangements:  Admission arrangements:  Security and Policing staff in attendance & informed:  Communications team informed and briefed:  Additional Costs identified and approved:  Communicated to Principal Organiser and room bookings/conferencing/UCSU:  Any other agreed measures to be implemented? |
| **Activity not approved**  (delete as applicable) | Reason for rejection: |

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair of Referral Group

Prof Simeon Keates, Deputy Vice-Chancellor

*or*

Dr Mark Mason, Deputy Vice-Chancellor (Student Experience)

**Email:** Event Organiser and their Head of Department / Service

**Cc:** Conference Office; Room Booking; Communications team; Executive Officer to DVC *or* Executive Officer to DVC(SE)