Policy No.
UCP-FREE001

University Centre Peterborough

UCP-FREE001 Higher Education Academic Freedom of Speech and External Speaker Policy

1. INTRODUCTION

1.1 University Centre Peterborough (UCP) is committed to safeguarding freedom of speech and upholding academic freedom of enquiry in its teaching, research, and associated activities. It will also ensure that the duty is balanced against its commitments under other key legislation such as the Counter-Terrorism and Security Act 2015 (and associated Prevent Agenda), Equality Act 2010 and the Human Rights Act 1998. UCP endorses and adopts the principles of freedom of speech within the law under Section 43 of the Education (No 2) Act 1986 and expression of open discussion in compliance with the policy and procedure outlined in this document. Free and open debate, of often controversial subjects, is a key element of University life, and UCP will always seek to allow events to go ahead providing they are within the law.

1.2 Section 43 of the Education (No 2) Act 1986 states:

i. Every individual and body of persons concerned in the government of any establishment to which this section applies [which includes universities] shall take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students, and employees of the establishment and for visiting speakers.

ii. The duty imposed by subsection (i) above includes the duty to ensure, so far as is reasonably practicable, that the use of any premises of the establishment is not denied to any individual or body of persons on any ground connected with —

(a) the beliefs or views of that individual or of any member of that body; or

(b) the policy or objectives of that body.

1.3 UCP also complies with the Higher Education (Freedom of Speech) Act 2023, which places a statutory duty on higher education providers to promote the importance of freedom of speech and academic freedom, to take reasonably practicable steps to secure lawful freedom of speech for staff, students and visiting speakers, and to protect academic staff from adverse consequences arising from their academic opinions.

2. PURPOSE

This Policy outlines

- the procedures to be followed by staff, students and visiting speakers in connection with teaching and the organisation of any public or private meeting or activity which is to be held or take place on UCP's premises;
- the procedures to be followed by members of UCP and visiting speakers in connection with the organisation of any UCP branded event taking place off site;
- the conduct required in connection with any such meeting or activity; and
- steps which UCP must take to secure compliance with the requirements of this policy including, where appropriate, disciplinary measures.

3. SCOPE

3.1 The rights and obligations of this policy apply to:

- Students currently enrolled on a course or on a period of intermission;
- Employees of Inspire Education Group or affiliated with;
- The members of HE Council and members of its sub-committees;
- Any visiting or guest lecturers invited by UCP;
- Any person or organisation wishing to hire premises controlled by UCP;
- External speakers and attendees at events to be held on UCP's premises;
- Students, Student Union members or staff attending events or contributing to discussions at events held offsite or online on behalf of UCP.

3.2 **External speakers** are defined as persons who are not members of UCP, who are invited to speak on UCP's premises (or on premises hosted by UCP) as part of teaching, research and its administration or at other events, such as public lectures, student society events, meetings, debates and conferences. This also includes online events organised by UCP.

3.3 **Events** are defined as any organised meeting, gathering or similar activities, which take place on UCP premises or off site but are organised under the control of UCP. This also includes online meetings, conferences or interaction on social media using UCP digital technologies as part of UCP academic business.

3.4 **Public meeting** or **a public activity** means a meeting or activity open to all members of the public.

3.5 **Private meeting or private activity** means a meeting or activity where admission is restricted to a specified group or groups of persons.

4. DEFINITIONS

4.1 **Academic Freedom** refers to the freedom of academic staff to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions without placing themselves at risk of losing their jobs, privileges or opportunities for promotion, as protected under the Education Reform Act 1988 and reinforced by the Higher Education (Freedom of Speech) Act 2023.

Reasonably Practicable Steps means the steps that UCP must take to secure lawful freedom of speech, having regard to the importance of freedom of speech, the resources of the provider, and the need to ensure safety and compliance with the law.

5. RELATED DOCUMENTS

5.1 The **Education (No 2) Act 1986** (section 43-1): Requires UCP to take reasonable and practicable steps to ensure that freedom of speech within the law is secured for its employees, students and visiting speakers. In addition, UCP has a duty to ensure, as is reasonably practicable, that the use of any of UCP's premises is not denied to any individual or body of persons on the grounds of their beliefs, views, policies, or objectives. Section 43-3 also requires UCP to issue, and keep up to date, a policy on freedom of speech, setting out the procedures to be followed by students and staff.

5.2 The **Public Order Act 1986:** Creates criminal offences relating to public order; to control public processions and assemblies; to control the inciting of racial hatred or on the grounds of religion or of sexual orientation.

5.3 The **Education Reform Act 1988:** Referenced the right of academics in the UK to question and test received wisdom and to put forward new ideas and controversial or unpopular opinions without placing themselves in jeopardy of losing their jobs or the privileges they may have at their institution.

5.4 The **Protection from Harassment Act 1997:** Identifies both civil and criminal offences for harassment and makes provision for protecting people from harassment. The Act creates a separate offence of 'putting people in fear of violence[1]'. This offence is committed by a person whose conduct causes another to fear, on at least two occasions, that violence will be used against them. A person is guilty of an offence if they know their conduct will cause the other so to fear on each of those occasions or if a reasonable person in possession of the same information would think the course of conduct would cause the other so to fear on each occasion.

5.5 **The Higher Education (Freedom of Speech) Act 2023:** introduces new statutory duties to promote freedom of speech and academic freedom, establishes an OfS Free Speech Complaints Scheme, and creates a statutory tort enabling individuals to seek redress for losses arising from breach of free speech duties.

5.6 The **Human Rights Act 1998:**

- Article 9 (freedom of thought, conscience and religion);
- Article 10 (freedom of expression); and
- Article 11 (freedom of assembly and association).

5.7 The **Equality Act 2010:** requires UCP to have due regard to the need to eliminate discrimination, harassment, and victimisation; advance equality of opportunity; and foster good relations between different groups. Equality and discrimination legislation is a significant civil law constraint on the freedoms of speech and expression and on academic freedom. If speech or conduct amounts to unlawful discrimination, it falls outside the scope of those freedoms on the grounds that it is no longer within the law, the rationale being that the fundamental rights of others are infringed.

5.8 The **Terrorism Act 2006** identifies offences relating to the encouragement of terrorism and dissemination of terrorist publications. This includes the commission, preparation, or instigation of acts of terrorism with the intent that members of the public will be directly or indirectly encouraged to commit, prepare or instigate acts of terrorism.

It is also an offence to arrange, manage, or assist in arranging or managing, a meeting of three or more persons in the knowledge that the meeting is:

- to support a proscribed organisation
- to further the activities of a proscribed organisation
- to be addressed by a person who belongs or professes to belong to a proscribed organisation.

In the case of a private meeting (to which the public are not admitted) it is a defence to prove that you had no reasonable cause to believe that the address would support a proscribed organisation or further its activities.

5.9 The **Counter-Terrorism and Security Act 2015 (Section 31**): states institutions must have:

[1] Protection from Harassment Act 1997 http://www.legislation.gov.uk/ukpga/1997/40/section/4 accessed 13/08/2018

- "particular regard to the duty to ensure freedom of speech[2]"
- "particular regard to the importance of academic freedom[3]"
- Section 31 also requires that in issuing guidance the secretary of state should pay the same "particular regard" to freedom of speech and academic freedom.

https://ucp.ac.uk/supporting-you/ucp-policies/
IEG-GDPR01 Data Protection Policy
IEG-SAF001 Safeguarding for All
IEG-H&S002 Peterborough Health and Safety Policy

5.10 The following are available on request;

HR001 Disclosure of Public Interest (Whistle Blowing) Policy
CQ013 Events Lettings and External Speakers
DIS002 Higher Education Dealing with Unacceptable Behaviour, Harassment and Sexual Misconduct Policy
HR004 Staff Disciplinary Policy and Procedure

6. RESPONSIBILITIES

6.1 All members of staff, students, and visitors of UCP are expected to promote compliance with this policy. Those who fail to comply with the principles or spirt of this policy may be liable to disciplinary action in accordance with the Disciplinary Policy and Procedure, and in addition to any possible prosecution for breach of the law.

6.2 The Accountable Officer and Vice Principal oversee the External Speaker Approval Procedure, conducting an initial risk assessment, referral to the Approvals Panel as necessary and is responsible for recording and communicating speaker approval decisions. The Accountable Officer can devolve responsibility to members of Executive when required.

7. RISK ANALYSIS

7.1 UCP reserves the right to monitor, regulate, impose conditions or restrictions upon any event on its premises and if necessary, close an event and request all persons to leave UCP premises.

7.2 UCP will not permit any form of event on its premises, online, or to be hosted by UCP on other premises, that is likely to:

- Result in a breach of criminal law or incite attendees to commit a criminal offence;
- Result in a civil disorder or breach of peace;
- Result in an increased risk to health and safety;
- Result in a security risk;
- Result in a significant and evidenced risk to the safety, security or lawful operation of the institution.

7.3 Failure to ensure freedom of speech is detrimental to academic experience and legislation. By giving opportunities for students and others to engage with sometimes controversial issues and concepts we are abiding by the fundamental right for students and staff. All academic activities and events however, must comply with legal requirements in terms of Prevent / Protect and those cited in related documents.

[2] Counter-Terrorism and Security Act 2015 http://www.legislation.gov.uk/ukpga/2015/6/section/31/enacted accessed 13/08/2018

[3] Counter-Terrorism and Security Act 2015 http://www.legislation.gov.uk/ukpga/2015/6/section/31/enacted accessed 13/08/2018

7.4 Staff and students will be provided with regular training and opportunities for discussion at committee to ensure an understanding of this policy and related legislation.

8. DATA PROTECTION

UCP complies with the provisions of the General Data Protection Regulation Data Protection Act, 2018. As such, applicants' and student data are treated as confidential by all staff involved in this process and is not divulged unnecessarily or inappropriately. However, the aforementioned Act requires UCP to release certain information to UK authorities upon request in order to assist those authorities with the prevention and detection of fraud or other crimes. We will release the requested information on receipt of an appropriate request from UK authorities such as (but not limited to) the police, Home Office (for immigration and related matters), local authorities, and the Department for Work and Pensions. We may use anonymised data collected as part of event for the purpose of fulfilling statistical and reporting requirements.

9. POLICY AND PROCEDURE

Freedom of Speech

9.1 UCP uphold the fundamental rights of freedom of speech and expression and academic freedom so far as that is reasonably practical within the law. All those defined in section 3 are required to observe the principles of freedom of speech and expression while on UCP premises, on online forums or off site at UCP events, and shall show respect and tolerance towards the expression of views, opinions and beliefs of others, even though those views, opinions or beliefs may run contrary to their own personal views, opinions or beliefs. When considering any restriction on speech or events, UCP will apply the three-stage test required by the Office for Students:

1. Is the speech within the law?
2. What reasonably practicable steps can be taken to secure the speech?
3. Are any restrictions proportionate and consistent with Article 10 of the Human Rights Act 1998?

UCP will always seek to enable events to proceed wherever possible, using proportionate mitigation measures rather than prohibiting events unless no lawful alternative exists.

9.2 UCP will ensure the use of its premises is not denied on grounds connected with the beliefs, views, policies or objectives of an individual or body of individuals, as long as such use is at all times within the law.

9.3 UCP also has a duty to ensure that the expression of beliefs, points of view and opinion do not lead to an offence or lead to incitement to riot or incitement to racial or religious hatred or other forms of discrimination as outlined with the Equality Act 2010. UCP supports an environment in which all staff and students are treated with respect in which a zero-tolerance approach is taken to bullying, harassment or discrimination.

9.4 In upholding the right of freedom of speech and academic freedom guest speakers will be asked to take questions from those attending an event, so that the opinions and theories expressed can be tested and challenged openly and within the boundaries of the law. UCP reserves the right to remove any person attending an event whose behaviour becomes disruptive, abusive or otherwise unlawful and may, if appropriate report that person's behaviour to the police.

9.5 UCP will comply with all applicable Office for Students regulatory requirements relating to freedom of speech and academic freedom.

In discharging these duties, UCP will:

- take reasonably practicable steps to secure freedom of speech within the law for staff, students, members and visiting speakers;
- protect academic freedom within the law;
- ensure decisions relating to events and external speakers are based on lawful, proportionate and objective considerations;
- seek to enable lawful events and activities to proceed wherever reasonably practicable;
- maintain appropriate records of decisions, complaints, appeals and actions taken under this policy; and
- cooperate with any investigation, information request or regulatory process conducted by the Office for Students.

UCP will have regard to relevant Office for Students guidance when exercising its responsibilities under this policy

10. Procedure for Organising Events / Guest Speaker Invitations

10.1 Formal approval by the Accountable Officer or Executive must be obtained by the event organiser, in advance, for any event to be held on UCP's premises, whether or not an external speaker is involved, where it is expected, or reasonably foreseeable, that the event will raise controversial issues which may risk infringement of, or non-compliance with this Policy. UCP must ensure that public order and safety is maintained and compliance with statutory duties is upheld.

10.2 To seek formal approval for an external speaker the Event Organiser must complete an External Speaker/Event Application Form Appendix 2. The completed form should be submitted to UCP reception for review by the Accountable Officer or Executive no fewer than 15 working days prior to the scheduled date of the event. Failure to submit the completed application on time or in full with sufficient information about the event may result in permission being withheld.

10.3 External speaker is the term used to describe any individual who is not a student or staff member of UCP or invited as part of a UCP organised conference or event on or off campus. The organiser of the event must be a member of staff, or a student of UCP who will be responsible for ensuring compliance with the obligations placed upon the policy. The organiser must ensure that the appropriate information is provided on the application form regarding the nature and topic of the meeting (see Appendix 2 of the policy).

10.4 The Organiser will also ensure that there is a named person allocated to attending the event to ensure that the event passes without incident. This person must be a member of staff or a current student and the Organiser should be confident that this individual understand how to deal with any issues that may arise during the event (e.g. if the event is attended by significantly more people than planned, or there is disruption caused by the audience etc.).

10.5 The event must not be advertised, promoted or publicised through any means unless approval is granted by the Accountable Officer, Executive or Panel. The event organiser will be informed of the decision within 5 working days of receipt of the completed application or after the date additional information or clarification is received.

10.6 When deciding to permit an event or approving a guest speaker the Accountable Officer, Vice Principal or Executive carries out an initial assessment determining whether the proposed event or person would be either low risk, medium or high risk. The initial risk

assessment may include consultation with external parties, for example: the Police, the Regional Prevent Lead, and staff at other institutions. The expression of controversial or unpopular views is not, in itself, grounds for refusing an event or speaker. UCP will not deny the use of premises based on a speaker's lawful views, beliefs or opinions. Decisions will focus solely on lawfulness, safety, and the reasonably practicable steps required to facilitate the event.

10.7 The primary consideration is whether the event/invitation to a guest speaker can be safely managed and whether any additional measures should be put in place to enable the event to go ahead. Questions outlined on the External Speaker/Event Application Form Appendix 2 should be considered to mitigate any risk an event or activity brings. It is not reasonable grounds to refuse permission or facilities for an event if the views likely to be expressed could be controversial or contrary provided that the expression of such views are lawful and do not incite breaches of the peace or cause un-negotiated health and safety issues.

10.8 Events proposals involving an external speaker determined as low risk should be approved and the decision communicated to the event organiser and the decision and information used to inform the decision, recorded on the Checklist for Accepting a Booking form (Appendix 3). The Accountable Officer convenes the External Speakers / Events Panel if a medium or high risk is determined.

10.9 The External Speakers Panel will consider what mitigation could be arranged in order to make it possible for the event to take place. The aim will be to allow events to go ahead in line with UCP's commitment to freedom of speech and within the law.

The Panel membership consists of;

- Accountable Officer
- Vice Pri ncipal Apprenticeship and Higher Education
- Executive
- UCP Student Officer
- UCP HE Manager
- IEG Safeguarding
- It may also be necessary to consult and/or inform other parties of the plans. These may include the Police, Security Service, and the Prevent Regional Lead.

10.10 There are three possible outcomes of an application after careful review and assessment of risk:

1- Approved with no conditions;
2- Approved with conditions: These can include, but are not restricted to, added security provisions or room facilities (such as microphones, PA systems and projector screens). Event Organisers can choose to agree to these conditions for their event to proceed. Compliance with any imposed conditions will be monitored during events. If event organisers choose not to agree with any imposed conditions, the event request will be refused and the event will not be allowed to proceed. This decision may be subject to appeal;
3- Request is refused: reasons for permission being withheld are provided to the Event Organiser. They have the right to appeal the decision within 5 working days.

10.11 Where permission has been granted for an Event or a guest speaker, the Organiser must inform UCP immediately if there is any change to the event or to any of the information contained in the Application Form. Such a change may trigger a re-assessment of the decision to grant permission and the Organiser may be required to submit another application form with appropriate amendments.

10.12 UCP reserves the right to cancel any approved events in the light of new information that leads the Centre reasonably to believe that holding the event might contravene the policy. The Organiser must immediately stop advertising, publicising and promoting the Event and (at its cost) must remove all advertisement and promotional materials from all channels, including taking down materials displayed on UCP Premises and off site.

10.13 After an event/ guest speaker has been approved, the event organiser must satisfactorily complete the event checklist. Failure to complete this 5 working days prior to an event may lead to this being cancelled. This checklist includes:

- Agenda
- Guest list, expected numbers
- Risk assessment
- External risk assessments and documents

11. Record Keeping:

11.1 The UCP Student Experience Team will maintain records of all external speaker and event applications considered under this policy, including approved, approved with conditions and rejected applications. Records may include application forms, risk assessments, approval decisions, conditions imposed, appeals, complaints, correspondence and any actions arising from the implementation of this policy.

11.2 All relevant documents will be retained in accordance with UCP's records retention arrangements and for a minimum period of six years.

11.3 These records may be used to demonstrate compliance with UCP's legal and regulatory obligations, including those relating to freedom of speech, academic freedom and any investigation or information request from the Office for Students.

12. Right to Object to an Event / Guest Speaker

12.1 Any person may raise an objection to UCP in respect of the holding of an event or the invitation of a guest speaker. The Accountable Officer and/or Vice Principal may take such steps as considered necessary in response to the objection, which may result in the Event Organiser being required to postpone, relocate or cancel the event.

13. Investigation of Breaches to Policy:

13.1 Any breach of this Policy may result in disciplinary action in accordance with the applicable discipline policy and/or the withdrawal of permission for the Event. Where the acts of individuals involve alleged breaches of criminal law, UCP will assist the prosecuting authorities in implementing the process of law and internal disciplinary proceedings may be deferred or suspended pending the outcome of criminal proceedings.

14. Complaints

14.1 Complaints against decisions, including an appeal against any restrictions or conditions imposed, may be submitted in accordance with the Higher Education Complaints Process available from the UCP website. If there is insufficient time to hear the complaint before the

scheduled date for the Event, the Event may have to be postponed pending the outcome of the appeal. There is no right of complaint in situations where the organiser has breached this policy.

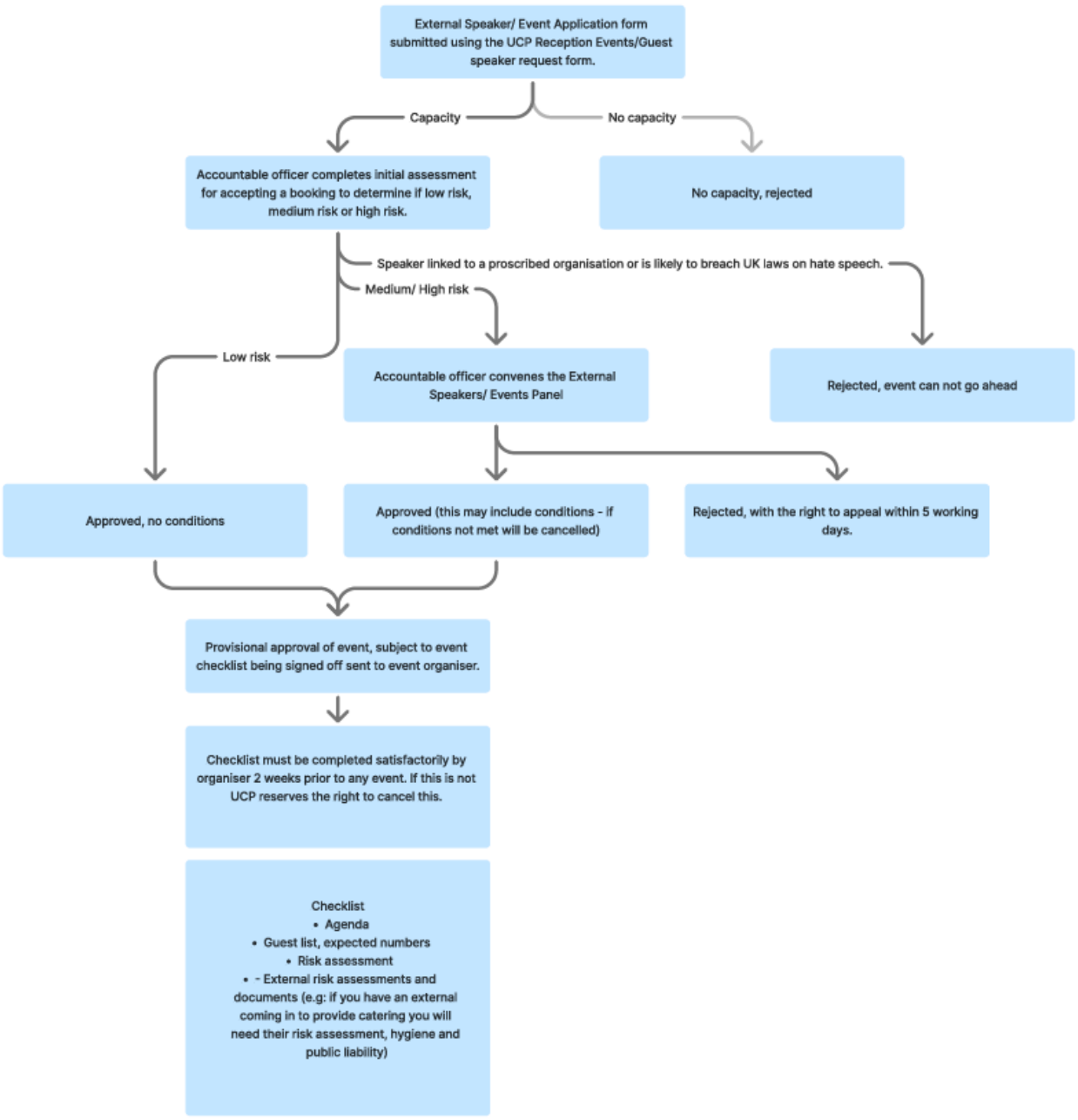
14.2 In addition to UCP's internal complaints process, students, staff and visiting speakers have the right to submit a complaint to the Office for Students under the Free Speech Complaints Scheme established by the Higher Education (Freedom of Speech) Act 2023. This external route may be used where an individual believes UCP has failed to take reasonably practicable steps to secure lawful freedom of speech or academic freedom.

14.3 Complaints submitted to the Office for Students will be considered in accordance with the eligibility criteria and requirements of the OfS Free Speech Complaints Scheme. UCP will cooperate fully with any investigation undertaken by the Office for Students and will maintain appropriate records relating to decisions, complaints, appeals and actions taken under this policy.

15. Review and amendment of this Policy

15.1 The Accountable Officer and Vice Principal are responsible for ensuring that this policy remains fit for purpose by reviewing it at least annually. The HE Council have final responsibility for approval of any changes to the policy. This policy will also be reviewed to ensure ongoing compliance with the Higher Education (Freedom of Speech) Act 2023, the OfS regulatory framework (including Conditions E1 and E2), and the OfS statutory Code of Practice on Freedom of Speech once published.

APPENDIX 1: Process for informing, checking and approving external speakers



University Centre Peterborough

External Speaker/Event Application Form

Please complete this form for all events covered in FREE001 Academic Freedom and Freedom of Speech Policy which can be found at www.ucp.ac.uk/policies/. Completed forms should submitted to UCP Reception via the online form.

Event Title:			
Event Description, subject matter and purpose:			
Event Date:		**Start and End Time:**	

Event Organiser's contact details: *This must be a member of staff or a student who is the point of contact and responsible for the running of the Event.*

Name:			
Tel:		**Email:**	

Speaker \Information: *If more than one speaker, please complete a separate form for each speaker.*

Speakers Name:			
Other known names:			
Speakers Organisation:			
Speakers contact details:	Address:		
	Tel:	**Email:**	
	Website		
Title of talk:			
Subject matter:			
Language of talk:			

Does the event have any controversial subjects? **Yes** ☐ **No** ☐

If yes, **provide date and details, use an additional sheet if necessary:**

Arrival date & time: **Departure date & time:**

Has the speaker spoken at UCP previously? **Yes ☐** **No ☐**

If yes, **provide date and details:**

Has the speaker been refused to speak publicly at UCP or at any educational establishment before? **Yes ☐** **No ☐**

If yes, **provide date and details:**

Have any previous speeches by this speaker generated media interest? **Yes ☐** **No ☐**

Who is the event open to? Tick all that apply. **Students ☐** **Staff ☐** **General public ☐** **OR a restricted group ☐**

Expected number of attendees:

How will the event be advertised? **Email ☐** **Social Media ☐** **Leaflets ☐** **Posters ☐** **No Advertising ☐**

If other, please provide details:

Are there any other details that should be noted?
(Security required & informed / Marketing informed / entry by ticket only / Catering provided)

ORGANISER TO READ AND SIGN:
I have read the Academic Freedom and Freedom of Speech Policy and can confirm that this event and its speakers will adhere to the principles of the code. I am aware that opening hours may affect approval and costs covering materials and catering may be charged. I understand that if I have not successfully completed the event checklist in time for the event that my event will be cancelled.

SIGNED: **Date:**

APPENDIX 3: Checklist for Initial assessment

Question	✓/ ×	Risk level	COMMENTS
Is this a returning group or client which has previously been cleared by this process with no security or media issues?		If yes, risk is likely to be low. If no will be medium or high risk and need to go to panel	
Is the speaker linked with a contentious or proscribed organisation? Examples of contentious groups may include: – A group whose views may be deemed as being discriminatory or inflammatory to others – A group which advocates violence		If it is linked to a proscribed organisation this cannot go ahead. If this is controversial this will need to be medium or high risk and go to panel.	A list of proscribed organisations see https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2 (accessed 23/07/2018).
Are they likely to breach UK laws on Hate Speech?		*If answer is yes, the event cannot go ahead.*	https://www.equalityhumanrights.com/en/freedom-express/top-ten-things-you-need-know-about-freedom-expression-laws (accessed 23/07/2018).
Are they likely to raise concerns under the Prevent duty guidance in terms of encouraging violent extremism or terrorism, or drawing people into terrorism?		If answer is yes, this must be medium or high risk.	https://www.gov.uk/government/publications/prevent-duty-guidance Look to mitigate risks. **Only if this is not possible** event cannot go ahead.
Does the speaker, or the organisation they represent have a controversial profile in the media?		If answer is yes, this must be medium or high risk.	
Is the event likely to attract a heightened media interest?		If answer is yes, this must be medium or high risk.	
Is the event likely to attract unusual interest or unusually large numbers?		If answer is yes, this must be medium or high risk.	
Is the subject of their talk or the organisation they represent likely to mobilise significant opposition such that there might be a risk to safety of the public or members of the University community?		If answer is yes, this must be a medium or high risk	
Could there be a public order issue?		If answer is yes, this must be a medium or high risk	Advise and discuss with Police.

To be signed and returned to the Accountable Officer and/or Vice Principal before the event takes place.

Welcome, and thank you for agreeing to speak to our students at a University Centre Peterborough event. This code of conduct exists to ensure that all speakers taking part in a UCP branded, hosted or run event or activity, on or off campus, act in accordance with the UCP-FREE001 Higher Education Academic Freedom and Freedom of Speech Policy. In allowing speakers to attend events at UCP we approve them based on the understanding that they act within the law and the regulations set by the University Centre. UCP expects visiting speakers to act in accordance with the law and not to breach the lawful rights of others.

UCP has an obligation to protect Freedom of speech whilst also ensuring that any visiting speaker does not break the law or breach the lawful rights of others. UCP has a duty to protect staff, students, members and visitors from hate crimes, harassment, defamation, breach of human rights, unfair treatment, breach of the peace and terrorism whilst they are at a UCP branded event.

UCP is committed to safeguarding freedom of speech and upholding academic freedom of enquiry in its teaching, research and associated activities. UCP endorses and adopts the principles of freedom of speech within the law under Section 43 of the Education Act (1986) and expression of open discussion in compliance with the policy.

External speaker is the term used to describe any individual who is not a student or staff member of UCP or invited as part of a UCP organised conference or event on or off campus. The organiser of the event must be a member of staff, or a student of UCP who will be responsible for ensuring compliance with the obligations placed upon the policy. The organiser must ensure that the appropriate information is provided on the application form regarding the nature and topic of the meeting (see Appendix 2 of the policy).

The Organiser will also ensure that there is a named person allocated to attending the event to ensure that the event passes without incident. This person must be a member of staff or a current student and the Organiser should be confident that this individual understand how to deal with any issues that may arise during the event (e.g. if the event is attended by significantly more people than planned, or there is disruption caused by the audience etc.).

Set out below are some examples of UCP's expectations. It should be noted that this list is not exhaustive and UCP reserves the right to refuse or halt an event at any time if the speaker's conduct or motives are called into question.

- Speakers must not incite or spread hatred, intolerance, violence or call for the breaking of the law.
- Speakers must be careful not to discriminate against, harass or insult any person or group on the basis of their faith, race, nationality, sex, age, religious beliefs or sexual orientation.
- No speaker should encourage, glorify or promote any acts of terrorism, including any individual, groups or organisations that support such actions.
- Speakers must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony.
- All speakers, as well as event attendees, must be respectful of the beliefs and opinions of others.
- Speakers must not defame any person or organisation

When visiting UCP speakers must also:

- Comply with the UCP Academic Freedom and Freedom of Speech Policy.
- Allow and encourage challenge and debate on opinions and ideas put forward.
- Abide by UCP's Health and Safety policy.
- Visitors are not permitted to raise or collect funds for any external organisation or cause without express permission of UCP.

UCP reserves the right to not permit an external speaker to speak at or 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 UCP Academic Freedom and Freedom of Speech Policy or of any legal obligation. UCP also reserves the right to impose conditions on how the event is run. These conditions may include:

- Insist that the event is chaired with the Chair being put forward by UCP.
- Agree that there is an alternative voice available e.g. making the event a chaired debate rather than a talk by one party.
- Make the event ticketed only or specifying that attendees must show valid ID.
- Open the event up to the general public.
- Request a copy of the guest list for review before the event takes place.
- Place a restriction on the numbers attending or restrict the event to staff and students only.
- The event is stewarded or subject to security (or extra security) on the door (at the expense of the group, club or society hosting the event).
- Impose conditions on how the event is advertised.
- A copy of any speech to be delivered by the speaker is submitted in advance to UCP

More information on the law and UCP's policies relevant to freedom of speech and freedom from harm can be found within the following[4]:

- Education Reform Act 1988 - (section 43-1) Academic Freedom
- Prevent Duty Guidance for England and Wales updated 18 September 2015
- Terrorism Act 2006
- The Counter-Terrorism and Security Act 2015 (Section 31)
- The Education (No. 2) Act 1986 S43
- The Human Rights Act 1998
- Equality Act 2010 (s.10 relates to religion & belief as a protected characteristic)
- The Protection from Harassment Act 1997
- Public Order Act 1986 – Violent, Threatening or Abusive Conduct and Speech

Please confirm receipt of this guidance and your agreement to comply with any conditions attached to your invitation to speak by either email confirmation or directly to the member of UCP staff who is the Event Organiser, or by returning a signed copy of this document to the UCP Reception, for attention of the Accountable Officer and/or Vice Principal Apprenticeships and Higher Education.

I, ……., confirm that I have read this guideline document and agree with the statements within, including my compliance with any conditions set on the event I am attending.

Signed: …….. Date: ……..

If you are attending on behalf of an organisation, please confirm the name of the organisation:

[4] Accessed 13th August 2018