



# External Speakers and Events Policy

## Version 5

Approved by the Board of Governors

Last reviewed: October 2023

The following sets out how London School of Science & Technology (“LSST” or “the School”) approves and manages external speaker events and off-campus events.

The UK Prevent Duty established under the *Counterterrorism and Security Act (2015)* requires Recognised Higher Education Bodies (RHEBs) to have due regard for the need to prevent people from being drawn into terrorism. The published guidance for RHEBs identifies external speakers and off-campus events as potential risk factors which must be given due consideration within an RHEB’s Prevent Duty strategy.

## Document Information

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\*The document owner is responsible for maintaining and updating the content of this document and ensuring that it reflects current practice at the School.

## Contents

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1. Introduction.....	2
2. Definitions.....	2
3. General Principles.....	3
4. Procedural Approach .....	4
Organising an Event: .....	4
Vetting and Approval .....	4
5. Reporting Concerns .....	5
Where concerns are raised prior to the event or where an event has been refused:.....	5
Where an issue has developed during an approved event:.....	6
6. Sharing Information about an External Speaker .....	6
7. Review and Update.....	7



## 1. Introduction

- 1.1. LSST will, from time to time, invite external speakers from relevant industry or professional backgrounds to enrich the learning opportunities it provides with specific insight and expertise. The School may at times also arrange off-campus events or “away days”, which may involve external speakers.
- 1.2. LSST considers external speaker contributions and off-campus events to be essential to the enhancement of its learning opportunities and commits to ensuring that these are conducted in spirit of academic freedom and professional integrity. This policy outlines the steps the School will take to ensure such events are of genuine value to students’ learning experience and that the principle of protecting freedom of speech within the law is respected.
- 1.3. It additionally outlines how LSST will prevent the misuse of its platform by those who seek to promote extremist ideologies, falsehood or hate, which is contrary to the School’s values, which are the British Values.
- 1.4. LSST will have oversight of all external speaker events and off-campus events and maintain a due diligence approval process to ensure such events do not pose a risk to the wellbeing of the School’s community or its academic integrity.

## 2. Definitions

- 2.1. ‘Freedom of speech’ and ‘Freedom of expression’ are basic human rights that are protected by law.
- 2.2. ‘Academic Freedom’ is a term used to describe the law that allows for open and honest debate in an academic context.
- 2.3. The School is committed to preserving an environment in which staff and students are not prevented from exercising their civil rights as citizens, including the right to test received wisdom and contribute to social change through free expression of opinion on matters of public interest. However, it must be understood that the above are not absolute freedoms. Inciting people to violence, hatred or breaking the law is illegal and such discourse has no place within any academic environment.
- 2.4. An ‘External Speaker’ is anybody who is neither a registered student nor a paid employee or a contractor of LSST.
- 2.5. An ‘event’ may be one that is hosted on School premises, an external venue, or online environment (such as live webinars), in the name of LSST or by third parties in connection with LSST or involving its students in that capacity.

### 3. General Principles

- 3.1. All external speaker events or away days, including those organised and/or hosted by the Student Union must be:
- without risk to the academic integrity of the School, its community or its reputation
  - compliant with the law
  - in the spirit of this policy
- 3.2. The School will work with event organisers and if necessary external speakers themselves to make sure that all decisions on whether to approve or reject an application are fair and made on the basis of sound due diligence.
- 3.3. Where permission to run an event is granted under this policy, the organiser will be responsible for ensuring that the event is conducted in line with all applicable School policies, including its obligations under the Prevent Duty, as well as any conditional restrictions set.
- 3.4. All speakers must be made aware by the organiser of the event of their responsibility to abide by the law and the School's various policies, including that they:
- i. must not incite hatred, violence or call for the breaking of the law;
  - ii. are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts;
  - iii. must not spread intolerance in the community and thus aid in disrupting social and community harmony;
  - iv. must seek to avoid discrimination against groups, particularly groups of persons with protected characteristic, within a framework of positive debate and challenge;
  - v. are not permitted to raise or gather funds for any external organisation or cause without express permission of the School;
  - vi. must not undermine, the School's shared values, namely:
    - Respect for democracy and support or participation in the democratic process
    - Respect for the basis on which the law is made and applies in England
    - Support the equality of opportunity for all
    - Support and respect for the liberties of all within the law
    - Respect for and tolerance of different faiths and religious and other beliefs

## **4. Procedural Approach**

- 4.1. Any staff member or registered student organising an external speaker or event must follow the procedure set out below.

### **Organising an Event:**

- 4.2. All event organisers are required to complete an External Speaker/Events Request form and submit it to the relevant Dean of the Campus, who will make a cursory assessment as to the suitability of the speaker and/or the event. Students organising events through the Student Union must submit their External Speaker Form to the Student Union Coordinator.
- 4.3. The form must be submitted as soon as the event date, format and topic are confirmed and no later than 2 weeks before the event date.

### **Vetting and Approval**

- 4.4. The Dean of the Campus or ( Designated Staff Member) or Student Union Coordinator will initially review the request form to ensure that the proposed event is relevant, appropriate and that there are no obvious risks to academic integrity or the School's community.
- 4.5. They will then forward the request form with their remarks to the Principal/School's Designated Prevent Lead (DPL), who may conduct additional research before considering the Dean or SU Coordinator's recommendations. Such additional research may involve:
- i.* Visiting the speaker or event coordinator's website (if there is one) and reviewing social media accounts (if available), as well as an internet-wide search for the comments that have been made by any parties. Where the speaker or event is associated with a company or external organisation, a search will be made in Companies House records and the organisation's website and other published information;
  - ii.* Further consultation with the Student Union, DSOs, Police, the Office for Students and/or the DfE/Local Authority Prevent Coordinators;
  - iii.* Consultation with other academic institutions who are known to have hosted a particular speaker or been involved with a certain event;



- iv. Checking for links to proscribed organisations listed here: (<https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2>) where there is any concern about the political orientation of speakers or those involved with events or their affiliations.
- 4.6. The DPL/ Principal, will then approve or reject the application, giving their reasons to the Dean or SU Coordinator, who will pass these on to person organising the event.
- 4.7. A decision of refusal will usually be given when the following apply:
  - i. The event or speaker's topic is irrelevant to the taught programme or does not in any way benefit the wider student experience;
  - ii. Resources required to run the event cannot be made available;
  - iii. The event is not inclusive or discriminates unlawfully against certain groups in Breach of the School's Equality Opportunities Policy;
  - iv. There is clear risk to the academic integrity of the School, its reputation or the wellbeing of its community, which may include:
    - potential fear, alarm or harm to staff, students or the general public;
    - potential for breach of the peace;
    - potential for misuse of the School's platform to spread extremist ideology, hatred or advocate breaking the law.
  - v. Hosting or attending the event may for any other reason cause the School to fail in its wider legal responsibilities.
- 4.8. Where the Principal is minded to refuse permission for the event, they may impart additional conditions or restrictions which, if applied, would make the request acceptable.
- 4.9. The Principal may, at their discretion, request the completion of a full risk assessment in relation to any external speaker activity or external event, which identifies how the organisers will respond if a risk develops during the event itself.

## 5. Reporting Concerns

### **Where concerns are raised prior to the event or where an event has been refused:**

- 5.1. External speaker events and off-campus events will be publicised with sufficient time for the members of the academic community to respond. Those wishing to raise a concern about a programmed event (for example for any reason given above in 4.7 iii and iv

*above*) should contact the event organiser, the Dean or SU representative in writing with their concerns or information about why the event may be unsuitable.

- 5.2. Conversely, those who feel that an event has been refused without good reason or that a decision of refusal goes against the principles of academic freedom and freedom of speech should request a review of the decision by appealing to their Dean and SU Representative.
- 5.3. Concerns raised about an approved, programmed event will be reviewed by the Principal/DPL, the Dean and an SU Representative. Consultation with the wider student body may also take place. The Principal will report back to the event organiser and/or appellant(s) as to any change of decision or new conditions which apply to an event.

#### **Where an issue has developed during an approved event:**

- 5.4. Where an issue (such as those in *4.7 iii and iv above*) develops during an event, the organiser will be responsible for the immediate control of the situation. Organisers should ensure that external speakers who express extremist ideology, hatred or advocate breaking the law should be openly and vigorously challenged in the same forum.
- 5.5. Following the event, the nature of the issue should be promptly reported by the organiser to the Principal/DPL. In this instance, the School may see fit to investigate the matter fully. The outcome of such an investigation may conclude that:
  - i.* there is a requirement to notify external bodies about the issue and the persons involved in order to comply with a public duty (including the Prevent Duty).
  - ii.* the severity of the breach may warrant additional actions to support those affected and/or protect the School's academic integrity and its reputation.

## **6. Sharing Information about an External Speaker**

- 6.1. The School may at times need to share information about an external speaker with the other academic institutions and relevant authorities or prevent partners, this may be because:
  - i.* Research into the speaker or off-campus event at the investigation stage has exposed potential risks to the safety or wellbeing of individuals or communities;
  - ii.* The conduct of an academic speaker during an approved event, either on or off-campus, has given rise to concerns about that person's suitability for engaging with students or any other particular groups; or

*iii.* Another institution or organisation has contacted LSST to enquire about an external speaker which the School has previously hosted.

- 6.2. The School is fully compliant with all applicable data protection laws and the procedures for sharing information about individuals outlined in the School's *Data Protection Policy* will therefore apply. Where in doubt about externally sharing any information about individuals that is not already in the public domain, the School's Data Protection Officer should be consulted.
- 6.3. In accordance with our obligations as detailed in LSST Prevent Duty Policy where prevent related serious incidents have occurred (such as those in *4.7 iii and iv above*), the School will engage with regional DfE prevent coordinators, the Office for Students and other local authorities. The legal basis for sharing information will be the discharge of public function, namely reporting of unlawful (or suspected unlawful) activity.
- 6.4. In the event that 6.1 *iii* above applies, the School will offer a fair and honest opinion of the individual and will be mindful to avoid any criticisms which may undermine the personal or professional reputation of a speaker, where these may be open to objective opinion.

## **7. Review and Update**

- 7.1. This policy will be reviewed and updated annually by the DPL/ Principal. Proposed changes to the policy will be reviewed by the Executive Committee and ratified by the School's Board of Governors.





## Version History

### Versions 1.0 – 3.1

Original author(s): Designated Prevent Lead

Reviewed by: Executive Committee

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September 2018  
May 2019

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### Version 4.0 – 4.1

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Designated Prevent Lead

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### Version 4.2

Revised by: Quality Unit  
Principal / Designated Prevent Lead

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Approved by: Board of Governors October 2020

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### Version 4.3

Revised by: Quality Unit  
Principal / Designated Prevent Lead

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### Version 4.4

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### Version 4.5

Revised by: Quality Unit  
Principal

Revision summary:

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### Version 5

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Principal

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