

Freedom of Speech and Events Policy

Key Policy Legislation

Section 43 of the Education (No.2) Act 1986
Equality Act 2010
Human Rights Act 1998
Counter-Terrorism and Security Act 2015
Racial and Religious Hatred Act 2006
Public Order Act 1986 & Public Meeting Act 1908
Protection from Harassment Act 1997
Data Protection Act 1998

Approved at CSVPA Board

FREEDOM OF SPEECH & EVENTS POLICY

1. Policy Statement

CSVPA values diversity and is committed to the principles of academic freedom and freedom of speech and expression. It believes that an atmosphere of tolerance is essential to enable open discussion and to debate a wide variety of ideas, some of which may be controversial.

This Policy is issued in accordance with section 43 of the Education [No 2] Act 1986 for the following purposes:-

- To identify the reasonably practicable steps that must be taken to ensure that freedom of speech within the law is secured for all student, staff and visitors; and
- To specify arrangements for the management of meetings and events on **CSVPA** premises which are not an integral part of day-to-day academic or administrative business
- In addition, to reflect that **CSVPA** cooperates with its partner universities and respects their policies and procedures. In order to offer greater clarity to staff and students a process of University Partner sign-off should be developed.

2. Policy Scope

- This policy sets out the rights and obligations inherent in supporting the principles of freedom of speech on **CSVPA** Premises and applies to:
- **CSVPA** (including its subsidiaries and all bodies or persons with authority to determine any matter relevant to this policy);
- Governors and Employees of Cambridge Arts and Sciences (CASL) and CATS Colleges Limited
- Students
- External Speakers and visitors

- Any individual or organisation, hiring a venue controlled by CASL or CATS Colleges Limited for an event or Meeting. There is no requirement for **CSVPA** to make available its premises for External Speakers but it will make all reasonable efforts to do so.

This Policy will be communicated to all **CSVPA** Staff upon joining.

3. Definitions & Abbreviations

<i>Term</i>	<i>Definition</i>
Chair	The presiding officer at a meeting
Principal Organiser	The person obtaining authorisation for an Event

The Principal Organiser is responsible for ensuring speakers sign to confirm they have read and will abide by this Policy.

4. Key Contact

Responsible Officer: Rector

5. Related Resources

Safe Campus Communities website:
www.safecampuscommunities.ac.uk

6. Policy: Freedom of Speech

So far as is reasonably practicable, no **CSVPA** Premises shall be denied to any individual or body of persons on any grounds connected with: the beliefs or views of that individual or body; or the policy or objectives of that individual or body.

Has there been any controversy around the speaker in the past, which could lead to potential issues arising?

An internet search would be an appropriate way to check this aspect.

This Policy extends to ensuring academic freedom within the law for all Members without the risk of disciplinary proceedings. No person to whom this Policy applies shall take any action to prevent any academic activity because of the views held or expressed by a Member.

Free speech is a qualified privilege subject to the limits imposed by law including those governing the protection of national security; health and safety; prevention of crime; charities; human rights; equality and discrimination and the protection of the rights and freedoms of others. The School will therefore refuse the holding of an Event where it reasonably believes it is likely to:

- Incite a breach of the law;
- Lead to an expression of views which are contrary to the law*;
- Promote or support an illegal organisation including any Proscribed Organisation; or it is in the interests of public safety, the prevention of disorder or crime, or the protection of those persons lawfully on **CSVPA/ CATS Colleges** Premises, that the Event does not take place;
- Controversial, offensive or distasteful views which are not unlawful per se would not normally constitute reasonable grounds for refusing an Event.

The School expects Members, External Speakers and visitors to abide by its Policy. Principal Organisers are responsible for ensuring visitors at Events are aware of this Policy and sign the accompanying Statement.

7. Procedure for Events on CSVPA/ CATS College Premises:

This procedure applies to the management of Events on **CSVPA** Premises which are not an integral part of its day-to-day academic or administrative business.

The organiser(s) of an Event will appoint a single person as Principal Organiser, who will be an Employee. The Principal Organiser will report Events to the 'Responsible Officer' as follows:-

- student Events to the Student Support Officer/Principal
- Employee Events to the Principal

No less than 14 working days prior to the Event, the Principal Organiser will notify the Responsible Officer and submit the appropriate form.

The Responsible Officer may use whatever resources he deems necessary to assist in making the decision to authorise the Event. In addition to the details on the Form, the following points will be considered:-

- If the External Speaker has links with a Prescribed Organisation
- If the event title or subject matter is likely to be controversial or cause offence and whether the School has run an Event with a similar topic previously.
- The capability and impartiality of the Chair to provide balance and challenge during the Event.
- Whether there are any grounds to suspect that an individual may speak outside the parameters of the law.
- Potential public order and health and safety concerns.
- Security provisions.
- If attendance is restricted to Members only or open to the public.
- Reputational risk.
- Promotional materials available at the Event.

Within 7 working days of receiving the notice, the Responsible Officer or his nominee, will advise the Principal Organiser in writing (electronically or otherwise) of his decision as to whether or not the Event is authorised. To ensure compliance with, conditions may be attached to an authorisation, including but not limited to:

- Methods of promoting the Event and the provision of promotion material for review (and potentially restricting what is available at the Event)
- Provision of an advance copy of the guest list for review prior to the Event
- Admittance or non-admittance of members of the public
- Making the Event ticketed or specifying that attendees must show a valid I.D.
- Provision of a specified number of suitable stewards
- Varying the time and location of the Event
- **CSVPA** to be responsible for security arrangements (a controlling officer may be appointed for this purpose)
- Presence of specified senior members of the University
- The refusal or admission of the media to the Event
- Restricting the broadcasting of the Event (by whatever means)
- The mode of appointment of the Chair
- The availability of a translator at the Event
- Restricting the sale of alcohol.

The Responsible Officer may impose further conditions if considered necessary after taking into account advice from the police or an authorised authority.

The cost of security arrangements deemed necessary by the Responsible Officer will be discussed with the Principal Organiser who may be required to make a contribution. The Principal Organiser may be required to accept a limit on the number of Events organised if the costs incurred are significant.

The Principal Organiser (or nominee) must attend the Event and take all reasonable steps to ensure that:

- nothing in the preparation for, or conduct of, the meeting or activity is likely to breach the law or this Policy
- the Chair is sufficiently competent to act as a presiding officer.

When an Event includes subject matter which could cause offence to an individual or group associated with the protected characteristics defined in the Equality Act 2010 or subsequent legislation (including age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, and sexual orientation), efforts should be made by the Principal Organiser to locate a venue which avoids the chance of an unexpected encounter.

The Chair and the Principal Organiser have a duty, so far as is reasonably practicable, to ensure that both the audience and the speaker act in accordance with the law during the meeting. In case of unlawful conduct, the Chair will give appropriate warnings and if the conduct continues the offending individual(s) will be excluded from the Event.

No articles or objects will be permitted on **CSVPA** Premises which are likely to lead to death, personal injury, damage or breach of the law.

CSVPA/ CATS Colleges Premises will be left in a clean and tidy condition and free from damage, in default of which the Principal Organiser may be liable for the costs incurred in making good. Payment or evidence of ability to pay towards these costs may be required by the Responsible Officer.

8. Appeals and Reviews

Appeals against the rulings of the Responsible Officer may be made to the Centre Head (or in their absence, the Deputy Centre Head or nominee), whose decision shall be final. This decision shall be reported to the next meeting of the Academic Board.

The Responsible Officer may withdraw permission for the Event at any time if there are reasonable grounds for believing there is likely to be a breach of the law if the Event goes ahead. The Responsible Officer may take into account the advice of the police or any other authorised body.

The Principal Organiser must advise the Responsible Officer immediately if:

- an approved speaker is replaced
- there are material changes to the proposed event

The School reserves the right to review an Event decision if further information emerges about the proposed event which in its view may affect the safe conduct of it.

9. Compliance

Failure to comply with this Policy may result in one or more of the following measures:-

- Suspected or actual breaches of the law will be reported to the police or appropriate authorised body. Any disciplinary proceedings may be reserved
 - pending the outcome of any criminal proceedings.
- The Principal Organiser may be banned from arranging future events for a specified period.
- The External Speaker or a visitor may be excluded from Premises for a specified period.
- Any other measures the School deems appropriate.

10. Values Statement

In its delivery of learning and teaching CSVPA is committed to both freedom of speech and academic freedom. We recognise, however, that in a free society speech also has to be responsible and we will not condone the abuse of this freedom in order to deliberately engender discrimination or harm to groups in either CSVPA premises or our local community.

This is reflected in our Freedom of Speech and Events Policy to which this Values Statement is subject. We uphold the academic processes through which ideas and beliefs are tested by rigorous intellectual inquiry, and the freedom in which to pursue inquiry and creativity. We look for the highest standards of integrity in our academic work and expect debate to be conducted with respect and in a mutual pursuit of understanding.

We expect visitors to **CSVPA** to show respect for our community and its values. We reserve the right to intervene where we believe a guest speaker or student breaches this value statement, which includes the nine protected characteristics of the Equality Act 2010.

External Speaker Form

PRINCIPAL ORGANISER TO READ AND SIGN: I have read the Freedom of Speech and External Speakers Policy and confirm that this event and its speakers will adhere to the principles of the statement. I will resubmit this form if any declared details in this submission change prior to the event taking place.

Principal Organisers name:	
Principal Organisers Contact Details: Telephone number/ Department/Programme of study	

Event Title:	
Event date and time: (arrival and departure time of guest speaker)	
Event venue:	
Appointed Chair/ Host	

Name of Speaker:	
Organisation(s) Speaker is associated with:	
Has this speaker spoken at the Centre or university partner previously? If YES, when?	
Detailed description of what the talk will cover and entail:	
Has Social media and Internet search been done?	Yes: No:
Has there been any controversy around the speaker in the past, which could lead to potential issues arising?	

EVENT PROCEDURE AND PROMOTION

How will the event be advertised and in what language?	
What promotional material will be available at the event?	
Will your event be open to the public, or will it be closed to students / staff?	
Is there any intention to segregate the event in any way?	
Does this event pose a possible threat of disruption and if so why?	
Will the media be permitted to attend?	
Provide details of any event sponsor:	
Will the event be broadcast/live streamed? If YES, please provide details:	

Signed by the Principal Organiser:	
Date:	

Approved by:	
Date:	