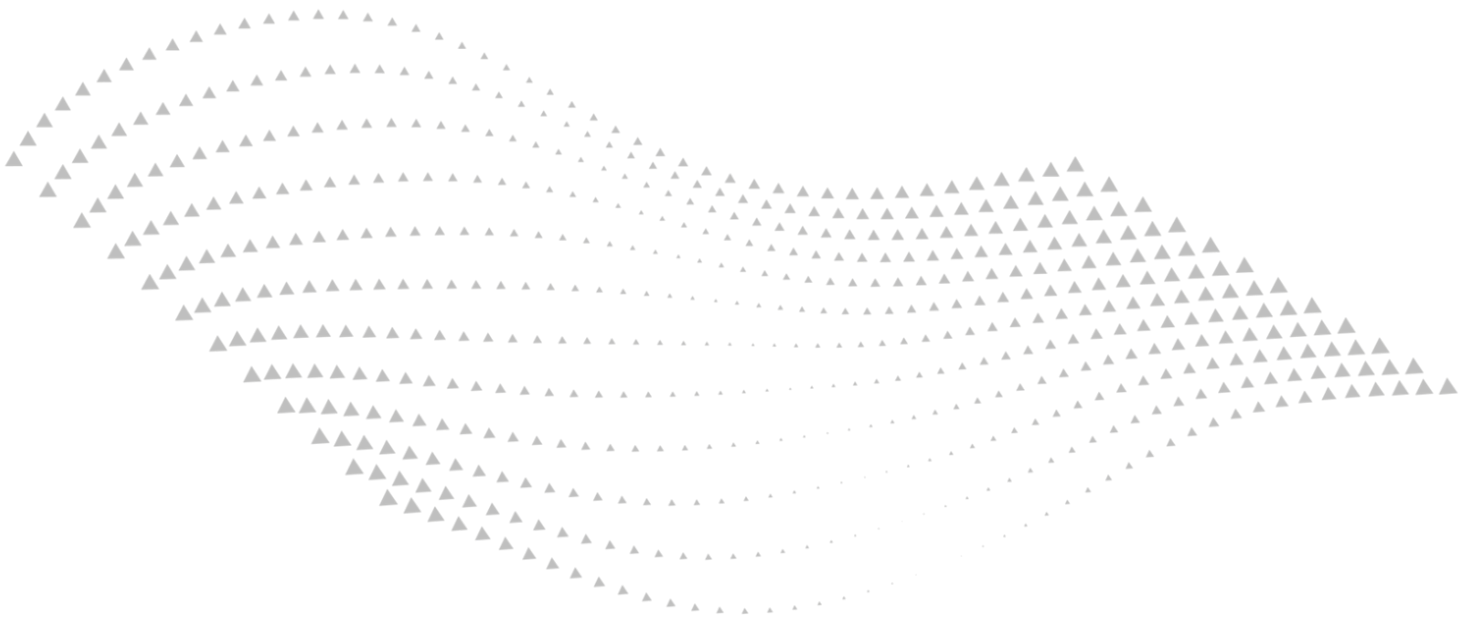


BIMM
UNIVERSITY

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External Guest Booking Procedure



Last approved: April 2022

Approved by: BIMM University Limited Board

Next review due: April 2026

1. Scope

- 1.1. This Procedure sets out the University's requirements for the management of events that include external speakers and should be used by all students and staff (including as a sponsor for a student event) when booking an event that includes an External Guest as a speaker.
- 1.2. The underlying legal requirements and principles that relate to this Procedure are set out in the University's [Freedom of Speech Policy](#) and [Prevent Duty Policy](#) ("the Policies"), as are amended from time to time and should be read in conjunction with this Procedure.
- 1.3. In line with the University's statutory duties, the presumption of this Procedure is in favour of free speech within the law, and the University shall not unreasonably refuse consent unless any event involves or is reasonably expected to involve the expression of views that contravene the law or pose an unacceptable risk to the health and safety or welfare of staff, students or visitors to the University which cannot be mitigated by precautionary measures.

2. Definitions

- 2.1. External Guests are defined as anyone external to any of the University's colleges who is not a registered student of the University or a staff member normally employed by the University, and who is invited by the University to deliver either: in-class content ("Guest Lecturers") or to attend and speak at Masterclasses or other events. Freelance staff who deliver classes are not classed as External Guests for the purposes of this Procedure.
- 2.2. An Event Moderator is a staff member of the University who is appointed to moderate / supervise an Event involving an External Guest as speaker.
- 2.3. The Principal Organiser is the key contact / organiser of the event and is normally the Head of Events & Guests at each College across the University. Where the role of "Head of Events & Guests" differs in a particular college, it will be the person who is primarily responsible for events and masterclasses. In-class guests ("Guest Lecturers") are normally organised by the Head of Education/Higher Education in each College.
- 2.4. The University's Prevent Lead and Freedom of Speech Lead - currently the Academic Director & Provost - has overall responsibility for matters relating to Freedom and Speech and the Prevent Duty. The Academic Director & Provost has delegated responsibility for operational aspects of this procedure to the Head of Quality Assurance.
- 2.5. This Procedure covers all defined as: all meetings and events hosted, sponsored, funded, branded, organised or endorsed by the University or individual groups and societies using the University's name or resources (including masterclasses, lectures, seminars, committee meetings, conferences and other symposiums, whether held physically on or off University premises or remotely, including live streamed or recorded content, and any other activities proposed, planned or due to take place at the University or using University facilities (including physical premises and IT systems), whether including an External Guest or not.
- 2.6. Freedom of Speech Policy means the University's [Freedom of Speech Policy](#), as is amended from time to time.
- 2.7. Prevent Duty Policy means the University's [Prevent Duty Policy](#), as is amended from time to time.

- 2.8. The approval period of any individual as an External Guest via this Procedure will be for each specific event or series of events only. Should an External Guest return for an additional Event at a later date, the Principal Organiser will be required to submit a fresh booking, and the External Guest will again be required to be processed via this Procedure.

3. Procedure

- 3.1. Advance booking of at least ten working days is normally required for any Events, and the organisers of any Event are required to appoint a member of staff to act as Principal Organiser of the event. This Principal Organiser shall be responsible, as far as is reasonably practicable, for ensuring that the organisation of the Event and the conduct of those attending it is lawful and compliant with the [Prevent Duty Policy](#) and [Freedom of Speech Policy](#), and to all relevant guidance and to any condition relating to the Event imposed under this Procedure and that, where appropriate, the Event Moderator is properly briefed.
- 3.2. A student or society within the BIMM University Students' Association may organise and event, but only under the authority and guidance of a Principal Organiser, as defined in 2.3.
- 3.3. The Principal Organiser is responsible for seeking information about proposed External Guests (including their websites / social media pages) and undertake a risk assessment using the Events & Guests Booking Form (available via the [here](#)). Where a risk is identified under the Prevent Duty, or it is reasonably believed that the Event may breach the bounds of lawful free speech or there may be a risk of disorder, this should be referred to the Head of Quality Assurance. The Principal Organiser may also decide at this stage not to authorise any Event involving the Guest in question.
- 3.4. The Principal Organiser is also responsible for undertaking checks as appropriate for key issues relating to equality and diversity, or of a political nature. Where any issues are identified that might be considered a risk, these should be referred by the College Principal to the Head of Quality Assurance, who will liaise with the Prevent Duty Lead to make any final decisions.
- 3.5. If necessary, College Events & Guests teams should refer in the first instance to the University's [Freedom of Speech Policy](#) for guidance on matters relating to free speech. They should seek further advice, if necessary, from the Head of Quality Assurance, especially in cases where issues of principle in respect of free speech arise, or if it is proposed that access to an event be significantly modified or curtailed, or that it be postponed or cancelled. Any stipulation requiring one or more speakers not to participate in an Event which otherwise goes ahead requires the explicit approval of the Academic Director & Provost.
- 3.6. External Guest details must be captured on the Events & Guests Booking Form, and it is the responsibility of the Principal Organiser to ensure that a background check on the individual has been undertaken and risk assessed in line with the paragraphs 3.2 and 3.4.

4. Freedom of Speech Principles

- 4.1. Everyone who organises, speaks at, or attends an Event at the University is required to observe good order. Good order includes, but is not limited to, refraining from the following:
- preventing participants from accessing events;
 - preventing speakers from being heard clearly;
 - chanting or using foul or abusive language, including racial abuse;
 - refusing reasonable requests from an Event Moderator or other University staff involved in managing an event;

- displaying flags, banners, placards or similar items in an event;
- acting in any other way which is threatening or abusive, or which denies to others their right to legal free speech.

- 4.2. Nobody who has exercised their right to legal free speech should suffer censure as a result.
- 4.3. It is the responsibility of the Event Moderator to ensure that anyone who wishes to challenge or criticise the views of the speaker(s) in an orderly fashion is allowed to do so.
- 4.4. The primary duty of the Event Moderator is to uphold freedom of speech within the law. This means that the Event Moderator must adhere at all times to the [Freedom of Speech Policy](#), maintain good order at events, and must act impartially in their facilitation of discussion and debate. Event Moderators may pose questions to the speaker(s) but should not be a speaker at the event themselves or be expressing their own views on the subject matter of the Event. Event Moderators must be willing to undertake any relevant training and preparation, including familiarisation with relevant policies, in preparation for the Event.

5. Withholding or Withdrawal of Permission to Hold an Event

- 5.1. The primary purpose of this Procedure is to ensure that the University is able to fulfil its legal obligations to promote freedom of speech, whilst at the same time fulfilling its other legal obligations and statutory duties, and to ensure the smooth running of the University.
- 5.2. This Procedure creates a presumption in favour of freedom of speech and the withholding or withdrawal of permission for an Event will only occur in exceptional circumstances where measures cannot be put in place to secure freedom of speech within the law and wherever possible after consultation with the Principal Organiser and appropriate internal and external parties, as are deemed appropriate.

6. Appealing Against a Decision

- 6.1. Appeals against the rulings of the Academic Director & Provost may be made in writing to the Chief Executive Officer & Head of Institution, or their nominee, whose decision shall be final but must be reported to the next meeting of BIMM University Limited Board.

7. Sanction

- 7.1. If there is any contravention of this Procedure, then the individual or individuals (whether staff or student) responsible will be liable to be referred into the University's respective disciplinary procedures and subject to sanction if determined appropriate.

8. Review & Monitoring

- 8.1. The University has a duty to monitor and keep this Procedure up to date and it will, therefore, report to BIMM University Limited Board on its operation, together with any recommendations for its terms, at intervals not exceeding 3 years. This report shall be consulted on at Academic Board prior to consideration by the BIMM Limited Board.
- 8.2. An annual report on any issues of non-compliance with this Procedure shall be made to the BIMM University Limited Board (via the Quality Assurance & Compliance Committee).