

# **London School of Academics Events Policy 2024**

## **CONTENT:**

Purpose of policy and procedure	1
Values	2
Events covered by this policy	2
Procedure for requesting an external speaker	3
Annual monitoring	3
Appendix 1-Event Request Form	4

Drafted by Soni Singh

Reviewed by Sheila Singh

Operational date: 04/01/2024

Annual review date: 03/01/2025

## **1. PURPOSE OF POLICY AND PROCEDURE**

London School of Academics fully understand the value of events therefore the purpose of this policy and the procedure set out is to ensure that we provide learners as well as staff with the opportunity to have events but to ensure that we protect the interest of learners, staff and the college. This policy serves the purpose of complying with the Prevent Duty arising from the Counter Terrorism and Security Act 2015.

Additional purposes of this policy and the procedure set out within it are to:

- ensure that events are lawful
- ensure that we protect the equality and diversity of our learners and staff
- ensure that we protect the health and safety of our learners and staff
- ensure that we protect the College reputation and Campus

## **2. VALUES**

London School of Academics recognises the benefits of events as they enable learners to socialise. For the interest of our learners and staff we cannot allow events which go against moral and the legal frameworks of our country, which include British values and the rule of law.

Under no circumstances will the following be acceptable for events on campus or off campus (on behalf of the college):

- events which are intolerant, offensive and/or demeaning to individuals and/or groups relating to their protected characteristics under the Equality Act 2010 which include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- Events which expose learners and staff to explicit content which goes against the morals of society.
- Events which put the health and safety of learners and staff at risk
- Events which places the campus at risk

## **3. EVENTS COVERED BY THIS POLICY**

London School of Academics will only permit a request for events which are related to academic study, the exhibition of work, networking with peers, extra curricula activities such as trips and ceremonies which benefit learners at the college including graduation ceremonies. Events falling outside this scope are not covered by this policy and will not be considered as a request.

#### **4.PROCEDURE FOR REQUESTING AN EVENT**

To enable effective filtering of inappropriate events all requesting an event must comply and are not permitted to host an event on Campus or off Campus (on behalf of the college) without written authorisation.

1. The person or group requesting for an event must complete the Event Request Form (see Appendix 1) and provide a written schedule of the event. The event organiser must provide a written undertaking to abide by the college Code of Conduct contained in the Freedom of Speech Policy. This must be sent to the Director of the College no less than 15 working days from when the event is planned. Where all of the above is not submitted the request will be refused.
2. The Director of the College upon receipt of the request will assess the risk posed by the event; they reserve the right to request for additional information. Where the event poses a risk to learners, staff and the college campus the Director of the College can refuse the event request: this decision is final.
3. Where the event is given authorisation written notice will be given on the condition that:  
-a member of staff or an elected person is present at the event on Campus or off Campus (on behalf of the college). They are permitted at any point to interrupt the event if there is offense caused with regards to protected characteristics (Equality Act 2010) or a breach of the Code of Conduct contained in the Freedom of Speech Policy. Security must be present at all Campus events.

If the above is not complied with the event will not be permitted. Requests must be made for every time a learner or staff wishes to hold an event.

#### **5. ANNUAL MONITORING**

London School of Academics are committed to improving our policies and procedures, to do this effectively our provider will monitor and review all requests for external speakers annually. From the review of requests and a review of this policy updates will be made where necessary.

**Appendix 1**

**Events Request Form**

<u>Name/s of organiser/s of event requested:</u>	<u>Date of event proposed:</u>  <u>Time proposed for event:</u> <u>Start:</u> _____ <u>Finish:</u> _____
<u>Full name of organiser/s of event or speaker/s of event:</u>	<u>Organisations associated with the event organiser/s or speaker/s (Name, Address and Contact details):</u>
<u>Summary of event schedule:</u>	
<u>Applicant full name:</u>	<u>Applicant contact details:</u>
<u>Date of submission of form:</u>	<u>Enclosed documents</u> (should include a written schedule and a written undertaking from the event organiser/s or speaker/s at the event):
<u>Director of College use only</u>	
<u>Date request received:</u>	<u>Request received by (post or email):</u>

# **London School of Academics External Speaker Policy**

## **2024**

### **CONTENT:**

Purpose of policy	6
Values	6
The scope of this policy	6
Procedure for requesting an external speaker	7
Annual monitoring	7
Appendix 1 External Speaker Request Form	8

Drafted by Soni Singh and Charlotte Saunders

Reviewed by Sheila Singh

Operational date: 04/01/2024

Annual review date: 03/01/2025

## **1. PURPOSE OF POLICY AND PROCEDURE**

London School of Academics fully understands the value of external speakers therefore the purpose of this policy and the procedure set out is to ensure that we provide learners as well as staff with the opportunity to have an external speaker event but to ensure that we protect the interest of learners, staff and the college. This policy serves the purpose of complying with the Prevent Duty arising from the Counter Terrorism and Security Act 2015.

Additional purposes of this policy are to:

- ensure that external speakers address our learners and staff lawfully.
- ensure that we protect the equality and diversity of our learners and staff.
- ensure that we protect the health and safety of our learners and staff.
- ensure that we protect the College reputation.

## **2. VALUES**

London School of Academics recognises the benefits of external speakers as they enable learners to experience opinions of a diverse nature and enable learners to enter into developmental debate. We appreciate freedom of opinion and speech however for the interest of our learners and staff we cannot allow external speakers who go against moral and legal frameworks of our country, which include British values and the rule of law.

London School of Academics prides itself on its diverse environment and the support provided to learners. Under no circumstances will the following be deemed acceptable for external speakers:

- Language or behaviour which can be regarded as intolerant, offensive and/or demeaning to individuals and/or groups relating to their protected characteristics under the Equality Act 2010 which include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- Inciting hatred.
- Exposing learners to explicit content which goes against the morals of society.

## **3. THE SCOPE OF THIS POLICY**

London School of Academics will only permit a request for speakers in relation to the academic study of the person making the request, the enhancement of skills, career development and ceremonies which benefit learners at the college including graduation ceremonies. External speakers falling outside this scope are not covered by this policy and a request for them will not be considered.

#### **4. PROCEDURE FOR REQUESTING AN EXTERNAL SPEAKER**

To enable effective filtering of inappropriate external speakers all requesting an external speaker must comply with the following and are not permitted to invite an external speaker in without written authorisation.

1. The person or group requesting for an external speaker must complete the External Speaker Request Form (see Appendix 1) and provide a written transcript of the intended talk. The speaker must also provide a written undertaking which states they will abide by the college Code of Conduct contained in the Freedom of Speech Policy. This must be sent to the Director of the College no less than 15 working days from when the external speaker is planned to attend the College. Where all of the above is not submitted the request will be refused.
2. The Director of the College upon receipt of the request will assess the risk posed by the external speaker, they reserve the right to request for a reference for the external speaker. In the event the external speaker poses a risk to learners and staff the Director of the College can refuse the external speaker event, this decision is final.
3. In the event that the external speaker is given authorisation to attend the College written notice will be given on the condition that:
  - a member of staff or an elected person is present at the talks by the external speaker. They are permitted at any point to interrupt the talk if the speaker causes offence with regards to learners protected characteristics (Equality Act 2010) or significantly deviates from the transcript submitted with the request for the external speaker or breaches the Code of Conduct contained in the Freedom of Speech Policy.

If the above is not complied with the external speaker will not be permitted to attend the planned event. Requests must be made for every time a learner or staff wants an external speaker to attend the college.

#### **5. ANNUAL MONITORING**

London School of Academics are committed to improving our policies and procedures, to do this effectively our provider will monitor and review all requests for external speakers annually. From the review of requests and a review of this policy updates will be made where necessary.

**Appendix 1**

**External Speaker Request Form**

<u>Name of person requesting an External Speaker:</u>	<u>Date of event proposed:</u>  <u>Time proposed for event:</u> <u>Start:</u> _____ <u>Finish:</u> _____
<u>Full name of External Speaker/s:</u>	<u>Organisation the External Speaker represents</u> (Name, Address and Contact details):
<u>Summary of External Speaker/s topics:</u>	
<u>Applicant full name:</u>	<u>Applicant contact details:</u>
<u>Date of submission of form:</u>	<u>Enclosed documents</u> (should include a written transcript of intended talk and a written undertaking from the External Speaker/s):
<u>Director of College use only</u>	
<u>Date request received:</u>	<u>Request received by (post or email):</u>