



CODE OF PRACTICE ON FREEDOM OF SPEECH

This Code of Practice sets out the University of Worcester's approach to freedom of speech for the benefit of students and staff of the University, and its subsidiaries.

1 INTRODUCTION

- 1.1 Part A1 of the Higher Education and Research Act 2017 requires the governing body of registered higher education providers to take such steps that, having particular regard to the importance of freedom of speech, are reasonably practicable to ensure that freedom of speech within the law is secured for its members, students and employees and for visiting speakers.
- 1.2 The University is committed to doing all that it reasonably practicably can to ensure freedom of speech and expression within the law as it is one of the fundamental principles upon which the University is founded. The University is committed to ensuring that students and staff have freedom to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves at risk.
- 1.3 This Code of Practice sets out the rights and obligations inherent in supporting the principle of freedom of speech within the law. The Code applies to:
 - a) all members, staff and students of the University;
 - b) visiting speakers and all other persons invited or otherwise lawfully on the premises;
 - c) the Students' Union, including its constituent societies, clubs and associations; and
 - d) the organisation of meetings, conferences, assemblies, or similar events that take place on any University premises; as well as those that are organised and sponsored/ approved by the University but held on other premises.
- 1.4 All persons to whom this Code applies are under an obligation to take no action which would hinder freedom of speech within the law or academic freedom, or which would prevent the University from discharging its duty to secure freedom of speech within the law and academic freedom
- 1.5 This Code applies to informal or social activities as well as to more formal meeting or lectures, in person and online. Examples include visiting lecturers invited by academic staff, religious or political representatives speaking on campus, and events such as debates, speeches and conferences taking place using University facilities that have been organised by or involve staff, students.

- 1.6 References in this Code of Practice to the “University’s premises” means those premises over which the University exercises control (including online or virtual classrooms and communication spaces and the Students’ Union).
- 1.7 For the avoidance of doubt, this Code does not apply to purely commercial meetings or events on University premises.
- 1.8 This Code will be posted in a prominent position on the University’s intranet and website.

2 VALUES AND STEPS TO UPHOLD FREEDOM OF SPEECH

- 2.1 The University recognises, supports and promotes freedom of speech and academic freedom within the law as a fundamental principle of a democratic society and one that is central to further and higher education.
- 2.2 The core mission of colleges and universities is the pursuit of knowledge, and the principles of free speech and academic freedom are fundamental to this purpose. Freedom of speech and academic freedom provide an environment to advance new ideas, encourage productive debate and challenge conventional wisdom. These freedoms help ensure that students develop the skills to question, debate, think critically and develop confidence in forming and discussing their own views and opinions. Freedom of speech and academic freedom therefore receive a very high level of protection.
- 2.3 The University respects the rights and freedoms of individuals, and the principles of equality, diversity and inclusion. All members of our community share the responsibility for maintaining an environment of reasoned enquiry, mutual tolerance and civility. However, it is not the proper role of the University to attempt to restrict the discussion of ideas and opinions that are within the law, no matter how shocking, disturbing or offensive those ideas and opinions may seem to some. This is especially the case regarding matters of academic and public interest.

FREEDOM OF SPEECH

- 2.4 Freedom of speech means that everyone has the right to express lawful views and opinions freely, in speech or in writing, without interference.
- 2.5 Freedom of speech within the law is protected. This means that freedom of speech will not be protected if it contravenes some other law and illegal or unlawful acts will not be tolerated by the University

ACADEMIC FREEDOM

- 2.6 The University is committed to ensuring that academic staff have the freedom, within the law, to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions without placing them at risk of losing their jobs or privileges at the University, or reducing the likelihood of securing promotion or different jobs at the University.
- 2.7 The principles of academic freedom shall extend to the performance by all staff of their duties and responsibilities and to any visiting or guest lecturer invited by the University.

UNIVERSITY PROGRAMMES, RESEARCH, POLICIES AND PROCEDURES

- 2.8 The University will ensure that its teaching, curriculum, research arrangements, policies and procedures reflect its duties to ensure, so far as is reasonably practicable, freedom of speech and academic freedom within the law. In particular:
- a) Its processes for programme development and approval, quality assurance and academic assessment will respect the rights of freedom of speech and academic freedom;
 - b) Its processes for facilitating research will respect the rights of freedom of speech and academic freedom;
 - c) it will not restrict the exposure to students of ideas because they are controversial or unpopular or because some (or many) may find them offensive.
 - d) No individual will be subjected to disciplinary action or other less favourable treatment by or on behalf of the University because of the lawful exercise of freedom of speech or academic freedom.

STEPS THE UNIVERSITY WILL TAKE TO ENSURE FREEDOM OF SPEECH

- 2.9 The University will seek to:
- a) Ensure this Code of Practice and the principles set out within it are drawn to the attention of staff and students on arrival at the University;
 - b) Draw the Code of Practice and the accompanying statement about the Code to the attention of students annually;
 - c) Train staff appropriately, in particular those who are making decisions that may affect free speech and academic freedom matters;
 - d) Ensure that whenever relevant policies and procedures are introduced, consideration is given to their impact on freedom of speech and academic freedom;
 - e) Periodically survey staff, students and other stakeholders to secure their views on whether freedom of speech and academic freedom at the University are being adequately protected and take the findings into account;
 - f) Ensure that there are adequate and effective mechanisms to raise concerns about freedom of speech and academic freedom;
 - g) When concerns are raised about freedom of speech and academic freedom, ensure that, so far as is reasonably practicable, they are addressed and any lessons to be learned are incorporated into a review of relevant policies, practices and procedures.
- 2.10 In assessing its compliance with its duties, the University has had regard to the guidance published by the OfS. A three-step framework when assessing any measure or decision that might affect freedom of speech shall be applied as follows:
- Step 1 – an assessment as to whether the speech is within the law.
 - If yes, it will consider Step 2.
 - If no, the duty to secure free speech does not apply.

- Step 2 – consideration as to whether there are any reasonably practicable steps (positive or negative) to secure the speech.
 - If yes, those steps shall be taken.
 - If no, the University will consider Step 3.

The following, amongst other considerations, are unlikely to be relevant when considering what steps are reasonably practicable:

- a. the viewpoint that any affected speech expresses, including but not limited to:
 - i. whether it aligns with University's aims or values;
 - ii. whether it is controversial or offensive
 - iii. whether external or internal groups (for example alumni, donors, lobbyists, domestic or foreign governments, staff or students) approve of the viewpoint that the speech expresses.
- b. the reputational impact of any affected speech on the University.

Legal and regulatory obligations may affect whether a step is reasonably practicable. Where the University is required by law not to do something, then doing it (e.g. permitting the speech) would be unlawful and therefore not reasonably practicable.

- Step 3 – if there are no reasonably practicable steps to secure speech, the University will ensure that its restrictions are prescribed by law and proportionate under the European Convention on Human Rights.
 - If yes, the restrictions shall be implemented.
 - If no, the restrictions shall not be implemented as this would be inconsistent with the University's free speech duties.

- 2.11 Where the University receives a concern about the exercise of academic freedom or freedom of speech, the University shall implement a rapid triage process to ensure swift dismissal of complaints about speech that do not warrant further investigation.

LIMITATIONS ON FREEDOM OF SPEECH

- 2.12 The University has a duty to protect its staff and students from unlawful discrimination, harassment, intimidation or threats of violence on the grounds of race, sex, age, religion or philosophical belief, sexual orientation, disability, gender reassignment, marriage and civil partnership, or pregnancy and maternity. However, the provisions of the Equality Act 2010 should not be interpreted to undermine freedom of speech and academic freedom. As a result, students' learning experience and the working environment of staff may include exposure to research, course material, discussion or speaker's views that they find offensive, contentious or unacceptable, but are nonetheless lawful, and unlikely to be considered unlawful harassment or discrimination under the Equality Act 2010.
- 2.13 The University is subject to the public sector equality duty and when it is exercising its functions it must have due regard to the following three aims:

- (i) the need to eliminate unlawful discrimination, harassment and victimisation;
- (ii) the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- (iii) the need to foster good relations between people who share a relevant protected characteristics and persons who do not share it.

2.14 The University will comply with the public sector equality duty in the context of the importance of securing academic freedom and freedom of speech within the law and will not therefore restrict freedom of speech and academic freedom within the law in furtherance of the duty, but will consider the potential impact on staff and students who may feel vilified or marginalised by views expressed and consider how to ensure those students nonetheless feel included and welcome within the University environment and able to participate fully in activities and discussions.

2.15 There are other legislative requirements that may be relevant in particular cases. For example, there are offences if speech encourages terrorism or amounts to the incitement of religious or racial hatred under the Terrorism Acts or hatred on the grounds of sexual orientation under the Public Order Acts, as well as statutory requirements relating to the holding of processions and assemblies. The University is not under any obligation to secure or promote freedom of speech that contravenes any legislative requirements.

3 EVENTS

3.1 Subject to paragraph 2.4 of this Code, where any person or body subject to the obligations of this Code wishes to hold any event for the expression of any views or beliefs held or lawfully expressed on premises controlled by the University or which are funded or endorsed by the University, the starting point will be that the event should proceed and any conditions imposed on the holding of the event shall be kept to the minimum necessary in light of any risks identified in holding the event.

3.2 Where the University is reasonably satisfied that the otherwise lawful expression of views at any event is likely to give rise to disorder or threats to the safety of participants or the wider University community, the University shall consider what steps it is necessary to take to ensure:

- a) the safety of all persons,
- b) the maintenance of order, and
- c) the security of the premises controlled by the University.

3.3 The University may impose such conditions and requirements upon the organisers as are reasonably necessary in all the circumstances, ensuring that the conditions and requirements go no further than is necessary to address the risks it has identified. These may include, but are not limited to, requirements as to provision of stewards, variation of location and time, and whether the event shall be open to the public at large. Other than in exceptional circumstances, the costs of additional security relating to the use of premises shall not be passed to the person or organisation arranging the event. Circumstances shall be exceptional when the security costs exceed £100. The University's decision on whether or not to pass on additional costs will not to any extent be influenced by:

- a) in relation to any individual, their ideas or opinions;

- b) in relation to any body, its policy or objectives or the ideas or opinions of any of its member; and
- c) in relation to the event, the ideas or opinions likely to be expressed as it,

provided these are within the law.

3.4 Where the University concludes that imposing conditions would not be sufficient to prevent serious disorder within premises subject to their control, it may decline to permit such events to be held. Before doing so, however, the University will generally consult the police with a view to establishing whether serious disorder can be prevented or otherwise dealt with appropriately by attendance of police officers or alternative conditions.

3.5 Where any person or body to whom this Code applies is engaged in the organisation of any event on premises controlled by the University, the organiser must comply with the Visiting Speaker Policy and Visiting Speaker and Event Risk Assessment Procedure and as set out as Annexes A and B to this Code. A flowchart relating to visiting speaker approval has been provided at Annex E.

4 CONDUCT AT EVENTS

4.1 Everyone has the right to freedom of speech within the law. The University expects students, staff and visitors to ensure that freedom of speech within the law is assured.

4.2 All persons to whom this Code of Practice applies are required to observe the principle of freedom of speech and expression while on the University's premises 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.

4.3 A member of staff or student who organises an event on the University's premises shall be responsible for ensuring, as far as is reasonably practicable, that the event is conducted in a manner to promote freedom of speech whilst maintaining good order and academic discipline and does not involve or lead to damage to property or an infringement of the law.

4.4 The University's staff and students are required to ensure that they do not wilfully engage in conduct that prevents, obstructs or disrupts the holding or orderly conduct of any meeting or other lawful activity that takes place on the University's premises.

4.5 Nothing in this Code shall be taken to prohibit the lawful exercise of the right to peacefully protest. Protests against an event must however be conducted without infringing the rights of others, including others' rights to freedom of speech. No protest should prevent an event allowed under this Code from going ahead as scheduled.

4.6 Infringements of, or departures from, this Code in whatever respect may render those responsible subject to disciplinary proceedings. In addition to disciplinary proceedings, breaches of the law may give rise to prosecution. All students and members of staff are under an obligation to assist with any investigation into any allegation of a breach of this Code of Practice.

5 BREACHES OF THIS CODE

- 5.1 Where a breach of the provisions of this code is committed by a member of staff, the Staff Disciplinary Policy will apply.
- 5.2 Where a breach of the provisions of this code is committed by a student, the Student Disciplinary Procedures will apply.
- 5.3 Where a breach of this Code occurs, it shall be a duty of all to whom this Code applies to take all reasonable steps to provide reasonable assistance in the identification of persons involved in that breach.
- 5.4 Where breaches of the law occur, the University shall, where appropriate, assist the police. In respect of any criminal charges, the University shall not proceed with any disciplinary proceedings in respect of the same matters until the conclusion of any ongoing criminal proceedings.

6 MONITORING AND REVIEW OF THIS CODE

- 6.1 The University shall record all decisions that are likely to have a substantial (positive or negative) effect on freedom of speech within the law.
- 6.2 The operation of the Code shall be monitored by the Vice Chancellor in liaison with the Chief Executive of the Students' Union for Students' Union events.
- 6.3 Any concerns regarding the implementation of the Code or the actions of the University in respect of it should be raised in the first instance with:
 - where concerns are raised by a student: Complaints & Appeal Office email: complaintsandappeals@worc.ac.uk
 - where concerns are raised by a member of staff: Director of HR email: HRDirector@worc.ac.uk
 - where concerns are raised by visiting speakers: email: unisec@worc.ac.uk
- 6.4 The Board of Governors and the Students' Union's Board of Trustees will review formally the operation of the Code on an annual basis.

Annex A



Visiting Speaker and Events Policy

Note: This is an annex of the Code of Practice on Freedom of Speech and should be read in conjunction with the Code. The Code of Practice can be access from the University's Register of Policies and Procedures.

Introduction

- 1.1 Through this Visiting Speaker and Events Policy the University of Worcester and Worcester Students' Union will demonstrate how is manages risks around visiting speakers and events within the University and at University of Worcester branded events taking place away from the University's premises. It will demonstrate how it seeks to secure freedom of speech and academic freedom.

Purpose

- 1.2 The purpose of this policy is to set in place a governing framework for events with external speakers to ensure that the University and Student's Union remains a thriving environment for teaching, learning and research.
- 1.3 This policy aims to ensure that event organisers are aware of the framework the University operates within when facilitating visiting speakers and the measures that may be required to be put in place to support their event. It should be read in conjunction with the associated Visiting Speaker Risk Assessment Procedure and Guidelines for Visiting Speakers.

Definitions

Visiting Speaker: a person external to the University who has been invited to address a group at an event or who would have been invited had there not been a restriction on this invitation.

Event: any gathering that is hosted on University premises, or hosted by or on behalf of the University, or Students' Union, on non-University premises, including events held online, that include a speaker addressing a group. This includes events held in a teaching, learning or research setting or in the context of co-curricular or extra-curricular activity and includes public lectures and other events open to the public.

Who and what is covered by this Policy?

- 1.4 This policy applies to all staff, students, governors, visiting and honorary appointments and visitors to the University, and staff and directors of its subsidiaries, student societies, clubs and groups. Every individual has a duty to ensure that freedom of speech and academic freedom are protected on University premises, including in lectures, tutorials, research and other activities.
- 1.5 This policy relates to all events that take place on University premises, either in person or virtual, or are organised away from University premises but are promoted and held in the University's or Student's Union's name.

Organising an event

- 1.6 The University's aim is for events to take place and to mitigate risks where appropriate to enable this. Therefore, event organisers should ensure they allow sufficient time to complete the approval process, taking into account the availability of others involved in the process. As a guide event organisers should normally look to undertake the local risk assessment at least 21 days ahead of when the event is planned to take place. This will allow time for informed decisions and for any conditions and/or requirements to be implemented.
- 1.7 Assessment of risk will include consideration of the safety of speaker(s) and attendees. A potentially high-risk event may include where the speaker(s) or topic of the event is political, religious or involves a high-profile speaker. Assessment of risk is holistic and includes consideration of potential risks to the speaker(s), attendees, organiser and the institution. For example, risks could be physical or related to security, general safety of attendees or the likelihood of unlawful conduct occurring during an event. The potential risks of the event not going ahead should also be considered.
- 1.8 Anyone organising an event that involves a visiting speaker or speakers to be hosted by the University must ensure that prior to any booking or publicity for the event:
 - A local risk assessment is carried out in accordance with the Visiting Speaker Risk Assessment and Procedure (Annex B) and approved by the Head of Academic School/Institute or Professional Department ('the Head');
 - For events held by the Students' Union or student societies, clubs or groups the risk assessment will be carried out by the Student Union Student Activities Manager or the Venue and Events Manager;
 - If the risk assessment identifies any concerns the Head must escalate the matter to the Vice Chancellor (via the Head of the Vice Chancellor's Office) (Section 3 of the External Speaker Risk Assessment & Procedure).
- 1.9 The event organiser is responsible for ensuring that any conditions or requirements for the event to proceed identified by the University are implemented.

- 1.10 The University may monitor any event to ensure compliance with the Visiting Speaker and Event Policy and any conditions or restrictions imposed. The University may stop an event at any time if any conditions are not met or this policy is breached.

Failure to comply

- 1.11 Failure to comply with this policy and the requirements of the Visiting Speakers Risk Assessment and Procedure may result in disciplinary action by the University, or the Students' Union, under the relevant disciplinary policy and procedures for the individual concerned

Annex B



Visiting Speaker Risk Assessment and Procedure

Procedure to be followed by all event organisers

- 1.1 Anyone organising an event with a visiting speaker attending must follow this procedure and comply with the University's Visiting Speaker and Events Policy (Annex A).
- 1.2 The event must not be advertised or promoted until it has been authorised under this procedure.

Criteria for local assessment of proposal external speaker or event

- 1.3 Prior to approval of any visiting speaker event, the event organiser is responsible for completing the appropriate Visiting Speaker Risk Assessment (Annex C or D) and assessing the speaker against the following set of questions:

Question 1: Has the visiting speaker(s) previously been prevented from speaking at the University of Worcester, or any other university or similar establishment?

Question 2: Has the visiting speaker(s) previously been known to express unlawful views, or been affiliated with a proscribed group or an organisation that expresses views, which may either be in breach of the University's Code of Practice on the Freedom of Speech or opposed to the fundamental values of our society?

Question 3: Does the proposed title or theme of the event present a potential risk that views/opinions expressed by the speaker(s) may be in breach of the University's Code of Practice on the Freedom of Speech?

Question 4: Is the proposed visiting speaker(s)/theme likely to attract attendance from individuals/groups that have previously been known to express views that may be in breach of the University's Code of Practice on the Freedom of Speech?

Question 5: Do you have any other concerns, or reasons to believe that the proposed visiting speaker(s)/theme may be in breach of, or cause concerns related to the University's Code of Practice on the Freedom of Speech (e.g. anything that might create risks to the safety of all persons, the maintenance of order, and the security of the premises controlled by the University).

- 1.4 The completed Risk Assessment should then be submitted to the Head of Academic School/Institute of Professional Department or the Students' Union Student Activities Manager or Venue and Events Manager ('the Head') for consideration.

- 1.5 **If the answer to all five questions is NO:** the Head will advise the event organiser that they can confirm the event and any visiting speaker and 'book' them to speak at their event or activity and promote this in the normal way.
- 1.6 **If the answer to any of the question is Unclear or YES:** the Head will consider with the event organiser whether conditions are necessary to mitigate risk. The Head, in consultation with the event organiser, will undertake a more detailed risk assessment of the visiting speaker and the event by checking both the visiting speaker and the topic on Google, looking at the first three pages of web results and accessing any relevant web addresses given.
- 1.7 The Head will then escalate the review of the Risk Assessment, along with their recommendation whether to proceed with the event, to the Vice Chancellor (via the Head of the Vice Chancellor's Office) for consideration. In the case of events being organised by the Students' Union the event should also be escalated to the Students' Union Chief Executive.

Referrals to the Vice Chancellor for approval

- 1.8 If an event is referred to the Vice Chancellor they shall convene a panel consisting of not less than 3 members of the University Leadership Group and where necessary the Students' Union Chief Executive (for events concerning the Students' Union) or their designated representative.
- 1.9 The panel will consider all relevant information in the context of the University's Code of Practice on the Freedom of Speech and either:
- Approve the event subject to conditions and/or reasonable requirements to ensure that any risks are being mitigated. Such conditions may include: provision of stewards, variation of location and/or time, whether the event is open to the public.
 - Decide not to proceed with the event or visiting speaker(s). Where this is likely to be the outcome, the panel will consult with the police with a view to establishing whether serious disorder can be prevented.
- 1.10 The University may monitor any event to ensure compliance with the Visiting Speaker and Events Policy and any conditions or restrictions imposed. The University may stop an event at any time if any conditions are not met or the Policy is breached. This does not absolve the event organiser of their responsibility to ensure their event complies with the conditions and/or the Policy at all times.

Risk Assessment of academic conferences and other events which form part of normal course provision

- 1.11 Conferences, seminars and public lectures

Where an academic conference is hosted by an Academic School or Professional Department of the University it will be sufficient for the event organiser to complete a single local risk assessment for the event by answering the key questions at paragraph 2.1 of this procedure.

If the response to at least one of the key questions is 'Yes' or 'Unclear' then the event organiser must escalate the concern to their Head of School or Professional Service in accordance with paragraph 2.3 above who will follow paragraphs 2 and 3 of this procedure in the normal way.

1.12 Events that form part of normal course provision

In relation to events that involve a visiting speaker but form part of normal course provision and, as such, only have students registered on that course and relevant staff in attendance, the School should complete a local Visiting Speaker Risk Assessment. If the visiting speaker is likely to attend on more than one occasion it will be sufficient to complete one Visiting Speaker Risk Assessment.

If the response to at least one of the key questions is 'Yes' or 'Unclear' then the event organiser must escalate the concern to their Head of School or Professional Service who will follow paragraphs 2 and 3 of this procedure in the normal way.

Events organised by the Students' Union or a society affiliated with the Students' Union

- 1.13 The Students' Union will be responsible for ensuring that it, and any society, club, network affiliated to it, complies with the University's Policy on External Speakers and Events and this procedure.
- 1.14 If a referral to the Vice Chancellor (section 3) is required this will be undertaken by the Chief Executive of the Students' Union who will be responsible for making the submission with/on behalf of the Event Organiser.

Appendix C



Visiting Speaker Risk Assessment – University Events

Event Organiser

Name:

Job Title:

Academic School/Professional Department:

Email address:

Speaker/Event

Speaker Name:

Company/Organisation representing:

Email:

Mobile No:

1. Speaker Topic and Details
2. Is this event part of a larger event and/or is it part of normal course provision?
Yes/No
2a If Yes please provide details
Is the speaker being paid by the University? Yes/No If Yes, how much - £
Speaker reputation Please provide any information you have gathered as part of your background research which is relevant to the key questions below and consideration of whether the event can proceed
Other information Please provide any other information that may be relevant
Date and time of the event:
Where will the event be held:
Will the event be open to the public or a closed event:
How many people are likely to attend: Please break down into staff and students

Key Questions

Please read the following questions carefully and choose either No, Don't Know or Yes for each one

1	Has the visiting speaker(s) previously been prevented from speaking at the University of Worcester, or any other university or similar establishment?	No/ Don't Know/ Yes
2	Has the visiting speaker(s) previously been known to express views, or been affiliated with a proscribed group or an organisation that expresses views, which may either be in breach of the University's	No/ Don't Know/ Yes

	Code of Practice on the Freedom of Speech or opposed to the fundamental values of our society?	
3	Does the proposed title or theme of the event present a potential risk that views/opinions expressed by the visiting speaker(s) may be in breach of the University's Code of Practice on the Freedom of Speech?	No/ Don't Know/ Yes
4	Is the proposed visiting speaker(s)/theme likely to attract attendance from individuals/groups that have previously been known to express views that may be in breach of the University's Code of Practice on the Freedom of Speech?	No/ Don't Know/ Yes
5	Do you have any other concerns, or reasons to believe that the proposed visiting speaker(s)/theme may be in breach of, or cause concerns related to the University's Code of Practice on the Freedom of Speech (e.g. significant media interest, large attendance)?	No/ Don't Know/ Yes

If the answer to all 5 key questions is **No** then the event may proceed subject to final approval by your Head of Academic School/Department or Professional Department. The risk assessment should be retained locally for a period of 18 months, data from the risk assessment may be required for the University's annual Prevent return.

If the answer to any of the 5 key questions is **Yes or Unclear** then the Head and event organiser should undertake a further review as set out at para 2.4 of Visiting Speaker Risk Assessment Procedure. Once completed the request must be referred to the Vice Chancellor (via the Head of the Vice Chancellor's Office) for consideration.

Head of School/Institute or Professional Department Comments: <i>(to include information from further review)</i>	
Name:	
Date:	

Upon completion the Head of School/Institute or Professional Department should refer the request to unisec@worc.ac.uk

Annex C – Visiting Speaker Risk Assessment – Students’ Union Events



Event details – to be completed by the student group:
Name of student group:
Name of speaker (s):
Speaker(s) topic and brief details of the talk/event:
What is the purpose of the event?:
Date, time and location of event:
How many people are likely to attend?:
Will there be non-students at the event? Yes/No If Yes , how many do you anticipate attending?
Is the speaker being paid by the student group? Yes/No If Yes, how much?: £
Key Questions – to be completed by a Union Manager
Have you needed to seek advice from the Vice Chancellor (via the Head of the Vice Chancellor’s Office) on this event for any reason?: Yes/No If so, for what reason?

Has the speaker previously been prevented from speaking at the Students' Union or University or any other similar establishment e.g. another Union or University? Yes/No/Don't know
Has the speaker (s) ever been known to (i) express views that could be considered to be illegal or likely to encourage terrorism or support for terrorism or (ii) been affiliated with a proscribed group which holds extreme, views, either of which may be in breach of the joint University and Students' Union Code of Practice for Freedom of Speech? Yes/No/Don't know If Yes, please give further details (or write N/A): If Yes, will the event likely to attract attendance from people who may sympathise with those views?
Do the proposed title or theme of the talk/event present a potential risk that views expressed may be in breach of the joint University and Students' Union Code of Practice for Freedom of Speech? Yes/No/Don't know If yes, please give further details and what action you have taken as a result:
Do you have any other concerns about the proposed speaker (s) /event?

If the answer to all Key Questions is 'No', the event may proceed. This risk assessment should be retained within the Students' Union for a period of 18 months and details therein may be required for the University's Prevent return.

If the answer to any of the Key Questions is Yes or Don't know, the Chief Executive of the Union must be notified, as well as the Vice Chancellor (via the Head of the Vice Chancellor's Office), for a further review.

Signed – member of student group completing form:

Date:

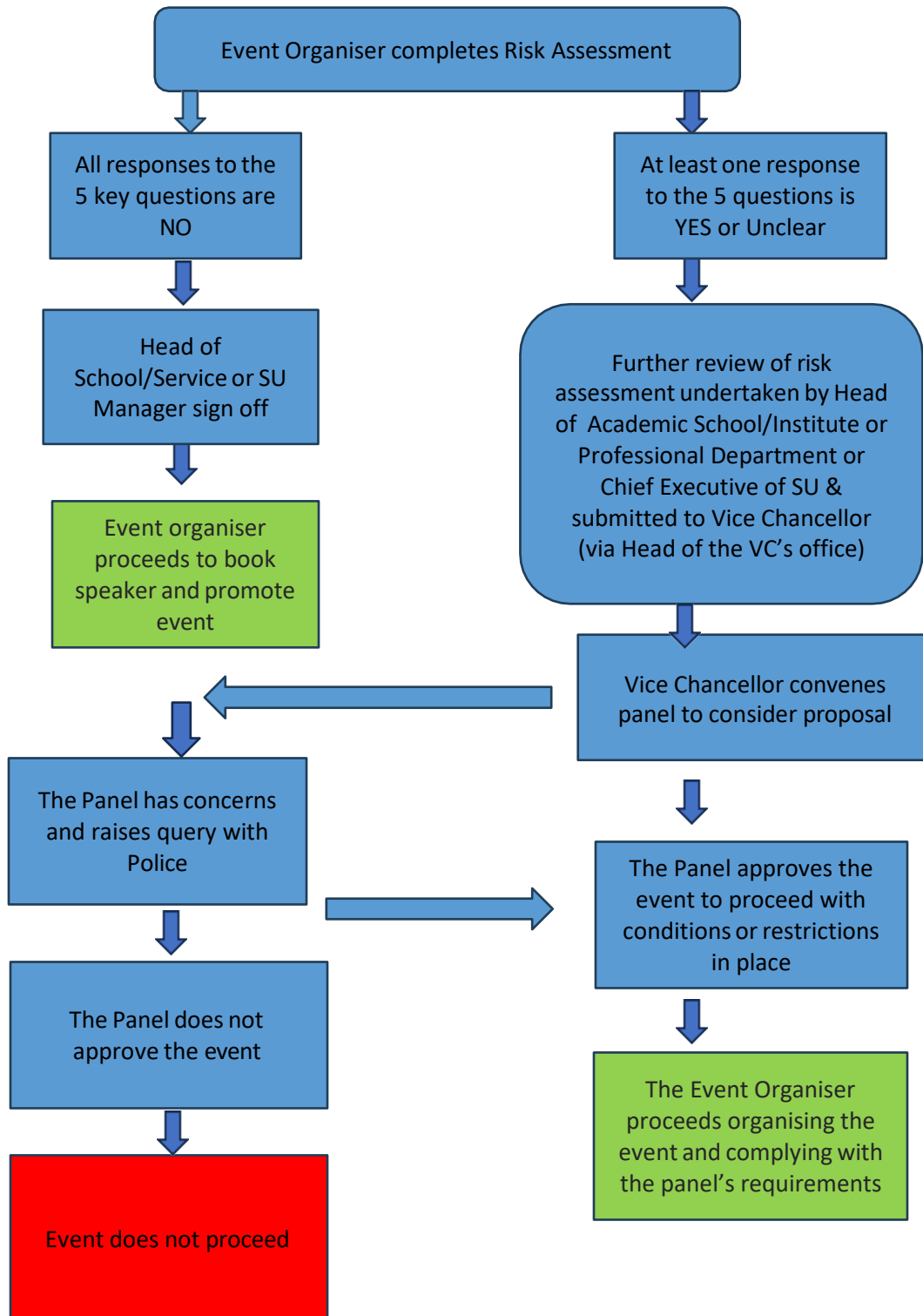
Signed – Union Manager completing this form:

Name and job title:

Date :

**If relevant, date referred to the Union's Chief Executive and Vice Chancellor:
By whom:**

Flowchart for approval of External Speakers/Events



Owner	Vice Chancellor
Approved by	Board of Governors
Approval Date	8 th July 2025
Implemented from:	1 st August 2025
Version	2.0
Review Date	July 2026
Accessibility Checked	Sept 2023