

External Events Procedure



Collective Acting Studio - November 2022



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Scope

This procedure sets out the Studio's requirements for the management of events that include external speakers and should be used by all students and staff when booking an event that includes an external guest as a speaker.

The underlying legal requirements and principles that relate to this procedure are set out in the Studio's Freedom of Speech - Code of Practice and the Statement on Academic Freedom and should be read in conjunction with this Procedure.

In line with the Studio's statutory duties, **the presumption of this procedure is in favour of free speech within the law**, and the Studio 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 Studio - which cannot be mitigated by precautionary measures.

Associated Documents

The following three documents work together as a set:

- Academic Freedom and Freedom of Speech Statement
- Freedom of Speech - Code of Practice
- External Events Procedure (to cover external guests, speakers, performances and events)

These documents are available on the [Policies and Procedures](#) page of our website.

Purpose

The procedures described below exist to:

- (a) specify arrangements for the management of meetings and other functions on Studio premises which are not an integral part of the normal artistic, academic and/or administrative business of the Studio;
- (b) identify reasonably practicable steps that must be taken to ensure that freedom of speech within the law is secured for visiting speakers; and
- (c) specify arrangements for Studio-branded events involving external speakers and taking place outside the Studio's premises.



Studio staff and students may book a room for meetings, classes and events that form an integral part of the Studio's normal artistic, academic and administrative business, subject to availability. The Studio does not intend to deny use of its premises to any individual member of staff, student or group seeking to host an event within the scope of the law on any ground connected with the belief or views of that individual or member of that body.

At the discretion of the Senior Leadership Team (SLT), permission may be given for the Studio's accommodation to be hired by outside persons or organisations, including permission for meetings or events to be attended by members of the public. Where such permission is granted, the outside person or body must provide the information outlined in Appendix 1 and, if required, complete an appropriate risk assessment prior to any booking being confirmed. The outside person or body must also meet any additional costs associated with managing any security risks to the Studio represented by the booking.

Members of the Studio and other persons attending meetings or events on the premises must behave in a lawful manner and in accordance with any relevant Studio codes of conduct for staff and students, and the terms of any agreement for hire.

Arrangements and procedures

Staff

When a member of Studio's staff wishes to hold a meeting or function that is not directly related to the Studio's normal artistic, academic or administrative business on the Studio's premises, or is to be hosted in the Studio's name off-site, a written request must be made to the SLT. Requests should be made as far as possible in advance of the projected meeting date, and not less than three weeks in advance. Requests should provide the information outlined in Appendix 1.

Students

When a student (and this is restricted to students on full-time or part-time courses lasting at least one term) wishes to host an event that is not directly related to the Studio's normal artistic, academic or administrative business, a written request should be made to the SLT. Requests should be made as far as possible in advance of the projected meeting date, and not less than three weeks in advance. Requests should provide the information outlined in Appendix 1.

A risk assessment of the event should accompany the request, where deemed necessary by the Studio, and this will be reviewed by the SLT. The staff member or student making the request should indicate whether, in their opinion, an event is likely to give rise to difficulties in relation to freedom of speech, or to the safety of the speaker or others within the audience. This will inform any judgment concerning whether permission to host an event is given.



The SLT will review the proposed request and risk assessment and reach a judgment. In the light of the risk assessment the SLT may determine to postpone or cancel an external event, or to set any other reasonable conditions (including but not limited to security arrangements necessary, restrictions on external attendance, and the time the event must end) in relation to any event which is permitted to take place.

Prior to receiving approval, events may not be advertised without the express permission, in writing, of the SLT.

Any decision about whether the event may take place will be communicated to the organiser usually within a fortnight of receiving the request.

Where a staff or student member or body has made a request to book accommodation or host an event and wishes to challenge any decision taken, they may make an appeal to the Board of Directors. Such an appeal will be heard by a representative of the Board as soon as is reasonably practicable. The Board's ruling shall be final. External organisations have no right of appeal.

General Conditions

Infringements of or departures from the Freedom of Speech - Code of Practice by members of the Studio will render those responsible subject to disciplinary proceedings in accordance with Studio's regulations and policies. Additionally, if any such actions involve breaches of the law, the Studio will be ready to assist the prosecuting authorities to implement the processes of law.

Any sharing of information with third parties relating to external speakers, speaker requests or the use of premises by groups and speakers, must be authorised by the SLT.

Nothing in this Code of Practice shall detract from the responsibility and duty of a chair or organiser to ensure as far as reasonably practicable that the provisions of section 43 of the Education (No 2) Act 1986 are complied with.

Nothing in this Code of Practice shall prevent a senior officer of the Studio from taking such steps as may be necessary at any time to ensure the safety of members of the Studio or other persons, or to safeguard the premises and property of the Studio

Appendix 1: External Speaker Request Form

Where an external speaker or function outside of the normal artistic, academic and administrative business of the Studio takes place on Studio premises or on external premises in the Studio's name, the below form must be completed and to the SLT at least three weeks in advance



External Event Request Form	
1 Date, time and exact place of the meeting or function, including precise timing on expected arrival and departure of speakers.	
2 Name of any speaker(s) or likely alternative speaker(s).	
3 Subject/nature of the meeting/event.	
4 Draft copy of any proposed notice, leaflet or other advertising material.	
5 Name, address, email address and telephone number of the Studio member organising the meeting.	
6 Whether the audience may include persons who are not members of the Studio - and whether the event is open to the general public.	
7 Details of any circumstances that give rise to concern about possible disturbance which could be caused at the meeting or have an impact on the speaker's ability to enter or leave the premises.	
8 Arrangements for chairing the meeting or function.	
9 Whether the speaker has been refused permission to speak at the Studio in the past.	
10 Whether the speaker is known to be controversial, including in relation to their reputation, political views or religious views (this is not an exhaustive list).	
11 Whether the speaker is likely to attract high media attention.	