**EXTERNAL SPEAKER POLICY**

This policy relates to external speaker event bookings that take place on UCB campus or that are organised with UCB or the Guild of Students’ sponsorship or under UCB or the Guild of Students’ branding.

This policy applies to all staff and students; and to individuals and external organisations that wish to organise an event involving a speaker under UCB or the Guild of Students’ sponsorship or branding.

The organiser of a speaker or event must consider any potential risks, taking into account the University and the Guild of Students’ statutory and legal obligations. All bookings must conform to UCB’s **‘Code of Practice on Freedom of Speech and Assembly’.**

The principal organiser will complete an external speaker approval form and forward this to the Guild Manager/ Head of Student Services for approval at least 14 days in advance of the event taking place.

If further risks are identified by the Guild Manager/ Head of Student Services, authorisation will be passed on to the Deputy Vice-Chancellor (Corporate Services) at least 7 days in advance of the planned event.

In order to assess risk, UCB or the Guild of Students may contact the Designated Prevent Lead, other Universities, the West Midlands Regional Prevent Lead, members of the West Midlands CTU or any other agency that is deemed necessary in order to manage the risk of the external speaker. UCB, where necessary, will discuss with these partners the likely risks of the event/speaker continuing based on previous experience of those consulted, those likely to attend any event and whether or not the event is balanced by involvement of those with differing opinions. UCB will, wherever possible, work with partners and event organisers to mitigate the risks related to the event continuing. This may include, but is not limited to changes to security arrangements, panel selection and event space as necessary.

It is the intention of both UCB and the Guild of Students to ensure that freedom of speech is upheld and that no speaker is prevented from exercising the right to express their beliefs or views, within the law. UCB or the Guild of Students will in no way intentionally inhibit the freedom of speech expressed by an external speaker, staff member or UCB student.