

Guidelines for External Speakers visiting the University of the West of England (UWE Bristol)

The University has a long and rich history as an academic institution that has regularly welcomed visiting speakers from around the world to its campuses. Such speakers have brought and continue to bring great diversity of experience, insight and opinion, enriching our events and activities and sparking discussion and debate among our students, staff and visitors alike.

External Speaker Definition

An 'external speaker' is deemed to be anybody who is neither a registered student nor a paid employee of the University of the West of England (UWE). An 'event' may be one that is hosted on university premises, an external venue or online in the name of the university.

Prevent Duty

The University has an [External Speaker Policy](#) governing external speakers coming into the University; this complies with the legislation required by all Higher Education Institutions in England as part of the implementation of the [Prevent Duty](#).

Freedom of Speech

UWE Bristol takes its responsibilities to ensure freedom of speech very seriously and intends to ensure external speakers can continue to come and contribute to the life of the university in their different capacities.

In receiving these guidelines, you accept that you agree to comply with the contents of this document and those which are attached for your information (Freedom of Speech).

The details of your speaking engagement are as follows:

Name:
Organisation:
Date of event:
Location of event:
Title of talk:
Approximate number of attendees:
Lecture open to public: Yes/No
Event organiser:

UWE Bristol procedure for approval of external speakers:

In allowing speakers to attend the University, the event organiser will assess the event based on the understanding that that you {the speaker} will act in accordance with the Freedom of Speech Policy and all other relevant rules and regulations.

In the spirit of debate, the University will normally seek to ensure that events or speakers identified as posing a risk will go ahead subject to the agreement of appropriate

safeguards. Cancellation of an event will only occur in exceptional circumstances, for example upon the advice of police.

Where risks that a proposed speaker or event risks incitement to commit criminal acts, the expression of hate speech, radicalisation of attendees and/or reputational damage, the request will be referred to the University's Prevent Co-ordinator (the Safeguarding Manager).

He/she will seek advice and guidance from relevant internal and external stakeholders. Any recommendation to cancel or amend the arrangements for a proposed speaker or event will be approved by the Deputy Vice-Chancellor.

The University reserves the right to cancel, postpone or request amendment to any proposed event should risks be identified. The University may, amongst other things:

- Request submission of the speeches in advance of the event;
- Place a limit on attendees;
- Seek declaration of attendees in advance of the event;
- Request stewards be provided by the organisers;
- Ensure a presence of a Duty Manger of the University and/or the Students' Union at UWE to ensure good order;
- Ensure a presence of University Security to ensure good order;
- Place a limitation on what attendees may bring to the event, which may include banning food or drink or anything that could be used as a potential weapon;
- Place a ban on banners, flags, placards or similar items being allowed into the venue and its immediate surroundings;
- Alter the conduct of the meeting and/or its facilitation.

The University reserves the right to perform spot checks on events being hosted on University premises or other external hosting venues.

It is a criminal offence to incite or encourage others to break the law. All speakers and event attendees are expected to be respectful of the beliefs and opinions of others.

Event organisers have a responsibility to ensure that no enforced segregation by any protected characteristic takes place at any event, unless it is specifically for religious worship or practice, and that attendees have the freedom to choose where they sit.

Event organisers must not knowingly facilitate discrimination by others at the request of an external speaker or an individual attending or wishing to attend an event.

In accordance with its obligations as detailed in the Prevent Duty Guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>), the University will report any major incidences of concern involving external speakers on campus to the Office for Students (OfS).

Where it deems there is a legitimate reason to do so, the University reserves the right to share information on the external speakers it has hosted, and/or those it deemed to be a risk, with other relevant agencies, including the OfS and other higher education providers.