

**Guidance for all external speakers and visitors to SGUL**

1. **Duties of the university**

In accordance with its duties as laid down in Section 43 of the Education (No. 2) Act 1986, SGUL wishes to ensure that freedom of speech within the law -as specified in Article 19 of the UN Covenant and Article 10 of the European Convention is secured for students, staff -including honorary and visiting staff - and for all persons authorised to be on the institution’s premises, including external speakers and other visitors**.**

SGUL wishes to provide an inclusive learning environment of intellectual rigour where debates flourish and staff and students are able to engage in free-ranging discussions. Every member of the university shall be entitled to freedom of thought, conscience and religion, to hold opinions without interference, disability or disadvantage, and to freedom of expression within the law, including the right to seek, receive and impart information and ideas.

Therefore the university must balance the right to freedom of speech with the need to protect people from abuse, for example through the incitement of hatred. The university wishes to protect staff and students of all backgrounds from intimidation, harassment and violent behaviour. Thus all freedom of speech must be within the constraints of the law.

Current staff and students are bound by the terms of their contracts with the university and by all existing policies.

1. **Definition of external speakers and external visitors**

The university defines external speakers and external visitors to the university as follows:

**External speaker:** anyone other than a current student or current staff member who may be invited to give a sermon, preach, expound on a piece of religious text, **or** political viewpoint, etc - see the Promoting Good Campus Relations Policy.

**Visitor:** anyone other than a current student or current staff member who is invited to attend a university meeting –

(See point 6, 7 and 8 of the ‘Promoting Good Campus Relations Policy’ for further clarification).

External speakers and visitors are subject to web and other security checks as standard practice by the university.

1. **Conditions for external speakers and visitors**

External speakers and visitors are permitted to visit the university butmust ensure that they also comply with UK legislation**.** This means speakers and visitors must ensure that in the views or ideas they put forward -or in the manner in which they express these views or ideas- they do not infringe the rights of others, or discriminate against them. Their speech or the manner of its expression must not constitute a criminal offence, a threat to public order, a threat to the health and safety of individuals, incite others to commit criminal acts, or be contrary to the civil and human rights of individuals. It is a criminal offence to ‘stir up hatred’ against other people on religious or racial grounds.

Therefore in order to protect staff and students of all backgrounds, the university requires that all external speakers and visitors to the university abide by:

* the Promoting Good Campus Relations Policy
* this guidance for all external speakers and visitors.

External speakers and visitors must take great care to ensure they do not create an intimidating, hostile, degrading, humiliating, or offensive environment for others at the university. Therefore all speakers and visitors must ensure that their words or actions will not give rise to an environment in which people will experience - or could reasonably fear - harassment, intimidation, isolation, verbal abuse or violence, particularly because of their:

* ethnicity or race
* religion and belief- including lack of religion and belief
* sexuality- heterosexual, bisexual, lesbian, gay
* gender
* disability
* trans status
* age
* civil partnership and marriage
* pregnancy and maternity

If an external speaker or visitor contravenes this guidance, the university reserves the right to immediately shut down an event and to ban that speaker or visitor from campus.

1. **Responsibilities of the event organiser**
2. **Complying with the university’s security protocol**

The university takes security very seriously. Therefore it is the responsibility of the event organiserto ensurethat any external speaker or visitor signs in at the university’s security reception desk each time they visit the university. **THERE ARE NO EXCEPTIONS TO THIS RULE.**

1. **Complying with the university’s guidance**

It is also the responsibility of the event organiser –to ensure that each time an external speaker or visitor visits the university they signs this document to state they have read and understood:

* the Promoting Good Campus Relations Policy
* this guidance for all external speakers and external visitors.

and that they agree to abide by the university’s guidance.

1. **Returning the signed form**

It is also the responsibility of the event organiser to return signed copies of the form to request that an external speaker or visitor to visit St Georges University to the Deputy Director of Estates, or the Students Union President – as appropriate- **before** the external speaker or external visitor attends a meeting or event.

**FORM TO REQUEST THAT AN EXTERNAL SPEAKER OR VISITOR**

 **TO VISIT ST GEORGES UNIVERSITY**

**Full name of the event organiser:**

**Full name of external speaker or external visitor:**

**Date individual plans to visit campus:**

**Name of event individual plans to attend:**

**Declaration of event organiser**

As event organiser I confirm I have briefed the external speaker/ external visitor on the promoting good campus relations policy and this guidance for external speakers and external visitors.

I understand that any failure on behalf of the event organiser to abide by their responsibilities as outlined above may result in disciplinary action.

Signature of event organiser: Date:

**Declaration of external visitor/ external speaker**

As an external visitor/ external speaker I confirm I have been briefed by the event organiser on the promoting good campus relations policy and this guidance for external speakers and visitors and I agree to abide by the policies outlined in these documents.

Signature of external speaker or external visitor: Date:

**Returning this document**

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| If the event organiser is a student | return the signed document to | the Students Union President |
| If the event organiser is a member of staff | return the signed document to | Deputy Director Estates & Facilities (Facilities |

KH/ December 2010

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