

**ISTITUTO MARANGONI LONDON**  
**CODE OF PRACTICE ON FREEDOM OF SPEECH**  
**INCLUDING APPROVAL PROCESS FOR EVENTS**  
**INVOLVING EXTERNAL SPEAKERS**

**Version Control Statement**

<b>Version</b>	1.0
<b>Document title</b>	CODE OF PRACTICE ON FREEDOM OF SPEECH
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<b>Amendments since approval</b>	The new Code of Practice incorporates the earlier version of the procedure for the organisation of events which has been updated in accordance with the Freedom of Speech Act (2023).

**Istituto Marangoni London – Freedom of Speech Code of Practice and process for approval of events involving external speakers**

**1. Introduction**

- 1.1 Istituto Marangoni London (the “School”) has a legal and regulatory obligation to ensure that freedom of speech within the law is secured for its members, staff, students and visiting speakers and that it has a Code of Practice governing Freedom of Speech. This Code of Practice sets out the School’s approach to freedom of speech and is designed to comply with its legal and regulatory responsibilities including the Higher Education (Freedom of Speech) Act 2023.
- 1.2 However, these obligations must be balanced against other legal obligations which set certain limits on freedom of speech and expression, in order to protect the rights and freedoms of others. In managing these competing rights, the governing bodies of higher education providers must have particular regard to the importance of taking all reasonable and practicable steps to ensure free speech and academic freedoms on campus. Relevant legislation includes the Higher Education Freedom of Speech Act (2023) and the Higher Education and Research Act 2017 which require higher education providers to ensure lawful freedom of speech and academic freedom on campus, the Human Rights Act 1998 and the Counter-Terrorism and Security Act 2015. As a higher education provider regulated by the Office for Students Istituto Marangoni London is also required to comply with the OfS Regulatory Framework including its Public Interest Principles that incorporate both academic freedom and freedom of speech.

**2. Scope**

- 2.1 In accordance with its legal and regulatory responsibilities this Code sets out the School’s values and expectations with regard to freedom of speech across its activities including teaching and research and events involving external speakers, visitors attending a meeting or function taking place on the School’s premises or external organisations using the School’s premises or organising activities on its behalf including student events. This Code applies to all students and members of staff, contractors, (including freelance tutors), and visiting speakers and any other individuals invited by the School, its staff or students. Any breaches against this Code of Practice will be treated as a disciplinary matter in accordance and members of staff in accordance with the Staff and/or Student Code of Conduct and Disciplinary procedure.

**3. Values and expectations**

- 3.1 As an international academic community values diversity and is committed to promoting and maintaining academic freedom and freedom of speech which are integral to teaching, learning and research in its broadest sense affording all members of our community to freedom of thought and expression, including the right to express lawful views and opinions, in speech, writing or visual expressions across different mediums. This Code of Practice aims to promote and also ensure freedom of speech and expression within the law through the lawful exchange of ideas and balanced debate recognising that this may involve the expression of controversial views or discussion of controversial topics. In accordance with our values all members of our staff and student community, visitors and those participating in School activities are expected to uphold freedom of speech within the law and show tolerance to those expressing or representing alternative opinions or ideas. We encourage all members of our community and visitors to express their opinions and exchange ideas providing these are within the law and exercise their academic freedoms to learn, research and exchange ideas without fear of restriction or reprisal.

- 3.2 Freedom of expression (including through speech) and academic freedoms is a key element of the delivery of higher education. Sharing and challenging ideas freely is a vital part of the higher education learning experience which allows students to develop the capacity to think critically, to be challenging in their thinking and to engage with different perspectives. As a diverse and international community, we are inclusive and committed to promoting and upholding equality and diversity which underpins our activity and values. We do not tolerate unlawful discrimination or discriminatory behaviour and have due regard to the need to eliminate unlawful discrimination, harassment and victimisation. The School recognises and values the role of external speakers in contributing to the exchange of ideas and debate including exploring and challenging different ideas, beliefs and opinions that generate discussion and debate which can enrich the staff and student experience providing such expressions are within the law and there is no attempt to incite illegality or endanger the rights and safety of our community.
- 3.3 The School will ensure, so far as is reasonably practicable, that no individual or body of persons is denied the use of any of its premises for reasons relating to their beliefs, views, policies or objectives. The School operates with a presumption in favour of free speech and will only restrict the right (for example, by withholding or withdrawing permission for an event to take place on campus) if the School is unable to take reasonable and practicable steps to mitigate potential risks (for example, risks to campus security or to the safety of individuals or property). In so doing, it respects that while the expression of certain views may cause offence or be disturbing to others this does not necessarily constitute sufficient grounds for restricting their expression providing such views are not contrary to law or inciting illegally (including the glorification of terrorism. The School expects all staff, students and members of the School to comply with the requirements of this Code of Practice.
- 3.4 The School acknowledges there is often a conflict between the legislation regarding freedom of speech and the legislation which may qualify or restrict it. The School operates with a presumption in favour of free speech and responsibility rests with the School for creating the balance between ensuring and promoting freedom of expression and protection of academic freedoms against the need to minimise the possibility of extremism or unlawful conduct happening or raise a risk of challenge to public safety and well-being. Safety and welfare are fundamental to the School's policy and practices and must be maintained and respected while freedom to express views may be tempered by the need to secure freedom from harm for staff, students, and visitors. In practice this means that freedom may be restricted to protect the rights of others and/or to maintain health and safety where such restrictions are proportionate and the School is unable to take reasonable and proportionate steps to mitigate any associated risks.
- 3.5 Additionally all academic staff and the students have the right to academic freedom. Academic freedom means the right to (a) question and test received wisdom and (b) put forward new ideas including controversial or unpopular opinions, without fear of being sanctioned for doing so providing they do not break the law. The right to academic freedom applies to all academic activities associated with teaching, scholarship and research. All staff and students are expected to uphold the right to freedom of speech and the right to academic freedom and this Code should not be used in a manner that limits the right to academic freedom or limit the right to freedom of speech unless it is proportionate and legal to do so.
- 3.6 The School, as an institution, does not take a formal position on political or international disputes. Instead, it endeavours to provide a platform to facilitate discourse on contemporary issues by encouraging critical debate within the law, where the views of all parties are treated with respect.
- 3.7 The School regards the exposure of students to course materials and statements made and views expressed as part of teaching, research or discussions connected with the course curriculum as unlikely to constitute harassment, unless otherwise demonstrated.

#### **4. Legal Context and legal and regulatory responsibilities**

- 4.1 The Higher Education (Freedom of Speech) Act 2023 replaced and strengthened earlier legislation under section 43 of the Education (No. 2) Act 1986, and the Higher Education and Research Act 2017 by requiring governing bodies and student unions of higher education institutions to have particular regard to free speech and to take reasonable steps to secure free speech for all staff, students and visiting speakers. are now required to promote, as well as secure, freedom of speech and academic freedom.
- 4.2 Freedom of Speech means everyone has the right to express lawful views and opinions, in whatever form without interference. Academic Freedom means protecting the intellectual independence of academics to question and test views and wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in danger of losing their jobs or privileges. However, Freedom of Speech is not protected where it contravenes criminal law. All higher education institutions also have other legal duties requiring them to balance such duties with their freedom of speech obligations, including compliance with the Public Sector Equality Duty (Equality Act 2010), maintaining public order, preventing discrimination, victimisation and harassment and the Prevent Duty. The School also recognises that to uphold legal freedom of speech may at times expose staff, students and visitors to ideas and the expression of views or materials that individuals may find offensive or contentious but which are not unlawful or constitute unlawful harassment or discrimination.
- 4.3 In recognition of the School's wide ranging and varied legal obligations all staff, students, and visiting speakers should be made aware of the following:
- The School will not tolerate breaches of Criminal Law including, but not restricted to, incitement to terrorist activity, hate crimes (including the expression of anti-Semitic or other unlawful and discriminatory views), harassment, and breaches of the peace. Organisers should also make sure that any event does not breach legislation concerning assemblies, marches and public meetings, as well as operating within school regulations.
  - The School will protect rights guaranteed by law concerning individual rights to Freedom of Speech and Equality but will not allow freedom of speech to be used to violate individual(s) private rights.
  - Private Rights – People have private rights which entitle them to protection from harassment, bullying, threats, defamation, and other breaches of their human rights. This includes protection against unlawful discrimination on the grounds of any protected characteristic.
  - Privacy rights- in accordance with the [Data Protection Act](#) their privacy rights of attendees of events will be protected by the School.
  - The School is covered by the terms of the [Equality Act 2010](#) and in its role as an education provider and employer it will prevent unlawful discrimination against students, employees and other individuals attending any event. Therefore, segregation of attendees by gender or other personal characteristic is forbidden at all events held within the School's estate or supported as a School event.
  - The School will not tolerate activities that support or glorify terrorism or organisations that are prescribed as a terrorist organisation by the UK Government or will contravene UK Counterterrorism legislation, including the Prevent agenda – in particular whether views expressed are at risk of drawing people into terrorism.

#### **5. Promoting and securing freedom of speech**

- 5.1 The School promotes and secures freedom of speech through the following:
- Having well-established procedures for considering requests for visiting speakers;

- Ensuring that this Code of Practice is brought to the attention of staff and students on arrival at staff induction and student Welcome Week, publishing it on the School's Intranet, Student Handbook, Employees Handbook and through regular, at least annual awareness raising;
- Providing and ensuring relevant staff participate in training on the application of Freedom of Speech and academic freedom especially those with direct responsibility for discharging these responsibilities;
- Ensuring that whenever relevant policies and procedures are introduced or updated consideration is given to their impact on freedom of speech and academic freedom and that our processes, policies and practice reflect our legal duty to promote and secure lawful freedom of speech;
- Ensuring teaching and research and their associated policies reflect our duties to promote, and to ensure, as far as is reasonably practical that freedom of speech is promoted and protected;
- Having an effective and accessible complaints procedure to raise concerns about freedom of speech and academic freedom;
- Monitoring the outcome from complaints processes and any staff and student feedback to inform future practice;
- Regularly monitoring and updating this Code of Practice and any associated operational processes to ensure currency, compliance with our legal and regulatory responsibilities and that it continues to be informed by operational and sector practice including in response to any findings from freedom of speech complaints or concerns.

## **6. Promoting and securing Freedom of speech in teaching and research activities**

6.1 The Code of Practice applies to all teaching and research and other related academic activities undertaken in School or on its behalf organised by members of staff, contract tutors or students. Visiting academics contributing or participating in these events including conference, research seminars or assessment activities are also required to comply with this Code of Practice. More specifically:

- Its quality assurance processes for teaching and research including programme development, monitoring and review and assessment will respect academic freedom and freedom of speech within the law;
- all lectures, workshops, seminars and conferences will be conducted in a manner that promotes and respects freedom of speech and academic freedom ensuring that encourages legitimate academic enquiry and debate including the expression and exchange of opinion.
- When teaching potentially sensitive or controversial views or organising academic events such as research seminars, symposia or conferences the lecturer, organiser should consider what steps should be taken to ensure that freedom of speech and academic freedom is promoted and protected by providing opportunities for students, staff or other participants to express an alternative point of view to facilitate scholarly debate that is mutually respectful of different perspectives or opinions.
- remind participants and visitors of the Code of Conduct and their obligations under this Code of Practice in relation to the conduct of meetings and external events;
- appointing a chair for all events involving and external speakers and/or conferences and workshops;
- speaking to students at the start of a lecture or seminar where it contains sensitive or contentious topics to explain this in advance.

6.2 Where the conduct of an activity or event and its participant(s) contravenes this Code and or does not constitute legal freedom of speech and where the freedom of speech constitutes hate crime or incitement to hatred or harassment the organiser is required to follow the procedure set out organisation of events in Appendix 1.

## **7. Application to hold meetings, events, conferences and demonstrations**

- 7.1 The responsibility to promote and protect freedom of speech covers all events, public meetings, academic conferences, seminars, workshops organised by a member of staff, student group or individual organising events on behalf of the School or demonstrations held on School premises which must be organised in accordance with the approval procedure set out in Appendix 1. This process includes requesting and obtaining permission to hold the event, undertaking a risk assessment and any mitigations to protect free speech. In accordance with its legal obligations the School will not unreasonably refuse permission to hold an event or activity providing the expression of any views, beliefs and proposed conduct of a meeting remain within the law.

## **8. Roles and Responsibilities**

- 8.1 The Board of Directors, as the School's governing body has a legal responsibility to promoting and protecting free speech and academic freedom and take such steps as are reasonably practicable to secure free speech for all staff, students and visiting speakers. The Board must ensure that the School's premises are not denied to any individual or body on the grounds of their ideas or opinions or the objectives and beliefs of its members. In adopting this Code, the Board of Directors retains ultimate responsibility for freedom of speech while delegating operational responsibility to the School Director for ensuring that the Code is implemented in accordance with the School's legal and regulatory responsibilities and assigning specific responsibilities to individual managers.
- 8.2 All members of staff and students are responsible for familiarising themselves with this Code of Practice and associated policies and relevant Code of Conduct.
- 8.3 The HR Manager has specific responsibility to provide mandatory staff training and induction for newly appointed members of staff and tutors and regular (at least annual updating) for all members of staff and tutors and where appropriate conducting disciplinary proceedings against members of staff and/or tutors who contravene this Code.
- 8.4 The Director of Education has specific responsibility for freedom of speech in relation to education and research supported by the Head of Research and Head of Learning and Teaching.
- 8.5 The Registrar is responsible for providing general advice and guidance on freedom of speech matters, advising the Board on how its responsibilities are being discharged, providing an annual report on free speech matters.
- 8.6 Event organisers have responsibility for promoting and safeguarding freedom of speech, following the procedure for the approval of and conduct of events in accordance with this Code.

## **9. Non-disclosure Agreements**

- 9.1 As part of our commitment to freedom of speech and in accordance with our legal obligations the School will not enter into any non-disclosure agreements in response to complaints made and/or upheld in relation to sexual misconduct, bullying or harassment.

## **10. Overseas funding**

- 10.1 The Higher Education (Freedom of Speech) Act 2023 confers on the Office for Students (OfS) the duty to monitor the extent to which certain overseas funding presents a risk to freedom of speech and academic freedom and the School will review and update this Code of Practice to

take account of any requirements that may apply to it following the publication of any further information on providers regulatory or legal obligations.

**11. Complaints and Appeals**

11.1 The School has a complaints and appeals process for students, staff or invited speakers who wish to raise a complaint regarding freedom of speech within the School.

**12. Monitoring and review**

12.1 This Code of Practice will be reviewed and updated once every three years or at earlier intervals in response to any legislative changes and IML's regulatory responsibilities.



## Appendix 1

### Procedure for booking events involving an external speaker.

#### 1. Purpose

- 1.1 The following sets out the procedure for events involving external speakers and demonstrations or protests. An external speaker means anyone who is not an employee or student invited to speak at the School, at School events or on its behalf at another location. The procedure sets out the approval process, the requirements governing the conduct of such events and the role of the event organiser and Chair. These procedures also apply to academic activities such as research conferences and seminars organised by the School but which involve external speakers and participants.

#### 2. External Speaker approval Procedure

- 2.1 Any member of staff organising an event that will include an external speaker or involve external contributors must follow the process detailed below except for speakers who are invited to give lectures which form part of validated programme. Any member of staff inviting an external speaker is responsible for this decision and will be designated as the Event Organiser (defined as the "Event Organiser") for this purpose. The Event Organiser should be mindful of their obligations under this Code of Practice, including the Prevent guidance. Currently only staff of the School can make external speaker bookings, or be a designated Event Organiser. All external speakers taking part in an event or activity hosted or organised by the School on-site or elsewhere, must act in accordance with these procedures and the Code of Practice on Freedom of Speech.
- 2.2 Prior to submitting a request for an external speaker, the Event Organiser will be responsible for assessing the external speaker against the following criteria:
- Has the speaker previously been prevented from speaking at Istituto Marangoni or other institutions because of their views or previously been known to express views that may be in breach of existing legislation or School policies?
  - Does the proposed title or theme of the event present a potential risk that views/opinions expressed by speakers may be in breach of existing legislation or School policies?
  - Is the proposed speaker/theme likely to attract attendance from individuals/groups that have previously been known to express views which may be in breach of existing legislation or School policies?
  - Are there concerns that the activity or event may attract a potential protest by those opposed to the speaker, topic or event?
  - Are there concerns that the event may constitute a threat to public safety, public order or campus security?
  - An archive of external speakers will be retained by HR and by the Prevent Lead. Currently only staff can book external speakers and these industry contacts are usually known by staff in a personal capacity.
- 2.3 All applications should be submitted using the pre-authorisation form at least four weeks in advance of the event. Late applications may not be accepted on the grounds that this may leave insufficient time to process the application and ensure the necessary arrangements including mitigation measures are in place.
- 2.4 Answers to all the above criteria should be used to inform the risk assessment for completion as part of the Speaker pre-authorisation form. The approval Panel will use the form and associated risk assessment to confirm any necessary mitigation measures. The approval panel will refer any

high or specific risks for further advice by the Prevent Group or Higher Education Prevent Lead, if necessary, prior to confirming if the event can proceed.

### **3. Risk assessment and mitigation**

3.1 In accordance with its legal duty to promote and protect freedom of speech the risk assessment should be approached from the perspective that the event is likely to be able to go ahead. As part of the risk assessment a judgement may need to be made between the duty to promote and uphold freedom of speech with the School's other legal obligations. In such instances this will involve identifying how to mitigate the risks including:

- Putting in place measures to allow an exchange of views through involving speakers with a range of views and perspectives;
- Implementing additional security or health and safety measures;
- Determining an appropriate location for the event and whether to place any restrictions on who may attend such as a staff or student only event;
- Additional measures to maintain good order through mechanisms for directing questions such as providing transcripts and proposed questions to the event chair and speaker in advance of the event.

3.2 The approval Panel, taking into consideration any recommendation from the Prevent Group will make a formal recommendation to the School Director whose decision shall be final. On receipt of the School's decision the Event Organiser will be responsible for confirming attendance with the external speaker, and arrange with them to speak at their event or activity. Approved Speakers will then be signed off by the London School Director. Referred Speaker(s) proposals will be reviewed and discussed by. If granting permission for a higher risk event, the approval panel may also confirm any additional measures or mitigations to manage any risks associated with enabling the event to proceed, including security and other mitigations referred to be implemented. The Event Organiser is responsible for ensuring that speakers are informed of their responsibilities and for compliance with any conditions imposed by the School, including the briefing of the Event Chair if required. A copy of the proposed External Speaker's Presentation may be requested for review by the School and Prevent Working Group in advance of confirming any booking.

### **4. Withholding authorisation**

4.1 The School reserves the right to withhold or withdraw permission for an external speaker from speaking at or attending an event, to refuse to permit an event and/or to halt an event at any time if it reasonably considers there may be a breach of this Code of Practice or of any legal obligation. And where it cannot be mitigated. Reasons to consider declining or withdrawing permission to proceed may include the following situations following completion of and consideration of the risk assessment:

- Where there are serious health and safety concerns for the speaker(s) or those in attendance which can't be mitigated;
- Where the speaker is likely to incite or spread hatred, including racial hatred, intolerance;
- Where the speaker or activity is likely to incite or engage in violence or cause a breach of the peace;
- Where the speaker or activity will promote acts of terrorism or promote individuals, groups or organisations that support terrorism or illegal purpose; including organisations listed on the government's proscribed organisations;
- Where the activity will constitute a criminal offence or incite criminal acts;

- Where the views or ideas or the way they are expressed infringe the legally recognised rights of others, or breach legal provisions on non-discrimination;
  - Where the speaker or activity is or likely to discriminate against or harass an individual or group on the grounds of gender, gender reassignment; race, nationality or ethnicity, disability, religious belief, sexual orientation, marriage or civil partnership, pregnancy, maternity or age.
- 4.2 Note: The expression of views which are unpopular, controversial or provocative, or which cause offence does not, if lawful, constitute grounds for the refusal or cancellations of an Event or an invited speaker in which case through the approval process and associated risk assessment the School should identify mitigation measures that it can implement to enable the event to proceed. A key test is whether a proposed event is likely to give rise to an environment in which people will experience – or could reasonably fear – harassment, intimidation, verbal abuse or violence with particular reference to their protected characteristics under the Equality Act 2010. Similarly, no protest should automatically prevent an event from going ahead
- 4.3 The Facilities Manager or their nominee has authority over the conduct of all security activity conducted on the Premises. Where it is identified that an Event poses a security risk to any person, facility or business process, the Facilities Manager or their nominee will provide or coordinate security arrangements for the event. They will act as the main point of contact for any necessary deadlines with the police. In addition, where security-related decisions need to be taken at very short notice – such as immediately prior to an Event or where an Event is under way – the Facilities Manager or their nominee has delegated authority to cancel, postpone or close an Event, or impose whatever restrictions are necessary to ensure security, safety and the maintenance of good order. They will normally do so in consultation with the Event Chair, as long as circumstances allow
- 4.4 Normally only the School Security and officially-retained contractors may conduct security activity on the School's premises. The presence of any external security organisation on the School's premises and their role and conduct while on those premises must be authorised by the Facilities Manager or their nominee.
- 4.5 The School reserves the right to decide that practical considerations such as the cost, short notice period or difficulty of providing the necessary level of security may require an Event to be modified, curtailed, postponed or – in exceptional circumstances – cancelled. The withholding or withdrawal; of permission will only occur in exceptional circumstances where reasonable measures cannot be put in place to secure freedom of speech within the law and wherever possible after consultations with the Event Organiser and appropriate internal and external parties as are deemed appropriate by the School. Where there are concerns about the event or activity or any associated protest, it should consider what measures might be put in place to mitigate or manage those risks. Withholding or withdrawing permission will only occur where it is not reasonable or practicable to put in place measures or mitigations to secure freedom of speech within the law and after consultation with the School Director and Prevent Group.
- 4.6 The School reserves the right to impose such conditions upon the use of its premises as are reasonably necessary for the discharge of its obligations relating to the safety, health and welfare of its registered students, employees and other persons lawfully upon the premises or for the efficient conduct and administration of its functions. Conditions for Events may include, for example, restrictions on access by those outside the School, or the provision of appropriate security.

## **5. Event Chair**

- 5.1 Events that are open to others than current School staff and/or students or assessed as high risk should always be chaired by a suitable and experienced figure who is fully familiar with the School, meaning in principle an established (not visiting) or emeritus member of the School academic staff. Any exceptions to this should be approved by the Prevent Group. This may be requested even for a limited access event if appropriate.
- 5.2 The primary duty of the Event Chair at all School events is to promote and uphold freedom of speech within the law and to maintain good order throughout the proceedings. The Event Chair must adhere to the School's Code of Practice on Free Speech. The Event Chair should therefore always act impartially in their facilitation of discussion and debate.
- 5.3 At Events where discussion is likely to be highly polarised and provoke especially strong feelings and responses, Event Organisers should consider whether it would be best for someone to chair the event who has not previously made their views publicly known. Event Chairs for events of this type must be willing to undertake the relevant preparation, in coordination with the support of relevant School staff, in the run up to the event.
- 5.4 The School reserves the right to reject a proposed Event Chair and require an Event Organiser to find a different Event Chair, but only if the proposed Event Chair is not a suitable and experienced figure who is fully familiar with the School or if there is evidence to provide reasonable grounds to believe that the proposed Event Chair has not acted impartially or upheld freedom of speech at previous Events. Imposing a change of Chair requires the explicit approval of the Prevent Group and the reasons for it must be communicated in writing to the Event Organiser.

## **6. Conduct of the Event**

- 6.1 The Chair and organiser of the event has a duty to ensure as far as possible that throughout proceedings all participants/attendees and the speaker(s) act in promote and uphold freedom of speech within the law. Ideas and opinions presented by the External speakers should be open to academic debate and attendees should have opportunities for any counter views to be expressed, and for the speaker to be challenged in an open and restrained manner. Event Chairs should take particular care to ensure that they act impartially and that they are seen to do so and while they may pose questions to the speaker(s) Event Chairs should not be a speaker at the Event themselves or express their own views on the subject matter of the Event.
- 6.2 Everyone who organises, speaks at or attends an event at the School is required to observe good order. Good order includes, but is not limited to, refraining from the following:
- Preventing participants from accessing or leaving events safely;
  - Preventing speakers from being heard clearly;
  - Chanting or using foul or abusive language, including racial abuse;
  - Refusing reasonable requests from an Event Chair, Event steward or other School staff involved in managing an Event;
  - Displaying flags, banners, placards or similar items in an Event where they obstruct others from viewing the Event or pose a risk to the safety of others;
  - Throwing any item;
  - Acting in any other way which is threatening or abusive, or which denies to others their right to legal free speech;
  - Speakers or their guests must not incite hatred, intolerance, violence or call for others to break the law;

- Speakers or their guests are not permitted to encourage, glorify, or promote acts of terrorism including individuals, groups or organisations that support such acts or infringe the legally recognised rights of others;
- Within a framework of positive debate and challenge which is tolerant of different belief structures and ideologies.

The Event Organiser must ensure that the speaker(s) understand their obligations to abide by this Code of Practice, legislation and any relevant related internal policies.

- 6.3 In the event of any unlawful or unreasonably disruptive conduct the Chair or Event organiser is encouraged to give appropriate warnings to maintain good order and in the case of continued unlawful or infringement of the Code of Conduct or freedom of speech, including stopping speakers from exercising their right to legal free speech, to require the removal or withdrawal of the individual(s) concerned. Such instances may lead to the initiation of disciplinary proceedings being taken against these individuals.
- 6.4 If a speaker breaks the law, or incites others to break the law (such as sexually harassing an attendee, uses hate or other forms of harassment or does not have due regard to the need to prevent someone from being drawn into terrorism or threatens violence) the Chair or Event Organiser is responsible for calling the police or security assistance to prevent serious disorder and inform Facilities Manager.

## **7. Complaints procedure**

- 7.1 In the event that a member of staff makes an allegation of a breach of this Code of Practice, they have the right to make a formal complaint, in writing, to the HR Manager. This procedure operates in conjunction with existing IML procedures (for example, Student Complaints, Staff Grievance and Whistleblowing procedures) where issues of freedom of speech and academic freedom are possible complaints requiring investigation are not restricted to breaches of this Code of Practice (including but not limited to):
- Allegations that IML has infringed a person's of freedom of speech, freedom of expression and/or academic freedom;
  - Allegations that a person has breached the terms of this Code of Practice or has otherwise acted in a manner contrary to the law or IML applicable policies and procedures.
- 7.2 In the event that the HR Manager determines that any matter raised has an adverse or potentially adverse consequences in relation to IML's compliance with its statutory or regulatory duties and/or this Code of Practice, it may make recommendations to any relevant person with a view to ensuring that IML adhere to its legal and regulatory duties and this Code of Practice.

## **8. Appeals procedure**

- 8.1 The withholding of permission or withdrawal of permission for an Event will only occur in exceptional circumstances where measures or mitigations cannot be put in place to secure freedom of speech within the law and wherever possible after consultation with the Event Organiser and appropriate internal or external parties as are deemed appropriate by the Prevent Committee. Appeals against a decision taken under this Code of Practice may be made in writing to the School Director within five working days of the decision. The School Director's or appointed independent Investigating Officer decision will be final. A further right of appeal may be made to the OIA or Office for Students in accordance with their Complaints Scheme.

**9. Sanctions**

- 9.1 Any contravention of the provisions of this Code of Practice may render the individual responsible, liable to appropriate sanctions being imposed under the School's disciplinary procedures.

**10. Data Sharing**

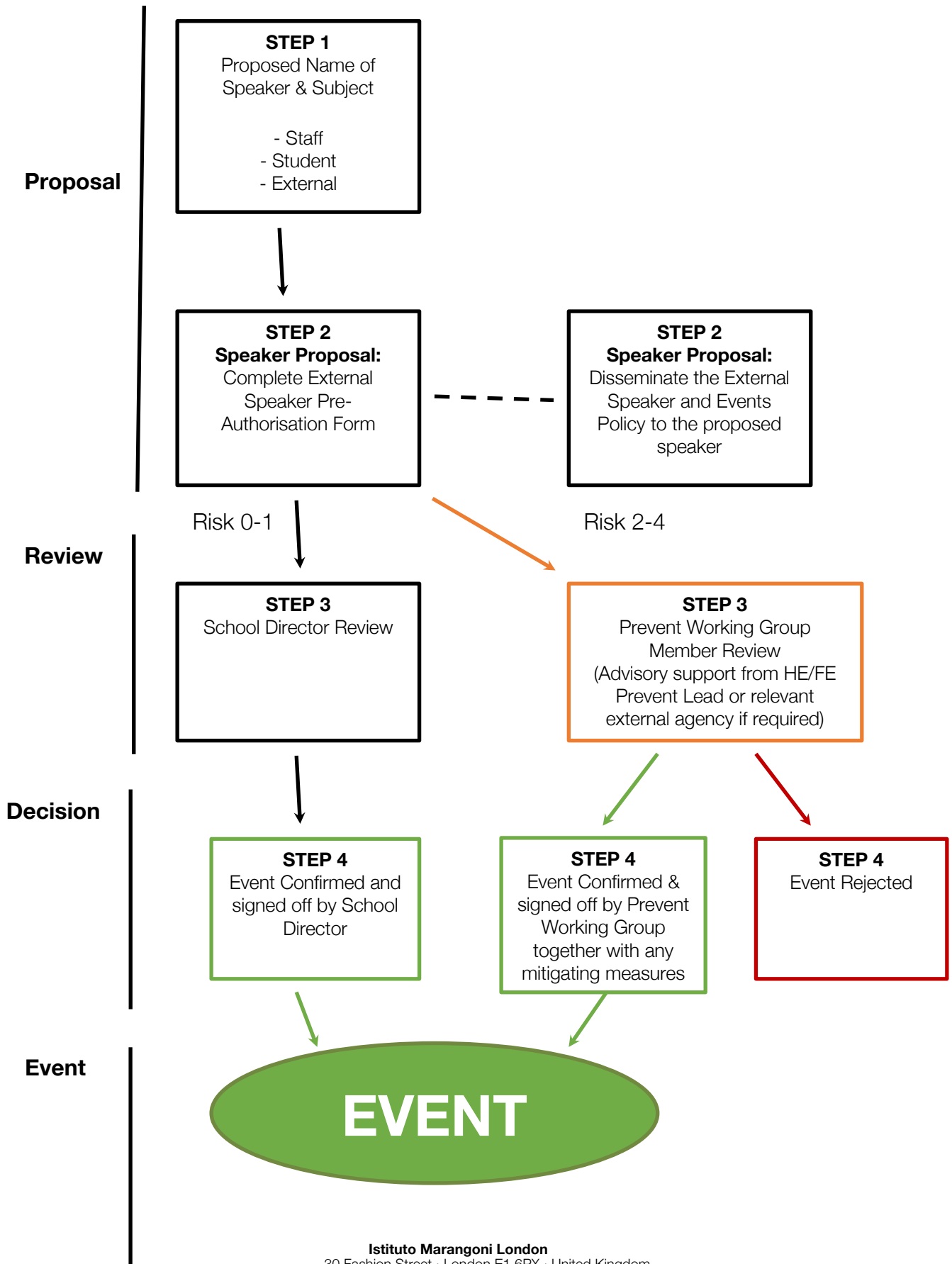
- 10.1 Where it is appropriate and legal to do so, IML may share data with third party organisations for the purposes of implementing this Code of Practice.

**11. Social Media**

- 11.1 This Code of Practice applies to the use of electronic and social media at IML and the School requires responsible and legal use of the technologies and facilities available to staff, students, and visitors, including the internet, email and social media platforms. Please refer to IML's [IT Policy] for more information.

APPENDIX 2

EXTERNAL SPEAKER POLICY PROCESS – 4 WEEKS



**APPENDIX 3**

**EXTERNAL SPEAKER PROPOSAL PRE AUTHORISATION FORM**

Proposed by (staff):

Staff signature:

Date:	
Time:	
Venue:	
Type of event (circle):	<input type="checkbox"/> Careers Introduction <input type="checkbox"/> Career Development <input type="checkbox"/> External Event
IT / AV / Equipment other:	
Fee level (proposed):	<input type="checkbox"/> £0 / Voluntary <input type="checkbox"/> £120 <input type="checkbox"/> £                      other (rationale)
Lecture / Event Duration:	
Lecture / Event Title:	
Guest Speaker:	
Company:	
Short bio (for marketing):	
Copy of CV (attached):	<input type="checkbox"/> YES <input type="checkbox"/> NO
Classes to invite:	<input type="checkbox"/> FB <input type="checkbox"/> FS <input type="checkbox"/> FD <input type="checkbox"/> MA <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
Total amount of students (est):	
Tutors to publicise:	
Other relevant info:	
Prevent Duty Assessment (0-4): see staff guidance	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4



Having reviewed the form and risk assessment, the panel will either recommend approval to the School Director, refer to the Prevent Group, or not approve.

If referred to the Prevent Group, they will confirm if the event should proceed. The Prevent Group will identify mitigating circumstances listed in the policy, and what steps will be taken.

**PANEL REVIEW**

Speaker Reviewed by:

Decision:     APPROVE                       REFER                       NOT APPROVED

Signature:

APPENDIX 4

EXTERNAL SPEAKER RISK ASSESSMENT			
RISK LEVEL	CONSIDERED RISK	EVIDENCE (SUCH AS)	ACTION REQUIRED
1	Low	<p>Speaker is known expert in their field and is not known to be controversial.</p> <p>The topic is not controversial or be to offensive</p> <p>Speaker has previously participated at events at IML and no contentious history is known or disclosed.</p> <p>Presence of speaker on IML premises is unlikely to be regarded as controversial or provocative.</p> <p>The topic is not controversial nor likely to cause offence to anyone.</p> <p>Access to the event is limited to IML staff and students only.</p> <p>The event is unlikely to attract adverse media attention or require staff or security presence.</p>	<p>Prevent Working Group assessment.</p> <p>If approved:</p> <ol style="list-style-type: none"> <li>1. Speaker abstract requested in advance.</li> </ol>
2	Moderate	No CV attached or sourced or limited information about the speaker or topic which raises concerns.	Prevent Working Group assessment.

		<p>CV is attached or sourced and indicates potential risk of controversy or the speaker has previously been refused permission to speak at IML or elsewhere.</p> <p>The topic may be regarded as controversial but the event is open to non-IML parties and the attendance is likely to be high – particularly the general public.</p> <p>There may be risk of adverse media attention or need for security to be in attendance, or restrictions imposed (e.g., ticketing)</p> <p>The event is being held by or sponsored by IML at an external venue.</p>	<p>If approved:</p> <ol style="list-style-type: none"> <li>1. Speaker abstract requested in advance.</li> <li>2. Clear guidance to staff, students and other participants in advance.</li> <li>3. Fully monitored &amp; moderated during visit.</li> </ol>
3	High	<p>The Speaker and/or topic are highly controversial and will definitely attract media adverse attention.</p> <p>Does the proposed topic/scope of the event or speaker themselves present a risk that the opinions expressed or concerns the proposed speaker or topic is likely to encourage the expression of views in breach of relevant legislation.</p> <p>Are there concerns the event may constitute a threat to public safety, public order or security that cannot be mitigated.</p> <p>The event will breach criminal law(for eg terrorist activity, hate crimes, discriminatory behaviour, harassment or breaches of the peace.</p>	<p>Identify mitigation measures to enable the event to proceed.</p> <p>Not Admitted on School Premises.</p> <p>Refuse permission unless clear mitigation &amp; preventative measures are identified including those responsible for implementation.</p> <p>Refuse permission.</p>

**Risk Assessment calculation**

**Scores**

Each risk should be given a score against: 1) likelihood and ii) severity in accordance with the following scoring method:

Low risk 1

Medium risk 2

High risk 3

An overall score should be calculated by multiplying the severity of the risk if the risk occurs by the likelihood that it will occur.

	<b>Severity</b>			
		<b>Low Risk 1</b>	<b>Medium Risk 2</b>	<b>High Risk 3</b>
<b>Likelihood</b>	<b>Unlikely</b>	Low 1	Low 1	Moderate 2
	<b>Likely</b>	Low 1	Moderate 2	High 3
	<b>High Likely</b>	Moderate 2	High 3	High 3

## **APPENDIX 5**

### **IML RELATED POLICIES AND REGULATIONS AND LEGISLATIVE CONTEXT ON LEGAL AND REGULATORY FRAMEWORK**

#### **IML related policies**

IML Articles of Association

BoD Statement of Primary Responsibilities

Student Code of Conduct and Disciplinary Procedures

Staff Code of Conduct and Disciplinary Procedures

Safeguarding Policy

IML Health and Safety Policy

IML Disability Policy

Dignity at Study Policy

Dignity at Work Policy

Procedure for organising events involving external speakers

#### **Legal and regulatory framework**

Higher Education and Research Act 2017

Higher Education Freedom of Speech Act (2023)

Human Rights Act 1998

Equality Act 2010

Articles 9, 10 and 11 of the European Convention on Human Rights and Human Rights Act 1998

Counter Terrorism and Security Act 2015 (Prevent Duty)

and Terrorism Acts of 2000 and 2006

Public Order Act 1986

Protection from Harassment Act 1997

Data Protection Act 2010

Office for Students Regulatory Framework Public Interest Principles