

External Speaker Policy

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External Speaker Policy

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Relevant to:	All External Speakers organised by Liverpool Students' Union. All student groups – Clubs and Societies
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Appendix 1

Liverpool John Moores University External Speaker form

1.0 Adoption of this policy

- 1.1 This policy was adopted by the Union's Board of Trustees on 3rd October 2017 and will be reviewed no later than September 2019.

2.0 Scope of Procedure

- 2.1 An External speaker is someone who is not a member of staff at the Students' Union or Liverpool John Moores University.
- 2.2 This procedure applies to all Liverpool Students' Union staff and Student groups whom invite external speakers to speak to Liverpool John Moores University students, on or off Liverpool John Moores Campus sites. The aim of this policy is to provide clarity on the rules and responsibilities of Liverpool Students' Union when adhering to the Liverpool John Moores University External Speaker policy.
- 2.3 Liverpool Students' Union has a separate External Speaker Policy to Liverpool John Moores University to ensure a commitment to Freedom of Speech, whilst acting in the best interests of our students and in a socially responsible manner. This policy outlines the process by which LiverpoolSU seeks to manage external speakers and mitigate the risks, which may be associated with them, appropriately as required by the Charity Commission.

3.0 External Speaker Process

- 3.1 An External Speaker Form must be completed and sent into the Student Development and Activities Manager three weeks prior to an event, the event

cannot be publicised until the speaker has been cleared through vetting by Liverpool John Moores University.

- 3.2 The External Speaker Request form should be completed by the event organiser (LiverpoolSU staff member or Student lead of a Student group event) with as much information as possible, at least three weeks before the event. If the form is submitted incomplete with insufficient detail, the form will be returned to the event organiser. Failure to fully complete the form and declare external speakers may result in the event being cancelled. Completed forms should be sent to the Student Development and Activities Manager, Beverley Crawford b.crawford@ljmu.ac.uk.
- 3.3 The Student Development and activities manager must have the external speaker form approved internally by the President of Liverpool Students' Union, adding the signature to the form before sending the completed form to the Head of Student Advice and Wellbeing, University Registrar, Yvonne Turnbull, Y.Turnbull@ljmu.ac.uk. In the absence of the Student Development and Activities Manager, the lead staff organising the external speaker must follow 3.2 and 3.3 and save all forms to the shared Z drive folder External speakers. For Student group requests in the absence of the Student Development and Activities Manager, the Director of Involvement must follow 3.2 and 3.3.
- 3.4 As per the University's External Speaker policy, they have two weeks to vet the external speaker and confirm to the Student Development and Activities Manager if the speaker is approved or rejected. It is then the responsibility of the Student Development and Activities Manager to inform the event organiser.
- 3.5 For cases where the Student leader and event organiser disagrees with the decision made they shall have the right to appeal. Their appeal should be made to the President of LiverpoolSU, who will then take to the Head of Student Advice and Wellbeing at Liverpool John Moores University for review.

4.0 For information on the University appeals policy and process you can visit:
<https://www.ljmu.ac.uk/about-us/public-information/student-regulations/appeals-and-complaints>

Appendix 1

External Speaker Approval Form

Principal Organiser (Name, Contact Email & Telephone Number)	
Nature of Event	
Names of Visiting speaker/s	
Name of Organisation	
Any known affiliations (particularly religious or political)	
Expected Number of Attendees	
Proposed Venue of Event	
Proposed Date of Event	
Estimated times of arrival/departure of visiting speaker/s	
Type of Event <ul style="list-style-type: none">• Lecture• Debate• Training• Other – please specify	
Audience Access: <ul style="list-style-type: none">• Invitation only	

<ul style="list-style-type: none"> • Ticket only • University only • Unrestricted/public 	
Any known previous controversy relating to the speaker/s	
Web link fur further details on the speaker/s	
Is this event and speaker/s likely to attract media interest? If so, why?	
Sign off by Head/Director Professional Services (Name & Date)	
(or) Sign off by President LiverpoolSU* (Name & Date)	
(or) Sign off by Faculty Head of Operations (Name & Date)	
Date sent to the Office of the Registrar	
Approval/Refusal by Office of the Registrar (response from the Registrar) (date)	

* ***LiverpoolSU Forms to be submitted to Head of Student Advice and Wellbeing and University Registrar***

