



John Moores Students' Union

Freedom of Speech & External Speaker Policy

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1. General Statement of Policy

John Moores Students' Union (JMSU) wishes to ensure that freedom of speech within the law is secured for all students and staff, and for all persons authorised to be on the institution's premises, including external speakers and visitors. The right to freedom of speech must be balanced with the need to protect people from abuse, for example through the inciting of hatred. This policy seeks to support that balance in the context of events, external speakers, and visitors.

2. Scope

This policy aims to clearly outline the risks involved in running events, the approval process, the actions that can be undertaken to mitigate those risks, and the process to deal with complaints. The policy ensures that JMSU meets the requirements for external speakers detailed by Liverpool John Moores University policy.

3. Aims & Objectives

The main aims and objectives of this code of practice are to:

- i. Ensure that the principles of free speech are actively upheld within the university and union community, in compliance with the legislative framework (**Appendix F**). This includes fostering an environment where diverse opinions are encouraged and respected.
- ii. Create a culture that values constructive debate and critical thinking. This involves providing opportunities for open discussions on diverse topics, including challenging and controversial subjects while ensuring respect for differing viewpoints.
- iii. Ensure that all members of JMSU understand their rights and responsibilities. Additionally, provides educational resources and training on the importance of free speech and respectful discourse.

4. Governance

- 4.1 Freedom of speech within JMSU is the responsibility of the Trustee Board. The Board will ensure that all relevant parts of JMSU are upholding freedom of speech in their activity/work.
- 4.2 On a day-to-day basis, the Trustees have delegated responsibility for the implementation of this code of practice to the Chief Executive Officer (CEO), who then delegates specific duties and responsibilities to relevant staff members to ensure effective compliance and execution across the Union.
- 4.3 The job titles referred to in this Policy are subject to change. If there is any doubt about designated roles, the CEO can give final clarification.

5. Definitions

5.1 EVENTS

5.1.1. This policy uses the term "event" to refer to any meetings or activities that are organised by:

- a. John Moores Students' Union (JMSU) and associated student groups and communities.
- b. Individual Liverpool John Moores students
- c. JMSU staff, for the attendance of LJMU Students (for purposes other than routine social interaction (e.g. meeting up with friends, group revision sessions etc.)

- 5.1.2. Defined events may include but are not limited to; hosting student society stands or stalls, prayer meetings, conferences, musical or theatrical performances, organisation of charity, or volunteering, student-organised outreach activities, arts, or sports events.
- 5.1.3. This policy applies to any such event that is held on Liverpool John Moores University and JMSU premises or that is held on other premises and perceived to be affiliated with the institution e.g. through funding or branding of the event.

5.2 EXTERNAL SPEAKERS & VISITORS

- 5.2.1 For the purpose of this policy, an external speaker or external visitor is defined as any speaker or visitor who is not a current member of Liverpool John Moores staff or a currently registered student of Liverpool John Moores.

6. Duties & Responsibilities

6.1 EVENT ORGANISER

- 6.1.1 All Event Organisers assume responsibility for any event organised by them as an individual or on behalf of the society or group they represent. Event Organisers should be aware that JMSU holds them personally responsible for ensuring that their organised event abides by this Policy and does not risk infringement of or non-compliance with the law and/or JMSU values.
- 6.1.2 Guidance on facilitating question and answer sessions at events is given in **Appendix A**.
- 6.1.3 Student leaders must notify the union of any events that involve external speakers through these procedures outlined in the Students Activities Policy. The President of the society organising any event are responsible for the activities that take place within their society's events.

6.2 LIVERPOOL JOHN MOORES STUDENTS

- 6.2.1 When attending student-led events, Liverpool John Moores students, are required to uphold JMSU's values, namely, to contribute to a safe campus environment free from discrimination, intimidation, harassment, intolerance, and violence.
- 6.2.2 Wherever individual students attend external events in a capacity associated with the institution or JMSU, they are expected to act in accordance with this policy and not participate in any action that they would not be permitted to conduct on our campus.

6.3 JMSU STAFF

- 6.3.1 Head of Membership Engagement (HOME) will determine the appropriate member of staff to support the approval process.
- 6.3.2 JMSU reserves the right to cancel or prohibit any event with an external speaker if the procedures provided herein are not followed or if the relevant health, safety, and security criteria cannot be met.

6.4 EXTERNAL SPEAKER

- 6.4.1 External speakers and visitors are responsible for ensuring 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.

7. Risks

- 7.1 It is important for JMSU to understand the risks involved in inviting external individuals to speak to its members. This section outlines some of the key risks involved.

7.2 RULE OF LAW

- 7.2.1 All guests must respect the rule of law and ensure that their actions do not break any law of the land.
- 7.2.2 Particular laws in this area include but are not limited to, inciting racial hatred, public disorder, defamation, etc.
- 7.2.3 The rule of law is paramount and would supersede any other risks associated with an event.

7.3 SECURITY

- 7.3.1 Most JMSU student-led events and activities take place on LJMU premises, therefore it is likely that where security is required, this will be overseen by LJMU security staff.
- 7.3.2 JMSU has a duty to protect the security of our campuses and will collaborate with colleagues to ensure that events are managed effectively.
- 7.3.3 This includes ensuring that appropriate venues are used, entry and exit are clearly defined, access to secured areas is maintained and security personnel are aware of any events needing assistance.
- 7.3.4 JMSU will also provide support and adjustment for individuals with access requirements.

7.4 PERSONAL SAFETY

- 7.4.1 It is crucial that all members and guests can attend events safely and be protected from harm.
- 7.4.2 This includes but is not limited to protection from harms such as overcrowding, physical violence, intimidation, threats, etc.

7.5 PROTESTS

- 7.5.1 Peaceful protest is a key part of these freedoms, but it should not come at the expense of free speech, nor should it result in the harassment of individuals and groups on campus. JMSU will always aim to be able to exhibit a wide range of views and members of our community should be prepared for alternative viewpoints and expressions.

7.6 HATE SPEECH

- 7.6.1 It is a criminal offence for anyone to engage in speech, writing, or behaviour that is intended to incite hatred or violence against groups or individuals based on attributes such as race, religion, ethnic origin, sexual orientation, disability, gender, national origin, or immigration status.

8. Approval Process

- 8.1 To effectively manage the risks associated with external speakers, JMSU has a process in which permission must be sought for all student-led events, as defined in section 6.1.
- 8.2 This process must be followed for any external individual that is being invited into the institution to give their opinion, knowledge, or experience on a specific topic including paid speakers.
- 8.3 Permission from LJMU must be secured before confirming the attendance of the speaker (e.g. on promotional materials) as referenced in LJMU Freedom of Speech External Speaker Policy.
- 8.4 **APPLICATION**
- 8.4.1 An application for approval of an external speaker must be submitted to JMSU at least 3 weeks prior to the event.
- 8.4.2 An application will only be considered once a fully completed form has been submitted to JMSU and is within the time period allowed (**Appendix B**). Incomplete forms will be returned to the organiser with guidance on completion.
- 8.4.3 Applications will be submitted to the relevant JMSU Staff member.
- 8.5 **ASSESSMENT**
- 8.5.1 Once an application has been received, JMSU will undertake an assessment process to identify the risks associated with the speaker, topic, and event.
- 8.5.2 This assessment process will involve research on the speaker, including but not limited to examining news articles, publications, and opinion pieces regarding or by the individual, previous events at the institution or similar institutions, a review of the topic area, and the event details.
- 8.5.3 In practical terms, this assessment will use a standard Google search on names and keywords associated with the event and invited speakers. In practice, the search results returned on the first three pages of Google will be screened to determine any risks or controversies. JMSU reserves the right to use wider search approaches if the risks associated with the event are deemed necessary.
- 8.5.4 Staff may request more information from the organiser, or clarification on the event or topic in which the event is taking place. At this point, the review will pause until the information has been received.
- 8.5.5 After the assessment has been conducted, the external speaker application will be given a Risk Rating based on the research gathered and the foreseen risks with the event.
- 8.5.6 The Risk Rating will be either Very Low, Low, Medium, or High, Very High Risk (**Appendix D**).
- 8.5.7 JMSU President (or nominee in absence allocated at the beginning of their term of office) and HOME will review and countersign the form and the Departmental Manager will submit it to the Director of Student Advice & Wellbeing for assessment.
- 8.5.8 A log will be kept by the HOME of all external speaker proposals received and their outcomes. This is to include reasons behind the decisions to demonstrate the concepts of reasonableness and proportionality have been considered.
- 8.6 **REVIEW PANEL**

- 8.6.1 The Review Panel will consist of PVC Student Experience, the Director of Student Advice and Wellbeing, Head of Security and a member of the LJMU Legal team. The Panel will review the concerns and look at any reasonably practicable steps to be taken to ensure that the event can take place.
- 8.6.2 The role of the Review Panel is to review applications that are rated as Medium to High Risk, set the mitigations that can be placed on an event, review the levels of mitigations against events, and review appeals based on the process or mitigations imposed.
- 8.6.3 **Appendix C** provides a pro forma risk assessment for speaker events. The template should be completed following discussion by a Risk Assessment Panel. The template is intended as a guide only and it is anticipated that additional measures will be required to address the specific concerns relating to each event.

8.7 MITIGATIONS

- 8.7.1 It may be possible for certain mitigations to be put in place to lower the risk associated with the external speaker or the event.
- 8.7.2 These mitigations should only be applied to an event if they are appropriate to the risk associated with that event.
- 8.7.3 **Appendix C & D** shows a range of mitigations that can be applied to events and at what level of risk they can be applied.
- 8.7.4 Any additional mitigations must be agreed upon by the Review Panel and a suitable level of risk given.
- 8.7.5 Events can only have mitigations based on their risk rating or at the request of LJMU.
- 8.7.6 If mitigations have been added, the event cannot go ahead unless these mitigations have been enacted. Failure to follow the instructions will result in disciplinary action against the relevant policy e.g. Student Activities Policy. The Event Organiser must ensure these mitigations are in place before the event goes ahead.
- 8.7.7 Mitigations applied to Medium and High-Risk speakers or events will be communicated to the Event Organiser, stating the reason for the mitigation.

8.8 REJECTION

- 8.8.1 JMSU has the right to reject an application for an external speaker or event based on the appropriateness of the speaker, the level of risk associated with the speaker or event, resource capability to impose mitigations, procedural reasons, or health and safety concerns.
- 8.8.2 Low-risk speakers or events can only be rejected based on procedural or health and safety concern reasons.
- 8.8.3 Any decision to reject a speaker or event will be communicated back to the Event Organiser with details on the reasons for the rejection.

8.9 LJMU APPROVAL

- 8.9.1 Once the Event Organiser has received permission to host the external speaker, they must formally invite the external speaker or visitor in writing, enclosing a copy of both this Policy, the authorised External Speaker request form, and the External Speaker Letter (**Appendix E**).
- 8.9.2 JMSU Staff Member must be included in correspondence to the External Speaker.
- 8.9.3 JMSU will continue to monitor the assessment of the speaker after approval. If there are concerns raised at any point in the lead-up to the event regarding the safety of attendees or potential legal issues the Union will consult with the University and conditions may be made before the continuation of the event/event approval.

8.10 EXTERNAL SPEAKER APPROVAL

- 8.10.1 Once a speaker request has been rated as Low Risk or above, the application will be passed to the University to seek their approval.
- 8.10.2 If a speaker is Medium to High Risk then the LJM Risk Assessment Process will be followed. LJM will undertake its own review process.
- 8.10.3 LJM will inform JMSU of their decision, which will be communicated to the Departmental Manager.
- 8.10.4 If the University's decision is different from JMSU, a meeting will be called to discuss any discrepancies. LJM has the legal responsibility under the Prevent duty and a decision will be based on its risk assessment as stated in the LJM Freedom of Speech External Speaker Policy.

8.11 APPLICATION TIMESCALES

- 8.11.1 Upon receiving a valid application, JMSU and LJM will aim to process that application within 30 working days.
- 8.11.2 There may be times within the academic year when mitigating factors affect the ability to process the applications. Events Organisers will be informed of any delays affecting their submission as soon as possible. An expected completion date will be given.
- 8.11.3 Complex applications may take longer than the stipulated times.

8.12 LATE SUBMISSION

- 8.12.1 The submission of a request received beyond the stipulated period will be automatically rejected.
- 8.12.2 There may be some cases where the period may be relaxed due to mitigating circumstances. These include, but are not limited to;
 - a. The speaker is a high-profile guest and availability is an issue.
 - b. A speaker drops out of an event and a previously approved speaker is suggested to take their place.
 - c. An emergent issue has arisen within the membership that requires immediate attention.
- 8.12.3 In these cases, it is down to LJM to decide on the appropriateness of relaxing the deadline in collaboration with JMSU.

9. Appeals

- 9.1 Event Organiser dissatisfied with the outcome of either the risk rating of a speaker or event, rejection of a speaker or event, or the mitigations placed on an event can appeal the decision.
- 9.2 All appeals must be submitted per the relevant byelaw.
- 9.3 If a discrepancy between the University and JMSU's decision the Event Organiser will have the opportunity to speak to LJMU directly to appeal the decision.

10. Room/Venue Booking

- 10.1 Confirmation of the room/venue booking is not approval of the event itself, or any external speakers or visitors. Approval for an event or for hosting an external speaker or visitor must be sought via the formal processes outlined above.

11. Publicising Events

- 11.1 To ensure transparency all invitations, posters, bookings, and publicity material must be in English, and it is not permitted to publicise an event solely in a foreign language unless permission is granted in the application.
- 11.2 No event should be publicised until the External Speaker/Visitor has been approved.
- 11.3 For student events, publicity material should be approved by LJMU and JMSU before display and dissemination.
- 11.4 All approved materials must include the JMSU logo, making it easy to identify any non-approved publicity materials; any non-approved materials will be removed.

12. Segregation, Including Gender Segregation, at Events

- 12.1 In principle, segregation at events, including gender segregation, is not permitted under this policy. If an Event Organiser wishes to facilitate segregation at their event, they will require explicit permission from JMSU.
- 12.2 Should JMSU ever agree to segregation at an event on any grounds, then the reason for such a decision is provided.
- 12.3 If the speaker wishes to use a language other than English, prior approval is required to ensure appropriate technology and resources are available.

13. Training

- 13.1 All JMSU staff and officers are aware of this process and the process for flagging concerns over external speakers.
- 13.2 All student leaders will receive training and guidance documents on events organisation as part of the training model.

- 13.3 Managers of JMSU bookable spaces are aware of the process around external speakers and provide a secondary checkpoint.
- 13.4 Relevant JMSU staff will receive training and briefing on controversial speakers and will consult closely with the Event Organiser and university security accordingly.
- 13.5 For events held at external venues/offsite the same procedure as above will apply. In addition to this JMSU will support the student organiser to complete a risk assessment containing a section on external speakers.

14. Breaches to the Policy

- 14.1 JMSU expects all LJMU students to behave responsibly, abide by this policy, and follow good practice in the procedure under this Policy.
- 14.2 Failure to uphold good practice may involve: -
 - a. Deliberately misleading the process or not representing a fair and true picture of the event to circumnavigate aspects of this policy;
 - b. The content of the event does not align with the description in the room booking system, or that provided in a verbal announcement, written invitation, or the external speaker and visitor request form;
 - c. The invitation of an external speaker without following proper procedure;
 - d. Views expressed at an event that breach the law;
 - e. The event is solely publicised in a foreign language;
 - f. Any segregation is attempted, including gender segregation, where this has not previously been approved by the JMSU.
- 14.3 The Complaints Byelaw entitles any student member to make a complaint regarding JMSU services, providing that they do so within a time limit set by the byelaw.
- 14.4 Any breaches may result in serious consequences. For students, this may include referral to Liverpool John Moores University for disciplinary action.

15. Inspection & Audit Review

- 15.1. An annual report on external speakers will be produced by JMSU for consideration by the Board of Trustees. This report will include information to help the Trustee Board compare JMSU's decision-making over time.
- 15.2. A full review of the policy will be conducted every three years to evaluate its overall effectiveness. However, this timeframe may be adjusted as needed to reflect any significant changes in legislation or regulatory requirements.

16. Related Policy

- 16.1 This policy should be read in conjunction with:
 - a. LJMU Freedom of Speech External Speaker Policy
 - b. JMSU Safe Space Policy
 - c. LJMU Safeguarding Policy
 - d. LJMU Timetabling and Room Booking Policy
 - e. JMSU Safeguarding Policy
 - f. JMSU Activities Policy

17. Appendix

Appendix A - Guidance for facilitating question and answer opportunities at events

The below tips are provided as examples of how event organisers can promote and maintain a safe and inclusive environment at their event, balancing freedom of speech with the need to protect people from abuse.

- Use methods to be inclusive for those who are unable to attend or may feel inhibited to ask questions during the event. For example, invite questions from staff or students to be submitted prior to or during the event via email or social media.
- **Plan time effectively** – indicate in promotional material or agendas the time allocation for speakers' presentations and allocate a specific time for a question and answer session identify an impartial chair for the event – someone to introduce the speaker, keep the session to time and invite questions from the audience, from a range of participants.
- **Plan a debate** - the following principles might assist
 - a) Invite a speaker(s) to present the case FOR the topic /argument and a speaker(s) to present the case AGAINST the topic/argument.
 - b) Indicate a set time for each speaker to present.
 - c) Invite rebuttal from each side of equal time.
 - d) Use a chair as above to facilitate debate and to help summarise the key points.
 - e) Provide an opportunity for the audience to respond and possibly act as a jury and use methods of voting that are not public (i.e. avoid hand raising).

If you feel you require further assistance and support to ensure your event runs in a safe and inclusive manner, you can seek this from JMSU (for student events).

Appendix B - External Speaker Approval Form



This form is to be completed by the Principal Organiser for events detailed within the LJMU or JMSU Code of Practice for Freedom of Speech

Principal Organiser (Name, Contact Email & Telephone Number and Student group if JMSU)	
Nature of Event	
Names of Visiting speaker/s	
Name of Organisation	

Any known affiliations	
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 • Ticket only • University only • Unrestricted/public 	
Web link for further details on the speaker/s	
Is this event and speaker/s likely to attract media interest? If so, why?	
Are there any concerns that speech made as part of this event may be unlawful? Please provide further details if yes.	
LJMU internal events Sign off by Head of Operations/Director Professional Services (Name & Date)	
JMSU Events To be reviewed by the Head of Membership Engagement.	

Sign off by President JMSU* & HOME (Name & Date)	
Date sent to the Director of Student Advice and Wellbeing	
Risk assessment needed? (Copy to be attached with this form)	
Approval/Refusal by Director of SAW (date)	

Appendix C - Risk Assessment Process

Where there is concern for the ability of the University or JMSU to preserve freedom of speech principles as contained within this Code, a request for a particular speaker or event to take place will be escalated to the risk assessment process. The aim of the risk assessment process will be to undertake a discussion that focuses on the need to facilitate free speech within the law, alongside other legal requirements.

The Risk Assessment Panel will consist of the PVC Student Experience, the Director of Student Advice and Wellbeing, Head of Security, and a member of the LJMU Legal team. The Panel will review the concerns and look at any reasonably practicable steps to be taken to ensure that the event can take place.

This Appendix provides a pro forma risk assessment for speaker events where there may be controversy. The template should be completed following discussion by a Risk Assessment Panel. The template is intended as a guide only and it is anticipated that additional measures will be required to address the specific concerns relating to each event.

Additional measures may include but not be limited to:

- a) issuing of admission ticket;
- b) there be provision for checking the numbers and/or identity of all those attending the meeting;
- c) individuals be named as chairs for the meeting or activity who will ensure that all viewpoints are heard;
- d) challenging high risk speakers with speakers with opposing views;
- e) speakers may be asked to provide written undertakings about the conduct of the event and the content of their speech;
- f) speakers may be asked to provide an outline of their speech prior to the event taking place;
- g) copies of promotional material to be provided for approval prior to being used for the event;
- h) a specified number of stewards be available, at the expense of whomsoever the Director of SAW or their appointed officer deems appropriate;
- i) the local police be informed of the meeting or activity, and, if appropriate, be invited to attend;
- j) a written explanation be given concerning the proposed conduct of the meeting or activity;
- k) arranging for filming of the event to provide transparency about events and deter unlawful speech;
- l) particular arrangements be made to comply with fire or other safety arrangements;
- m) full details of the planned movements of speakers (time of arrival and departure, names of those accompanying the speaker) be made available as soon as known and any changes of arrangements be notified promptly.

The proforma for carrying out such a risk assessment is contained below:

EVENT TITLE:		VENUE:		DATE AND TIME OF EVENT:	
PRINCIPAL ORGANISER'S NAME AND CONTACT DETAILS:					
HOW HAS THE ORGANISING GROUP BEEN INVOLVED IN THIS RISK ASSESSMENT?					
HOW HAS ANY INDIVIDUAL OR GROUP OBJECTING TO THIS EVENT BEEN INVOLVED IN THIS RISK ASSESSMENT?					
DATE BOOKING RECEIVED:		DATE OF RISK ASSESSMENT MEETING:			
HAZARDS	WHO CAN BE HARMED?	CURRENT CONTROLS	RISK SCORE	ADDITIONAL CONTROLS REQUIRED (To include responsibilities and timescales)	RESIDUAL RISK SCORE
Slips, Trips and Falls	Attendees, Committee & University Staff and students	Ensuring that chairs are laid out in a suitable manner and that any wires not obstructing walkways Committee members will ensure that hazards or spillages are reported to staff			
Violence and Protesting	Attendees, Committee & University Staff and students	Speaker / company to be confirmed at time of room booking Any safety concerns to be reported to University staff			
Speech outside of the law	Attendees, Committee and University staff and students	Review of the content and the Speaker by the Principal organiser. University measures might be used to manage attendance such as tickets, additional security, effective Chair etc			
Overcrowding	Attendees, Committee & University Staff and students	Capacity will be confirmed with the principal organiser A maximum number of tickets be sold depending on capacity Doorways and fire exits are not obstructed			

Electrical	Attendees, Committee & University Staff and students	Only equipment which has been PAT tested by the University will be used			
Fire Safety	Attendees, Committee & University Staff and students	<p>At the beginning of the event all attendees will be informed of the fire exit and assembly point in case of emergency</p> <p>Only equipment that has been PAT tested by the University will be used</p> <p>Rooms will only be filled to maximum capacity</p>			

Members of Risk Assessment Panel:

Chair of Risk Assessment Panel (signature).....Date.....

Agreed by the Director of Student Advice and Wellbeing

(signature).....Date.....

Appendix D - External Speaker Policy Risk Rating

Risk Rating	Approval	Rating Description – Suggested Guidelines	Guidance	Mitigations
Very Low	HOME & President	<p>The speaker has no history of attracting negative media coverage or causing offence. The speaker understands and promotes UK values.</p> <p>The speakers topic is unlikely to cause friction within the student community</p>	Staff Member	None Required
Low	HOME & President	The topic of the speaker may be mildly controversial; however, the speaker has a history of talking on the topic with no issues.	Staff Member	<ul style="list-style-type: none"> Students' Union Staff member/officer to attend the event to ensure that topic is adhered to.

Medium	Review Panel	<p>The speaker accepts following the external speaker procedure but expresses ideas which may be marginally discordant to the principles and ethos of this policy.</p> <p>The speaker may be affiliated to an organisation which raises concern/may have values which attractive negative or disruptive media coverage or may make students from particular backgrounds feel uncomfortable.</p>	Departmental Manager	<ul style="list-style-type: none"> • The style of event by changed to include an opportunity to debate or challenge the views of the speaker. • The event be closed to individuals who are not current students or staff of LJMU. • Distribution of publicity material for the event is restricted by location or platform. • The capacity for the event is limited to a certain number. • The event be subject to additional security measures – such as a security officer present outside or inside the event.
High	Review Panel	<p>There are multiple examples of the speaker engaging in vocal and/or active opposition to democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths/beliefs/identities.</p> <p>The speaker has been accused of apologising for acts of violent extremism, proscribed violent/extremist groups or individual connected to violent acts/ extremism.</p> <p>The speaker has been accused of inciting hatred or discrimination against individuals due to identity/ or a protected characteristic.</p> <p>The speaker or affiliated groups are included or have been included on Government lists of interest.</p>	Departmental Manager	<ul style="list-style-type: none"> • The event be filmed by an independent body. • The event be observed or attended by JMSU staff members, and/or LJMU or third-party officials. • The event be chaired by an independent or academic chair. • A note taker being present. • A copy of any speech/presentation to be delivered must be submitted to JMSU before the event. • The event be ticketed only, meaning only those with tickets are allowed into the event.

Very High	Review Panel	<p>The speaker explicitly criticises UK values, attendance may cause/is already causing an adverse reaction within the student population and/or is receiving highly negative media attention.</p> <p>The speaker may have convictions for terrorist offences and/or support a proscribed terrorist organisation.</p> <p>Speaker checks and conversations with the speaker suggests no willingness to acknowledge the possibility for and/or apologise for prior offences and refuses to comply with code of practice.</p>	CEO/Trustee Board	External speaker application Rejected.
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Appendix E - Briefing for External Speakers at John Moores Students' Union Events

Dear External Speaker,

Thank you for agreeing to speak to our members at John Moores Students' Union (JMSU) event. We aim to be at the heart of the student community at Liverpool John Moores, ensuring our university is a place in which diversity of people and opinions are not only accepted but celebrated. We exist to 'provide for the intellectual, cultural, social, and physical recreation of our members' as well as to 'foster and encourage freedom of speech, expression, assembly and association.' We therefore actively seek to facilitate student-led events where speakers are invited to broaden the scope of discussion and debate at events.

Our agreement allows speakers to attend events on and off campus on the understanding that they agree to act within the law and the regulations set by JMSU and Liverpool John Moores University (LJMU) including the statutes that those regulations are drawn from. The use of LJMU premises for events that involve external speakers is regulated by the 'LJMU Freedom of Speech External Speaker Policy' and these rules are adopted by JMSU.

LJMU Freedom of Speech [External Speaker Policy](#) can be found on the LJMU Website. There is also [JMSU External Speaker Policy](#) and [LJMU Equality & Diversity Resources](#) which highlights our commitment to freedom of speech and the non-academic development of our members through dialogue and debate, to which external speakers make significant contributions.

It is also our responsibility to act within the legal framework set out in various pieces of UK legislation to ensure the protection of Freedom of Speech within the law. To maintain our duty of care for the health and safety of all our staff, students, and visitors in particular we will now allow:

- Unlawful direct and indirect discrimination, harassment, and victimisation.
- Communication that is threatening, abusive, or insulting or intended to harass, alarm, or distress.
- Communication that targets a person or group of people based on attributes such as race, religion, ethnic origin, sexual orientation, disability, gender, national origin, or immigration status.
- We also reaffirm that it is a criminal offence to incite or encourage others to commit a crime, including acts of terrorism.

We ask that all speakers and event attendees be respectful of the beliefs and opinions of others.

If there are concerns raised at any point in the lead-up to the event regarding the safety of attendees or potential legal issues the Union will liaise with relevant stakeholders, in line with the JMSU External Speaker policy and processes, and conditions may be made before the continuation of the event/event approval.

Event Organisers are consulted on conditions in advance of the event and all speakers are notified of the outcome. An event may also be cancelled if there are safety concerns that the event would risk member safety, violation, or health and safety requirements if the event risked violating the aforementioned laws regarding hatred, discrimination, or incitement. JMSU reserves the right to put additional conditions on an event after initial approval at the 'risk' of an event in continually assessed and can cancel or postpone any event should they have concerns that cannot be addressed adequately. The Union may also request a Speaker Agreement Form to be completed where concerns are highlighted. We also reserve the right to perform spot checks on events being hosted by our members. If there are breaches of the JMSU or LJMU policies at our events, the matter will be referred for disciplinary or legal action.

The briefing document has been provided to ensure all speakers are aware of the framework we operate within when facilitating external speakers and the measures that may be required to support Freedom of Speech at our events.

Thank you for agreeing to speak at one of our events and if you have any questions regarding any of the information in this document please contact us by emailing studentsunion@ljmu.ac.uk.

Kind Regards, John Moores Students' Union

Appendix F – Legislative Framework

- Education Act (1994) - This Act requires universities to take steps to ensure that SUs operate in a way that is fair and democratic, and it includes provisions that implicitly support freedom of speech. The Act mandates that students are not disadvantaged by their SU if they express opinions or make decisions that differ from those of the SU.
- Counterterrorism and Security Act 2015 with particular reference to section 26 on the Prevent Duty – provides a statutory basis by which universities safeguard the radicalisation of individuals and work to exclude extremist influences on campus.
- Equality Act 2010 – relevant provisions within this law relate to protected characteristics as set out. This includes harassment and discrimination on the basis of the protected characteristics. Within the Equality Act, Public Sector Equality Duty requires relevant HEIs, and students' unions have a duty to eliminate discrimination, harassment, victimisation, and any other prohibited conduct. Bodies are required to advance equality of opportunity and foster good relations between those who share a relevant protected characteristic and those who do not.
- Public Order Act 1986. Of particular relevance is section 18.
- Racial and Religious Hatred Act 2006
- The Criminal Justice and Immigration Act 2008
- Statutory guidance on non-crime hate incidents: draft code of practice.
- Article 10 of The European Convention on Human Rights 1950
- The Human Rights Act 1998
- Defamation Act 2013