



John Moores Students' Union

Events, External Speakers and Visitors Policy

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Approval Date: 10/08/2020

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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 and external speakers and visitors.

JMSU also wishes to support event organisers to make appropriate considerations and judgements with regards to, for example, the health and safety aspects of event hosting, and safeguarding in cases where children and young people will be present. This policy and the associated procedures seeks to direct this support.

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.

2. Scope

The JMSU Events and External Speakers and Visitors Policy (for Student-led events) applies to:-

- a) All registered students of Liverpool John Moores University and associated Universities.
- b) All JMSU staff and associated sabbatical officers
- c) All events (as defined in section 4.1)
- d) Activities of Liverpool John Moores students taking place away from our premises fall within this Policy's scope if the activities are perceived to be affiliated with JMSU or Liverpool John Moores e.g. through funding or branding.

3. JMSU Values

JMSU 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. Therefore every member of JMSU 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.

Additionally JMSU is committed to creating and promoting a safe campus environment characterised by good relations between staff and students of different backgrounds or beliefs who are tolerant and respectful of each other. The institution aims to ensure that people from all backgrounds, including those from all faiths and none, are afforded equivalent protection from intimidation, harassment and violent behaviour.

Discrimination, intimidation, harassment, intolerance and violence have no place on campus.

JMSU is committed to continuing to facilitate debate and discussion to further enrich the experience of our students and to continue to invite external speakers onto our campuses.

4. Definitions

4.1 EVENTS

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

- a) John Moores Students' Union (JMSU) student groups
- 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.)
- 4.1.2. 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.
- 4.1.3. 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.

4.2 EXTERNAL SPEAKERS & VISITORS

- 4.2.1 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. Accordingly, if speaking at an event (either in person or virtually, e.g. via Skype) the following are classed as external speakers:
 - a) Student alumnus
 - b) Ex- Liverpool John Moores University employees
 - c) Current or Ex- Liverpool John Moores University NHS Foundation Trust employees

5. Duties & Responsibilities

5.1 EVENT ORGANISER

- 5.1.1 All event organisers assume responsibility for any event organised by them as an individual or on the 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.
- 5.1.2 Guidance on facilitating question and answer sessions at events is given in Appendix A.
- 5.1.3 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.

5.2 LIVERPOOL JOHN MOORES STUDENTS

- 5.2.1 When attending student-led events, Liverpool John Moores students, are required to uphold JMSU's values as outlined in section 3, namely to contribute to a safe campus environment free from discrimination, intimidation, harassment, intolerance and violence.
- 5.2.2 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 which they would not be permitted to carry out on our campus.

5.3 JMSU STAFF

- 5.3.1 The Director of Student Engagement will determine the appropriate member of staff to support the approval process.

- 5.3.2 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.

5.4 EXTERNAL SPEAKER

- 5.4.1 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, particularly because of their:- Age, Disability, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion or belief, Sex- and Sexual orientation.

6. Risks

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

6.2 RULE OF LAW

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

6.3 SECURITY

- 6.3.1 Most JMSU student led events and activity take place on LJMU premises, therefore it is likely that where security is required, this will be handled by LJMU security staff.
- 6.3.2 JMSU has a duty to protect the security of our campuses and will work with colleagues to ensure that events are managed effectively.
- 6.3.3 This includes ensuring that appropriate venues are used, entry and exit is clearly defined, access to secured areas is maintained and security personnel are aware of any events needing assistance.

6.4 PERSONAL SAFETY

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

6.5 HATE SPEECH

- 6.5.1 It is a criminal offence for anyone to express hatred towards someone on account of that person's colour, race, disability, nationality, ethnic origin, religion or sexual orientation.
- 6.5.2 Individuals can be prosecuted under a number of Acts of Parliament including, but not limited to, the Public Order Act 1986, the Racial and Religious Hatred Act 2006, Criminal Justice and Immigration Act 2008 and Counter Terrorism and Security Act 2015.

7. Approval Process

- 7.1 To effectively manage the Risks associated with external speakers, JMSU have a process in which permission must be sought for any and all student-led events, as defined in section 4.1.
- 7.2 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.
- 7.3 Permission from the institution 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.

7.4 APPLICATION

- 7.4.1 An application for approval of an external speaker must be submitted to JMSU at least 4 weeks prior to the event.
- 7.4.2 An application will only be considered once a fully completed form has been submitted to the Union and is within the time period allowed (Appendix B). Incomplete forms will be returned to the organiser with guidance on completion.
- 7.4.3 Applications will be submitted to the relevant JMSU Staff member.

7.5 ASSESSMENT

- 7.5.1 Once an application has been received, JMSU will undertake an assessment process to identify the risks associated with the speaker, topic and event.
- 7.5.2 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, review of the topic area and the event details.
- 7.5.3 In practical terms, this assessment will utilise a standard Google search on names and key words associated to 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 reserve the right to utilise wider search approaches if the risks associated with the event is deemed necessary.
- 7.5.4 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.
- 7.5.5 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.
- 7.5.6 The Risk Rating will be either Very Low, Low, Medium or High, Very High Risk (Appendix C).
- 7.5.7 JMSU President (or nominee in absence allocated at the beginning of their term of office) will review and countersign the form and the Departmental Manager will submit to the Liverpool John Moores University Registrar (or delegated authority) for assessment.

- 7.5.8 A log will be kept by the JMSU President of all external speaker proposals received and their outcomes. This is to include reasons behind the decisions in order to demonstrate the concepts of reasonableness and proportionality have been taken in to account.

7.6 REVIEW PANEL

- 7.6.1 The Review Panel will consist of two Sabbatical Officers, Director of Student Engagement and/or Chief Executive Officer, with a JMSU staff member acting as secretary.
- 7.6.2 To ensure transparency, a Sabbatical Officer should not sit on the Review Panel if they have already been involved at the approval process.
- 7.6.3 The role of the Review Panel is to review applications which 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.

7.7 MITIGATIONS

- 7.7.1 It may be possible for certain mitigations to be put in place to lower the risk associated with the external speaker or the event.
- 7.7.2 These mitigations should only be applied to an event if they are appropriate to the risk associated with that event.
- 7.7.3 Appendix C shows a range of mitigations that can be applied to events and at what level risk they can be applied.
- 7.7.4 Any additional mitigations must be agreed by the Review Panel and a suitable level of risk given.
- 7.7.5 Events can only have mitigations based on their risk rating or at the request of LJMU.
- 7.7.6 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. It is the duty of the organiser to ensure these mitigations are in place before the event goes ahead.
- 7.7.7 Mitigations applied to Medium and High Risk speakers or events will be communicated to the organiser, stating the reason for the mitigation.

7.8 REJECTION

- 7.8.1 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.
- 7.8.2 Low risk speakers or events can only be rejected based on procedural or health and safety concern reasons.
- 7.8.3 Any decision to reject a speaker or event will be communicated back to the organiser with details on the reasons for the rejection.

7.9 UNIVERSITY APPROVAL

- 7.9.1 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, authorised External Speaker request form and External Speaker Letter (Appendix D).
- 7.9.2 JMSU Staff Member must be included in correspondence to the External Speaker.
- 7.9.3 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 or attendees or potential legal issues the Union will liaise with the University and conditions may be made before the continuation of the event/event approval.

7.10 EXTERNAL SPEAKER APPROVAL

- 7.10.1 Once a speaker request has been rated as Low Risk or above, the application will be passed to the University to seek their approval.
- 7.10.2 The University will undertake their own review process.
- 7.10.3 The University will inform JMSU of their decision, which will be communicated to the Departmental Manager.
- 7.10.4 If the University's decision is different to JMSU, a meeting will be called to discuss any discrepancies. LJMU has the legal responsibility under the Prevent duty and a decision will be based on its own risk assessment as stated in the LJMU Freedom of Speech External Speaker Policy.

7.11 APPLICATION TIMESCALES

- 7.11.1 Upon receiving a valid application, JMSU and University will aim to process that application within 30 working days.
- 7.11.2 There may be times within the academic year where mitigating factors affect the ability to process the applications. Organisers will be informed of any delays effecting their submission as soon as possible. An expected completion date will be given.
- 7.11.3 Complex applications may take longer than the stipulated times.

7.12 LATE SUBMISSION

- 7.12.1 The submission of a request received beyond the stipulated time period will be automatically rejected.
- 7.12.2 There may be some cases where the time 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.

7.12.3 In these cases it is down to LJMU to decide on the appropriateness of relaxing the deadline in collaboration with JMSU.

8. Appeals

- 8.1 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.
- 8.2 All appeals must be submitted in writing within 2 working days of the decision.
- 8.3 If a discrepancy between the University and JMSU decision the student organiser will have the opportunity to speak to the University directly to appeal the decision.

8.4 APPEAL STAGE ONE

- 8.4.1 The first stage appeal will be investigated by the appropriate member of staff and Sabbatical Officer and will normally take place within 2 working days of submission to the Union.
- 8.4.2 A Stage One appeal will investigate appeals made on Low or Medium Risk Rated events or speakers, mitigations applied to the event or speaker and any decisions based on procedural factors.
- 8.4.3 The outcome of a Stage One appeal can be;
 - a) Uphold the original decision;
 - b) Uphold the appeal and issue a new Risk Rating, remove mitigations or reinstate the application through the approval process;
 - c) Refer the appeal to Stage Two.

8.5 APPEAL STAGE TWO

- 8.5.1 The second stage review will be investigated by the Review Panel. This will normally be conducted within 5 working days of the original submission.
- 8.5.2 A Stage Two appeal will investigate appeals made on High Risk Rated events or speakers, mitigations applied to the event or speaker and any decisions based on procedural factors.
- 8.5.3 The Review Panel will also hear any appeals based on the application of judgement within an approval.
- 8.5.4 The outcome of a Stage Two appeal can be;
 - a) Uphold the original decision.
 - b) Uphold the appeal and issue a new Risk Rating, remove mitigations or reinstate the application through the approval process.

9. Room/Venue Booking

- 9.1 Confirmation of the room/venue booking is not approval of the event itself, or of 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.

10. Publicising Events

- 10.1 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 granted in the application.
- 10.2 No event should be publicised until the External Speaker/Visitor has been approved.
- 10.3 For student events, publicity material should be approved by LJMU and JMSU before display and dissemination.
- 10.4 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 by cleaning staff.

11. Transparency of Events

- 11.1 All staff and students of Liverpool John Moores University should be aware that in the interests of openness and transparency, all members of Liverpool John Moores University have the right to attend any activities regarded as “events” under this policy and do not need advance permission to do so. JMSU may decide to carry out spot checks on events to establish that they are run in accordance with this policy.

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 Union will publish the reason for such a decision internally at least 5 working days before the event, so that this decision is open to challenge from Liverpool John Moores University staff and students.
- 12.3 Unless stated in the Application Form the speaker must use English at the event

13. Training

- 13.1 All JMSU staff and officers are aware of the event booking process and the process for flagging concerns over external speakers.
- 13.2 All JMSU staff and officers are made aware of who books rooms on behalf of student-led events.
- 13.3 All student leaders will receive training and guidance documents on events organisation as part of the training model.
- 13.4 Managers of JMSU bookable spaces are aware of the process around external speakers and provide a secondary check point.
- 13.5 Relevant JMSU staff will receive training and briefing on controversial speakers and will liaise closely with the Event Organiser and university security accordingly.
- 13.6 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 Liverpool John Moores University 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 not aligning 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 which breach the law;
 - e) 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 Failure to uphold good practice will be considered a breach of this Policy.
- 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 to compare JMSU's decision-making over time.

16. Related Policy

- 16.1 This policy should be read in conjunction with:
- a) LJMU Freedom of Speech External Speaker Policy
 - b) JMSU 'No Platform' Policy
 - c) JMSU Safe Space Policy
 - d) LJMU Safeguarding Policy
 - e) LJMU Timetabling and Room Booking Policy
 - f) JMSU Safeguarding Children and Vulnerable Adults Policy
 - g) JMSU Student Activities Policy
- 16.2 JMSU Policies can be found at <https://www.jmsu.co.uk/what-we-do-how-we-work/our-policies>

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 such as twitter.
- **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

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 • Ticket only • University only • Unrestricted/public 	
Any known previous controversy relating to the speaker/s	
Web link for 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 JMSU* (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)	

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

APPENDIX C - External Speaker Policy Risk Rating

Risk Rating	Approval	Rating Description – Suggested Guidelines	Guidance	Mitigations
Very Low	Staff Member & 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	Departmental Manager & 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 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 attract 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 be 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 with 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 high 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/ Director of Student Engagement	External speaker application Rejected.

APPENDIX D - 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. The Union aims to be of 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 and we are grateful to those who volunteer their time to contribute to the academic and non-academic development of our members.

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 including the statutes that those regulations are drawn from. The use of LJMU premises for events that involve external speakers is regulated by 'LJMU Freedom of Speech External Speaker Policy' and these rules are adopted by John Moores Students' Union.

LJMU Freedom of Speech [External Speaker Policy](#) can be found on LJMU Website. There is also [JMSU External Speaker Policy](#) and [LJMU Equality Statement](#) 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 protection of Freedom of Speech within the law. In order 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 which is threatening, abusive or insulting or intended to harass, alarm or distress.
- Communication which targets a person or group of people based on skin colour, race, nationality, ethnicity, religion, gender (sexual or defined), age, disability, marriage and civil partnership.
- 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 are 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.

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 or 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