



## Briefing for external speakers at events

To be signed and returned to the University of Lincoln Activities Department before the event takes place.

Welcome, and thank you for agreeing to speak to our students at a University of Lincoln (ULSU) event ULSU exists with the following objectives.

The objects of the Union are the advancement of education of Students at the University for the Public Benefit by:

- promoting the interests and welfare of Students at the University during their course of study and representing, supporting and advising Students;
- being the recognised representative channel between Students and the University and any other external bodies;
- providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its Students.

A number of our societies choose to fulfil these objectives by inviting in speakers broaden the scope of discussion and debate at events and we are grateful to those who volunteer their time to contribute to the extra-curricular development of our students.

In allowing speakers to attend ULSU events we approve them based on the understanding that they act within the law and the regulations set by the University and the statutes that those regulations are drawn from. The use of University of Lincoln premises for events that involve external speakers is regulated by the 'University Of Lincoln Code Of Practice on Freedom of Speech' and these rules are therefore adopted by ULSU in line with our use of their premises for our events. From University of Lincoln 'Code of Practice on Freedom of Speech', relevant clauses include:

'The University lays responsibility on its senior management staff to ensure, as far as reasonably practicable, that freedom of speech within the law is secured for its staff, students and visiting speakers, and that any activity or event is not obstructed solely because of the views, arguments and opinions which might be expressed during it. This responsibility must be exercised in accordance with the conditions of the Code of Practice.

The University expects officers of the Students' Union to be included within this general duty in respect of the policies and activities of the Students' Union.

And

the President of the Students' Union takes overall responsibility for the activities organised under its *aegis*

In exercising their responsibilities the persons named have the authority to refuse or withdraw permission for any event likely to contravene the principles of this Code. Appeals against refusal are heard by the University Registrar or nominee, except in cases of University-level activities where the final decision rests with the Vice Chancellor or nominee

It is essential to the purposes of University of Lincoln that opportunities for free and open discussion within the law should be safeguarded. Members of [University] and all other persons attending meetings held on the premises must behave in a lawful manner and avoid taking any action or using any language which is offensive or provocative.

While it is the duty to uphold the aforementioned regulations, it is also our duty to act within the law and protect the safety of our students and staff. Our objective to promote Freedom of Speech is limited only by statute laws that protect individuals and groups of individuals from hate speech. These statutes forbid communication which is hateful, threatening, abusive or insulting and is intended to harass, alarm or distress.

Communication which targets a person based on their skin colour, race, nationality, ethnicity, religion or sexuality is forbidden. It is also a criminal offence to incite or encourage others to break the law. All speakers, as well as event attendees, must be respectful of the beliefs and opinions of others

The Trustees of the Union has requested the following of all speakers at University of Lincoln events

- Speakers must not incite hatred, violence or call for the breaking of the law.
- Speakers are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organizations that support such acts.
- Speakers must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony.
- Within a framework of positive debate and challenge seek to avoid insulting other faiths or groups.
- Speakers are not permitted to raise or gather funds for any external organisation or cause without express permission of the Trustees.

If there are concerns raised at any point in the lead up to the event regarding the safety

of attendees such as a breach of the peace or a criminal offence the Union will inform the [University] Register, in line with the [University] Code of Practice, and the Memorandum of Understanding between the Students' Union and the University. Conditions may be made before the continuation of the event/event approval. These may include:

- Requesting submission of the speeches in advance of the meeting
- Limitation on attendees
- Declaration of attendees in advance of the meeting
- Stewards to be provided by the organisers
- Presence of officers of [Union] to ensure good order
- Limitation on what attendees may bring to the event, which may include banning food or drink or anything that could be used as a missile
- No banners, flags, placards or similar items being allowed in to the building
- Alteration of the conduct of the meeting or its facilitation.

Organisers would be consulted on these conditions in advance of the event and all speakers notified of the outcome. An event may also be cancelled if there are concerns that the event would risk student safety, violation of health and safety requirements or if the event risked violating the aforementioned laws regarding hatred, discrimination or incitement. ULSU reserves the right to cancel or postpone any event should they have any concerns. We also reserve the right to perform spot checks on events being hosted by ULSU clubs and societies. If there are breaches of ULSU or the University of Lincoln policies at our event the matter will be referred for disciplinary or legal action.

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

Name of Speaker \_\_\_\_\_

Date of event I am speaking at \_\_\_\_\_

I acknowledge the contents of this briefing and confirm I will abide by all University of Lincoln Students' Union and University of Lincoln Policies for the duration of the event I am speaking at.

Signed \_\_\_\_\_

Date \_\_\_\_\_