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Related statutes or regulations	Higher Education and Research Act 2017 (as amended by the Higher Education (Freedom of Speech) Act 2023) Human Rights Act 1998 Equality Act 2010 Counter-Terrorism and Security Act 2015 (Prevent Duty) Public Order and Terrorism legislation (as applicable) OfS Regulatory Advice 24: Freedom of Speech Guidance
Related policies/procedures/guidance/forms	Code of Practice on Freedom of Speech Procedures for the Approval and Management of Events (Annex) Freedom of Speech Complaints Procedure External Speakers Register Freedom of Speech Complaints Register

	Equality, Diversity and Inclusion Policy Prevent Duty / Safeguarding Policy Relevant Codes of Conduct (staff and students) External Speaker Request Form Freedom of Speech Complaint Form
Staff member responsible for update	Katie Jack

Amendment History

Version	Revision Summary	Date Approved	Author
2020.1	Comprehensive revision of the External Speakers and Events Policy to align with the Higher Education (Freedom of Speech) Act 2023 and OfS Regulatory Advice 24.	12/06/2026	Policy Working Group

External Speakers and Events Policy

1. Purpose

1.1 Christ the Redeemer College (CRC) affirms its commitment to upholding freedom of speech and academic freedom as fundamental to its mission as a higher education provider. The College recognises its statutory duties under the Higher Education (Freedom of Speech) Act 2023 to take reasonably practicable steps to promote and protect freedom of speech for staff, students, members, and visiting speakers.

1.2 External speakers and events provide valuable opportunities for exposure to diverse viewpoints and intellectual debate, essential to the academic development of our learners. This policy provides a framework to ensure that such events are conducted lawfully, safely, and in alignment with the College's values and regulatory obligations.

1.3 This Policy shall be read and applied in conjunction with the College's Code of Practice on Freedom of Speech and the associated Procedures for the Approval and Management of Events.

2. Scope

2.1 This Policy applies to all events involving external speakers organised by:

- Staff or students.
- Affiliated groups or societies.
- External organisations using college premises.

2.2 This Policy applies to events held:

- On College premises.
- Online using College platforms.
- Externally under the College's name or auspices.

3. Principles

3.1 The College shall take reasonably practicable steps to secure freedom of speech within the law for staff, students, and visiting speakers.

3.2 The College will proceed on the basis that lawful speech should be permitted and that events should take place wherever reasonably practicable.

3.3 The College will not refuse or restrict an event solely on the basis of the lawful views, opinions, or beliefs of the speaker or organisers.

3.4 The expression of views that are controversial, challenging, or offensive, but lawful, shall not in itself constitute grounds for refusal or restriction.

3.5 All decisions relating to external speakers and events shall be made in accordance with the assessment framework set out in the Code of Practice (Section 4).

4. Criteria for Refusal or Restriction

4.1 An event involving an external speaker may be refused or restricted only where the College reasonably concludes, having applied the framework set out in the Code of Practice, that:

- The speech to be expressed is unlawful.
- There is a credible risk of unlawful activity arising from the event.
- There exists a significant risk to safety, public order, or security that cannot be mitigated through reasonably practicable steps.
- The event involves a proscribed organisation or unlawful purpose.

4.2 The College shall ensure that any decision to refuse or restrict an event:

- Is based on legal and evidential grounds.
- Is proportionate.
- Is not influenced by the content of lawful speech.

5. Event Approval Process

5.1 All requests for external speakers shall be submitted and considered in accordance with the Procedures for the Approval and Management of Events.

5.2 The majority of events will be approved through routine administrative processes where no concerns arise.

5.3 Where potential risks are identified, the event shall be subject to further assessment in accordance with the Code of Practice and Annex procedures.

5.4 Final decisions in complex or escalated cases shall be made by the Rector or nominee.

6. Conditions and Mitigation

6.1 Where risks are identified, the College shall take reasonably practicable steps to enable the event to proceed subject to appropriate conditions. Conditions may include, but are not limited to:

- Requirements relating to event format or structure.
- Security or stewarding arrangements.
- Moderation or chairing of the event.
- Changes to venue, timing, or delivery mode.

6.2 Any conditions imposed shall be:

- Proportionate.
- Directed at identifiable risks.
- No more restrictive than necessary.

6.3 Conditions shall not be imposed on the basis of the lawful views or opinions of the speaker or organisers.

7. Roles and Responsibilities

7.1 The Rector shall be responsible to the Academic Board and Board of Governors for the operation and enforcement of this Code and for ensuring

that the College complies with its statutory duties relating to freedom of speech and academic freedom.

7.2 The Senior Management Team shall oversee the implementation of this Code, including the consideration of complex or escalated matters arising under the Procedures for the Approval and Management of Events.

7.3 The Compliance and HR Manager shall support the operation of this Code by monitoring compliance, maintaining appropriate records, coordinating training, and reporting to the Academic Board and Board of Governors.

7.4 Staff, students, student representatives or the Student Council, affiliated groups or societies shall be responsible for ensuring that events conducted under their authority comply with this Code and with any conditions imposed under the relevant procedures.

7.5 All members of the College community are expected to uphold freedom of speech within the law and to ensure that their conduct does not infringe the rights of others.

7.6 The College will ensure its policy is publicly available and communicated clearly to the College community.

7.7 Annual training will be provided for staff, students, student representatives or the Student Council, affiliated groups or societies on freedom of speech and related legal duties.

8. Decision-Making and Communication

8.1 All decisions relating to external speakers shall be:

- Made in accordance with the Code of Practice (Section 4).
- Based on relevant evidence.
- Clearly reasoned and documented.

8.2 The College shall communicate decisions to organisers in a timely manner.

8.3 Where an event is:

- Approved with conditions, organisers shall confirm acceptance of those conditions;
- Refused, the college shall provide clear reasons referencing this policy and the code of practice.

9. Record Keeping and Monitoring

9.1 The College shall maintain a central record of:

- All external speaker requests.
- Decisions taken.
- Conditions imposed.
- Any incidents or follow-up actions.

9.2 Records shall be maintained to demonstrate compliance with the College's statutory duties and shall be subject to periodic review.

10. Conduct of Events

10.1 All events shall be conducted in accordance with the Code of Practice on Freedom of Speech.

10.2 Organisers shall take reasonably practicable steps to ensure that:

- Lawful speech is protected.
- Events proceed without unlawful disruption.
- Participants comply with college requirements.

10.3 Protest is permitted, provided it does not prevent or substantially disrupt lawful events.

10.3 Failure to comply with conditions may result in the event being suspended or terminated.

11. Freedom of Speech Complaints

11.1 CRC will maintain a Freedom of Speech Complaints Procedure, distinct from other College complaints or disciplinary processes, enabling staff, students, or external speakers to raise concerns about restrictions on lawful speech. Complaints will be reviewed objectively and outcomes recorded.

11.2 Individuals who remain dissatisfied may refer matters to the Office for Students in accordance with its complaints scheme.

Annex: Procedures for the Approval and Management of Events

1. Purpose and Scope

1.1 This Annex sets out the procedures to be followed for the organisation, approval, and management of events held on College premises or conducted under the auspices of the College.

1.2 All events involving external speakers, or events taking place outside the normal academic curriculum, shall be subject to this procedure.

1.3 All procedures within this Annex shall be interpreted and applied in a manner consistent with the Code of Practice on Freedom of Speech, including the assessment framework set out in Section 4.

2. Responsibility for Events

2.1 All events shall have a designated organiser who is a member of staff, student, or authorised representative of the College.

2.2 The organiser shall be responsible for:

- Submitting the event request.
- Providing accurate and complete information.
- Ensuring compliance with this code and any conditions imposed by the college.

2.3 Where no such organiser is identified, the event shall not proceed.

3. Submission of Event Requests

3.1 Requests to hold events shall be submitted in advance through the College's approved event request process.

3.2 Requests shall normally be submitted no less than two weeks in advance of the proposed event date, unless otherwise agreed.

3.3 The request shall include sufficient information to enable the College to assess the event, including:

- The identity of the speaker(s).
- The subject matter of the event.
- The format and location.
- Any reasonably foreseeable risks.

4. Initial Review of Requests

4.1 The majority of event requests shall be approved as part of normal administrative processes.

4.2 Where no material concerns are identified, approval shall be granted without escalation.

4.3 Where concerns are identified, the request shall be referred for further review in accordance with Section 5.

5. Assessment of Higher-Risk or Complex Events

5.1 Where an event raises potential concerns, it shall be subject to further review by the appropriate College authority.

5.2 The purpose of this review shall be to determine:

- Whether the event involves lawful speech.
- Whether any risks are present.
- Whether such risks can be mitigated through reasonably practicable steps.

5.3 This assessment shall be carried out in accordance with the framework set out in Section 4 of this Code.

6. Decision-Making

6.1 Following review, the College shall determine whether the event:

- May proceed as planned.
- May proceed subject to conditions.
- Must be refused in accordance with section 8.2 of this code.

6.2 The College shall ensure that:

- Refusal is exceptional;
- Conditions are considered before refusal;
- Decisions are based on evidence and legal principles.

6.3 Final decisions in complex or escalated cases shall be made by the Rector or nominee.

7. Conditions and Mitigation

7.1 Where risks are identified, the College shall seek to enable the event to proceed by imposing proportionate conditions.

7.2 Such conditions may include:

- Requirements relating to event format.
- Security or stewarding arrangements.
- Supervision or moderation of discussion.
- Changes to venue, timing, or delivery mode.

7.3 Conditions shall:

- Address specific risks.
- Be proportionate.
- Not be based on the lawful views of the speaker or organisers.

8. Communication of Decisions

8.1 All decisions shall be communicated to the organiser in a timely manner.

8.2 Where conditions are imposed, the organiser shall confirm acceptance of those conditions before the event proceeds.

8.3 Where an event is refused, the College shall provide:

- Clear reasons.
- Reference to the applicable provisions of the code of practice.

9. Record Keeping and Monitoring

9.1 The College shall maintain a central record of:

- All event requests.
- Decisions taken.
- Conditions imposed.
- Any incidents or follow-up actions.

9.2 Records shall be maintained to demonstrate compliance with the College's statutory duties and shall be subject to periodic review.

10. Conduct of Events

10.1 Once approved, all events shall be conducted in accordance with this Code of Practice and any conditions imposed.

10.2 Organisers shall take reasonably practicable steps to ensure that:

- Lawful speech is protected.
- Events proceed without disruption.
- Participants comply with college requirements.

10.3 Any material breach of conditions may result in the event being suspended or terminated.

11. Escalation and Appeals

11.1 Where an organiser is dissatisfied with a decision, they may raise the matter through the College's Freedom of Speech Complaints Procedure.

11.2 The College shall ensure that appeals are considered fairly, impartially, and in accordance with established procedures.

External Speaker Form



**Christ the
Redeemer College**
London

This form must be completed by the person requesting the hiring. Complete all sections and hand to the Rector **two** weeks before the event for authorisation.

Organiser Name: _____

Organiser Role: _____

Event Date: _____

Speaker Name: _____

Speaker Organisation: _____

Speaker Contact: _____

Speaker Email: _____

Proposed Topic: _____

Organiser Signature: _____

Date Form Completed: _____

Authorisation – Rectors Office

1. I consent to the speaker named above to attend the college for this meeting	Yes ☐	No ☐	Not Applicable ☐
2. I authorize the college premises to be hired out to the organization named above	Yes ☐	No ☐	Not Applicable ☐

Signature: _____ Date: _____
Rector

For office use only.

One copy of this form will be kept and filed
A central record of all hiring will be kept