

UNIVERSITY OF KENT

Code of Practice concerning Freedom of Speech, External Speakers and Events

Annex A

Procedures for Student and Kent Union Bookings

1. The University of Kent is committed under its Charter to freedom of speech within the law and the protection of the rights of members of the University to put forward ideas and controversial or unpopular opinions. The University is committed to providing an environment where ideas and opinions are open to discussion and challenge and where the highest standards of academic rigour are applied. These Procedures are to be read in conjunction with the Code of Practice concerning Freedom of Speech, External Speakers and Events.
2. The Responsible Organiser of a student or Kent Union event must complete a booking and risk assessment form that must be submitted when requesting a room booking. A standard form will be used by Kent Union and its student groups. The booking form will include the following information:
 - a. Date and time of the event
 - b. Name of organiser and club or society
 - c. The nature of the event
 - d. The subject/theme of the event
 - e. The number of people likely to attend
 - f. Any particular seating arrangements
 - g. Whether the event will be open to the public or restricted to members of the University
 - h. The name(s) of the speaker(s)
 - i. The topic/title of the talk and brief background details of the speaker
 - j. A risk assessment
3. All visiting speakers for student or Kent Union events will be risk assessed and the University may decline or cancel a booking where a speaker has a record which demonstrates that there is a real risk that the law or University regulations will be contravened. Before taking such a decision, the *Secretary to Council (or nominee)* will consult available members of the Executive Group and notify the Chair and Deputy Chair of Council of any decision to decline or cancel a booking. It is recommended that organisers of events ensure that the *Secretary to Council (or nominee)* has 21 days notice of a booking. Where the notice given is shorter than the recommended period, the *Secretary to Council (or nominee)* may require the event to be postponed pending consultation with the Executive Group. If a decision is taken to cancel or decline a booking, the organisers may follow the appeals process as set in the Code of Practice.
4. Where clubs or societies organise a series of events a risk assessment must still be provided for each speaker and provided to the Secretary to Council (or nominee) in good time, and at least 21 days in advance if there is a possibility that special arrangements may be required.
5. A Responsible Organiser is deemed by the University to be responsible for the event, for taking all reasonable steps to ensure that the University's property, furnishings and equipment are treated with respect and ensuring that all the requirements of health and safety are observed.

6. The Secretary to Council (or nominee) is responsible for reviewing the risk assessment, determining whether the level of suggested risk is appropriate and whether any special arrangements might be required to mitigate any risk.
7. The Secretary to Council (or nominee) may determine the required special arrangements that are reasonably required. An indicative range of possible requirements is set out in Annex B.
8. Organisers of events should be aware that a significant lead time will be necessary if special arrangements are required. It is recommended that the minimum period of notice should be 21 days' clear notice. Organisers should provide a risk assessment as early as possible and should be aware that a proposed event may need to be postponed if special arrangements are considered necessary. Where a postponement is required the Secretary to Council (or nominee) will consult available members of the Executive Group before reaching a decision and the Chair and Deputy Chair of Council shall be notified of the decision.

30 November 2015