

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

Annex B

Guidance for Events Approved under Special Arrangements for Health Safety and Order

1. Controlling Officer

- 1.1. The *Secretary to Council (or nominee)* may act as a Controlling Officer but will normally appoint a College Master to be the Controlling Officer for an event taking place in a University building. The Controlling Officer will be the University's representatives for the purpose of this Code. Kent Union will be informed of the appointment of a Controlling Officer where the event is run by a Kent Union Student Group and the Controlling Officer will liaise with Kent Union.
- 1.2. The Responsible Organiser must act as the channel of communication with the Controlling Officer and be responsible for ensuring compliance with requirements under this Code of Practice, the University's Charter, Statutes, Ordinances, Regulations and Policies, and the law.
- 1.3. The Controlling Officer shall have the absolute discretion to lay down reasonable conditions on the matters dealt with in this Code of Practice, and after discussing the arrangements with the Responsible Organiser, will communicate in writing the precise conditions to be observed.
- 1.4. Only when the Responsible Organisers' written acceptance of these conditions has been received by the Controlling Officer may the event proceed. If the Controlling Officer is not satisfied that the conditions will be met, he or she may cancel the event.
- 1.5. An event requiring special arrangements shall not be advertised without the Controlling Officer's prior approval, and the wording of notices advertising the event shall be subject to approval by the Controlling Officer.

2. Options for the Mitigation of Risk

The following is an indicative list of options that might be imposed to mitigate risks:

- 2.1. The Controlling Officer may specify that stewards are required, and their number, and be assured as to their suitability. The Controlling Officer may also liaise with Campus Security to arrange appropriate security for the event.
- 2.2. The Controlling Officer may determine whether attendance at the event should be restricted or opened up:
 - i. to University members only;
 - ii. to University members and guests who are not members of the University, provided they have been individually invited by the organisers, or by members of the University who are members of the body organising the event; [Anyone who invites such guests will be answerable to the University for their behaviour at all times.]
 - iii. to persons known to the organisers;
 - iv. to the general public (which may require a police presence).
- 2.3. The admission of the media (other than media run by the University or Kent Union) to any event governed by Special Arrangements may require the prior approval of the Controlling Officer who will act in consultation with the Director of Corporate Communications.
- 2.4. Admission may be controlled either by ticket, or by identity card, or by both, as required by the University. This checking process may be extended under certain circumstances to access to the building where the event is taking place.
- 2.5. The Controlling Officer may determine the access and departure route of the speaker.

- 2.6. The Controlling Officer may determine that the event should be recorded by an independent body.
- 2.7. The Controlling Officer may decide that a member of the University should be admitted to the event to present a balancing view.
- 2.8. The Controlling Officer may appoint member(s) of the University to observe or to assist in monitoring an event to ensure that health and safety requirements are met, that order is maintained and that the speakers act within the law.
- 2.9. If a speaker appears to infringe the law or this Code during the event, the Controlling Officer will have a duty to warn them and, if they persist, to close the event. The Controlling Officer shall also be authorised to summon assistance from Campus Security and/or the police if necessary.

30 November 2015