

# LAINE

THEATRE ARTS

## **Policies**

External Guest Booking Procedure and Form

# EXTERNAL GUEST BOOKING

## PROCEDURE AND FORM

### PROCEDURE OVERVIEW

#### 1. SCOPE

- 1.1. This Procedure sets out the College's requirements for the management of events that include external speakers and practitioners and should be used by all students and staff (including as a sponsor for a student event) when booking an event that includes an external speaker or practitioner.
- 1.2. The underlying legal requirements and principles that relate to this Procedure are set out in the College's Freedom of Speech Policy and Prevent Duty Policy, which should be read in conjunction with this Procedure.
- 1.3. In line with the College's statutory duties, the presumption of this Procedure is in favour of free speech within the law, and the College shall not unreasonably refuse consent unless any event involves or is reasonably expected to involve the expression of views that contravene the law or pose an unacceptable risk to the health and safety or welfare of staff, students or visitors to the College which cannot be mitigated by precautionary measures.

#### 2. DEFINITIONS

- 2.1. External Guests are defined as anyone external to the College who is not a registered student or a staff member normally employed by Laine Theatre Arts, and who is invited by the College to visit the College premises to attend, speak or work with students at Masterclasses or other events occurring outside

of planned module content. Freelance staff who deliver classes are not classed as External Guests for the purposes of this Procedure.

- 2.2. An Event Moderator is a staff member of Laine Theatre Arts who, where appropriate, moderates or supervises an Event involving an External Guest.
- 2.3. The Principal Organiser is the key contact / organiser of the event and in most cases this will be the person who is primarily responsible for the facilitation of a particular event or masterclasses. In-class guests ("Guest artists/Lecturers/Teachers") are normally organised by the Head of Department for individual disciplines, or the Head of Operations.
- 2.4. The College's Prevent Lead and Freedom of Speech Lead - currently the Academic Director, has overall responsibility for matters relating to Freedom and Speech and the Prevent Duty.
- 2.5. This Procedure covers all defined as: all events hosted, sponsored, funded, branded, organised or endorsed by the College, using the College's name or resources (including masterclasses, workshops, rehearsals, lectures, seminars, and symposiums, whether held physically on or off Laine Theatre Arts premises or remotely, including live streamed or recorded content, and any other activities proposed, planned or due to take place at the College or using College facilities (including physical premises and IT systems).
- 2.6. Freedom of Speech Policy means the College's Freedom of Speech Policy, as is amended from time to time.
- 2.7. Prevent Duty Policy means the College's Prevent Duty Policy, as is amended from time to time.

## **EXTERNAL GUEST BOOKING PROCEDURE**

- 2.8. The approval period of any individual as an External Guest via this Procedure will be for each specific event or series of events only and will normally be granted for a maximum period of three months. Should an External Guest return for an additional Event after the three-month period, the Principal Organiser will be required to submit a new booking request.

### **3. PROCEDURE**

- 3.1. Advance notification of at least seven working days is normally required for any Event.
- 3.2. The relevant Head of Department will normally act as Principal Organiser of the event and shall be responsible, as far as is reasonably practicable, for ensuring that the organisation of the Event and the conduct of those attending it is lawful and compliant with the Prevent Duty Policy and Freedom of Speech Policy, and to all relevant guidance and to any condition relating to the Event imposed under this Procedure and that, where appropriate, the Event Moderator is properly briefed.
- 3.3. The Principal Organiser is responsible for seeking information about proposed External Guests (including their websites / social media pages) and undertake a risk assessment using the Events & Guests Booking Form which should be returned to the Head of Operations seven working days before the Event. Where a risk is identified under the Prevent Duty, or it is reasonably believed that the Event may breach the bounds of lawful free speech or there may be a risk of disorder, this should be referred to the Prevent Duty Lead. The Principal Organiser may also decide at this stage not to authorise any Event involving the Guest in question.
- 3.4. The Principal Organiser is also responsible for undertaking checks as appropriate for key issues relating to equality and diversity, or of a political

nature. Where any issues are identified that might be considered a risk, these should be referred by to the Prevent Duty Lead.

- 3.5. If necessary, the Principal Organisers should refer in the first instance to the College's Freedom of Speech Policy for guidance on matters relating to free speech. They should seek further advice, if necessary, from the Prevent Duty Lead, especially in cases where issues of principle in respect of free speech arise, or if it is proposed that access to an event be significantly modified or curtailed, or that it be postponed or cancelled. Any stipulation requiring one or more guests not to participate in an Event which otherwise goes ahead requires the explicit approval of the Prevent Duty Lead.
- 3.6. External Guest details must be captured on the Events & Guests Booking Form, and it is the responsibility of the Principal Organiser to ensure that a background check on the individual has been undertaken, and risk assessed in line with the paragraphs 3.2 and 3.4.

#### **4. FREEDOM OF SPEECH PRINCIPLES**

- 4.1. Everyone who organises, is an External Guest, or attends an Event at the College is required to observe good order. Good order includes, but is not limited to, refraining from the following:
- preventing participants from accessing events;
  - preventing speakers from being heard clearly;
  - chanting or using foul or abusive language, including racial abuse;
  - refusing reasonable requests from College staff involved in managing an event;
  - displaying inappropriate flags, banners, placards or similar items in an event;
  - acting in any other way which is threatening or abusive, or which denies to others their right to legal free speech.

- 4.2. Nobody who has exercised their right to legal free speech should suffer censure as a result.
- 4.3. It is the responsibility of the College staff
- 4.4. The primary duty of the Event Moderator is to uphold freedom of speech within the law and to ensure that anyone who wishes to challenge or criticise the views of the speaker(s) in an orderly fashion is allowed to do so. This means that the Event Moderator must adhere at all times to the Freedom of Speech Policy, maintain good order at events, and must act impartially in their facilitation of discussion and debate. Event Moderators may pose questions to the speaker(s) but should not be a speaker at the event themselves or be expressing their own views on the subject matter of the Event. Event Moderators must be willing to undertake any relevant training and preparation, including familiarisation with relevant policies, in preparation for the Event.

## **5. WITHHOLDING OR WITHDRAWAL OF PERMISSION TO HOLD AN EVENT**

- 5.1. The primary purpose of this Procedure is to ensure that Laine Theatre Arts is able to fulfil its legal obligations to promote freedom of speech, whilst at the same time fulfilling its other legal obligations and statutory duties, and to ensure the smooth running of the College.
- 5.2. This Procedure creates a presumption in favour of freedom of speech and the withholding or withdrawal of permission for an Event by the Prevent Duty Lead will only occur in exceptional circumstances where measures cannot be put in place to secure freedom of speech within the law and wherever possible after consultation with the Principal Organiser and appropriate internal and external parties, as are deemed appropriate.

## **6. APPEALING AGAINST A DECISION**

- 6.1. Appeals against the rulings of the Prevent Duty Lead may be made in writing to the Executive Director, whose decision shall be final but must be reported to the next meeting of the Safeguarding Committee and the Laine Theatre Arts Board of Directors.

## **7. SANCTION**

- 7.1. If there is any contravention of this Procedure, then the individual or individuals (whether staff or student) responsible will be liable to be referred into the College's respective disciplinary procedures and subject to sanction if determined appropriate.

## **8. REVIEW AND MONITORING**

- 8.1. Laine Theatre Arts has a duty to monitor and keep this Procedure up to date and it will, therefore, report to the Board of Directors on its operation, together with any recommendations for its terms, at intervals not exceeding 3 years. This report shall be consulted on at the Safeguarding Committee and the Senior Management Committee prior to consideration by the Laine Theatre Arts Board of Directors.
- 8.2. An annual report (by exception) on any issues of non-compliance with this Procedure shall be made to the Laine Theatre Arts Board of Directors (via the Safeguarding Committee and the Senior Management Committee).

# APPENDIX 1

## EXTERNAL GUEST SPEAKER BOOKING FORM

The purpose of this form is to ensure that all events are organised to meet the standards set out in the College's Freedom of Speech Policy. This form is also designed to identify how the College can assist with security/other arrangements where speakers/topics may be at risk of disruption/protest.

If you are a member of **Laine Theatre Arts staff**, you must complete **Part A** of this form. If you consider there is a **potential risk or considerations relating to the Freedom of Speech Policy** at the proposed event **you must also complete Part B**. It is mandatory for **all other organisers** of a proposed event (i.e. anyone who is not a member of Laine Theatre Arts Staff, including students) **to complete Part A and Part B of this form in all cases**.

It is strongly advised that invitations or other arrangements for the proposed event are not sent prior to the booking being accepted.

### PART A

#### 1. Proposed Event Details

Name of person/group/department/ wishing to make the booking

Event organiser & contact details (*Person responsible for the booking*):

Title and subject of proposed event:

Name of Guest Speaker:

Proposed date of event: Start time /Finish time:

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| Date:        |
| Start Time:  |
| Finish Time: |

Proposed venue (please note if it is an online event):

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Total anticipated number of attendees:

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Are there any potential risks or security considerations identified in relation to this event (including but not limited to):

- The content or the topic of discussion attracting protests/disruption/breach of the peace
- The attendance of the speaker(s) or subject of discussion raising an issue under the College's equality policies (including inciting hatred)
- The content or speaker(s) raising issues under the College's Prevent Policy
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☐ **NO** – The Event Organiser should sign below here, then complete the declaration in Section 5 and return this form to the Head of Operations ([amandamatea@laine-theatre-arts.co.uk](mailto:amandamatea@laine-theatre-arts.co.uk))

Signature of Event Organiser:

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☐ **YES** – please complete Part B (\*students/ external organisers must still complete Part B whether they have identified a risk or not)

## Event Approval

The Head of Operations should sign here if they have approved the event **without** the need for mitigation or referral to the Prevent Lead:

## PART B

**To be completed by ALL student and external organisers and where a member of College Staff organising an event has identified a potential risk (see part A).**

Please note where the booking requires **completion of Part B**, you will need to **complete and submit this form 21 days prior to any event**. If insufficient information is provided, the booking will not be made.

### 1. ORGANISATION

Entry requirement for the event:

- ☐ Pre-registration
- ☐ pre-registration – online
- ☐ Ticketed
- ☐ Turn up on the day
- ☐ Other (please state)

Is any other organisation outside of Laine Theatre Arts involved in any way with this event?

- ☐ Yes
- ☐ No

If yes, please give details including any funding received for the event:

## 2. PROPOSED GUEST DETAILS

This includes all external guest speakers and visiting practitioners but not visiting practitioners delivering lectures/workshops as part of a planned module. The information required in this section should be completed by the organiser in consultation with any potential speaker.

Name(s) of proposed guest(s). Please give *all* names used by the guest(s):

Is/are the guest(s) representing an organisation(s)?

If yes, please give details:

Is/are the guest(s) affiliated to any other organisations?

If yes, please give details:

Details of the subject they will be speaking about and any other information you think we need to be aware of:

Biographical details of the guest(s) (*please provide details of current and recent roles and activities*):

### 3. SPEAKER RISK ASSESSMENT

Would you reasonably expect the guest(s) or the topic of discussion to attract any protests (e.g. Are you aware of disruption at events that have involved the same guest or topic in the past)?

☐ Yes

☐ No

If yes, please give details:

Is there any information on open-source research (e.g. google search) to the detriment of the guest(s)?

☐ Yes

☐ No

If yes, please give details:

### 4. EVENT RISK ASSESSMENT

Are there any identified security considerations in relation to this event e.g. would you reasonably expect the content or the topic of discussion to attract any protests/disruption? (see Freedom of Speech Policy)

☐ Yes

☐ No

If yes, please detail, including arrangements put in place to address the risk:

Is there a risk of the attendance of the guest(s) or subject of discussion raising an issue under the College's equality policies?

☐ Yes

☐ No

Note: Causing offence, generating controversy, or expressing unpopular viewpoints is not, in itself, a basis for refusing an event. The purpose of this section is to identify any risk of unlawful speech, harassment, incitement to hatred or violence, breach of the peace, or specific and identifiable risks to safety, so that appropriate mitigations can be considered.

When assessing risk, organisers should consider whether the subject matter, language used, or the public profile of a guest speaker may reasonably be expected to generate concern, controversy, or offence. Where such factors are present, the assessment should focus solely on whether they give rise to identifiable legal, safety, or operational risks. The fact that a speaker's views may be controversial, unpopular, or offensive does not, of itself, justify restricting, refusing, or imposing additional conditions on an event.

Relevant considerations may include:

- The risk of harassment or unlawful discrimination.
- The risk of causing fear or alarm through threatening, abusive, or intimidating conduct.
- The risk of inciting hatred or violence.
- The risk of disorder, disruption, or a breach of the peace.
- A specific and identifiable risk to the safety or security of attendees, speakers, staff, or students.

If yes, please identify the issues that may be raised, and any arrangements put in place to address these issues.

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## 5. DECLARATION FOR PROPOSED GUEST FORM

Please tick each of the statements and then sign below to indicate your agreement:

- ☐ I have read and understood the College's Freedom of Speech Policy.
- ☐ I have provided a copy of the College's Freedom of Speech, Prevent, Safeguarding, and Respectful and Appropriate Language Policies to the external speaker.
- ☐ I confirm that the external guest has been asked to provide evidence of a DBS check.
- ☐ I understand that I am responsible for the proper security and organisation (including stewarding and chairing) of the event for the purpose of protecting the rights of freedom of speech.
- ☐ I agree to notify the Head of Operations if any of the information given in this form changes.

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| Signed: | Dated: |
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Please return completed forms to:

Head of Operations ([amandamatea@laine-theatre-arts.co.uk](mailto:amandamatea@laine-theatre-arts.co.uk))

### Confirmation of Decision – Part 1 (Head of Operations)

The Head of Operations should sign here if the decision has been made to **formally refer** the event to the Prevent Lead with recommendations:

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### **Confirmation of Decision – Part 2 (Prevent Lead)**

The Prevent Lead should indicate which of the following applies:

- ☐ The event goes ahead with the recommended risk mitigations
- ☐ The event does not go ahead

Signature of Prevent Lead

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## **ADDITIONAL NOTES:**

**Health & Safety:** As the organiser, you are personally responsible for ensuring that all attendees at an event are aware of health and safety issues (such as fire procedures and emergency exit routes) and for the proper conduct of all attendees. You do not have to make the relevant announcements and arrangements yourself, but you are personally responsible for ensuring that it is done.

**Risk Assessment:** It is the event organiser's legal responsibility to conduct a risk assessment in relation to the proposed event and put in place appropriate measures to mitigate any potential risk which is identified as a result of that assessment.

**Data Protection:** It is the event organiser's responsibility to ensure that any personal data collected or communicated before, during or after the event is done so in accordance with the requirements of Data Protection legislation.

## DOCUMENT CONTROL

|                   |                                             |
|-------------------|---------------------------------------------|
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