



Faculty of Arts, Professional and Social Studies

LJMU Freedom of Speech – External Speakers Policy Guidance

1 Contextual Information

The Office for Students is responsible for monitoring what HE providers do to prevent people being drawn into terrorism. In September 2018, it issued its Prevent Monitoring Framework, which includes a more evidence and risk-based approach to monitoring. The new framework requires all HEIs to have systems in place for monitoring events and public speakers. To meet these monitoring requirements we need to keep a record of all events happening on campus if external speakers attend.

2 What does this mean for staff?

If you are organising an event please ensure you have read and understood the *LJMU Freedom of Speech – External Speakers Policy*¹. After reading the Policy:

- If you consider that an event is, or could be classed as a 'designated activity', you should complete the External Speaker Approval Form² and return it to the Faculty Head of Operations³ in accordance with the timescales outlined in the document. The Faculty Head of Operations will then act as the *Principal Organiser* and oversee the request referral process, which is outlined in the Policy.
- If you do not believe that the event is, or could be classed as, a 'designated activity', we still need to log details of it in order to meet Office for Students reporting requirements. In these cases, you should complete the form below and return it to the nominated member of staff in your area:
 - Liverpool School of Art and Design: Elaine McNeill
 - Liverpool Screen School: Paula Baines
 - School of Justice Studies: Steve Altham
 - School of Humanities and Social Science: Janine Melvin
 - School of Education: Karen Davies
 - Faculty of Arts, Professional and Social Studies: Lyndsey Philip

NB: It is a requirement that all External Speakers are sent a copy of the University's *Equality and Diversity Policy*⁴ in advance of any organised event.

¹ Available in the University Policy Centre at: <https://policies.ljmu.ac.uk/UserHome/Policies/PolicyDisplay.aspx?id=122&l=1>

² Available in the University Policy Centre at: <https://policies.ljmu.ac.uk/UserHome/Policies/SearchResult.aspx?kw=EXTERNAL>

³ Lyndsey Philip: l.a.philip@ljmu.ac.uk

⁴ Available in the University Policy Centre at: <https://policies.ljmu.ac.uk/UserHome/Policies/PolicyDisplay.aspx?id=213&l=1>



External Speaker Record Form (Non Designated Events)

Organiser Name	
Nature/Type of Event	
Date of Event	
Names of Visiting speaker/s	
Name of Visiting speaker's/speakers' organisation	
Venue of Event	