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2. About this Policy

Who does this Policy apply to?

All staff and students

Speakers invited by academic staff to give presentations to students on course related matters

Speakers invited by the Vice-Chancellor or other staff to give a keynote talk to staff/students/invited guests

Speakers invited by Harper Forum to give talks at the regular Harper Forum Meetings to which all students and staff are invited

Operating Officer

4. Freedom of Speech Code of Practice

The University recognises the importance of freedom of speech for its staff, students, and visiting speakers. It is committed to supporting and encouraging open debate, even on challenging topics which may attract diverse opinions, as well as upholding principles of freedom of thought and expression. This commitment is reinforced by incorporating the London Principles for Academic Freedom into our practices.

Scope

This Code of Practice applies to:

- All meetings and events held on University premises or premises controlled by the Students' Union.

- All events affiliated with, funded by, or branded as University events, regardless of location.

- All University employees, students, and Students' Union employees.

- Visiting speakers and other persons involved in organising events must adhere to relevant sections of this Code.

Legislative Context

The University adheres to the Human Rights Act 1998, which guarantees freedom of thought, conscience, religion (Article 9), and freedom of expression (Article 10). The rights expressed in both articles, are subject to 'such limitations as are prescribed by law'.

issued by appropriate bodies such as the Government, the Charities Commission, the Office for Students, GuildHE and UUK.

All event organisers must undertake to comply with all lawful and reasonable instructions issued by authorised University staff in relation to the location, arrangement and conduct of such meetings

Declining or withdrawing permission for the meeting or activity where, upon review by the Chief Operating Officer, it is considered that there is a threat to maintaining good order. Such a step would normally only be taken on the advice of the Police.

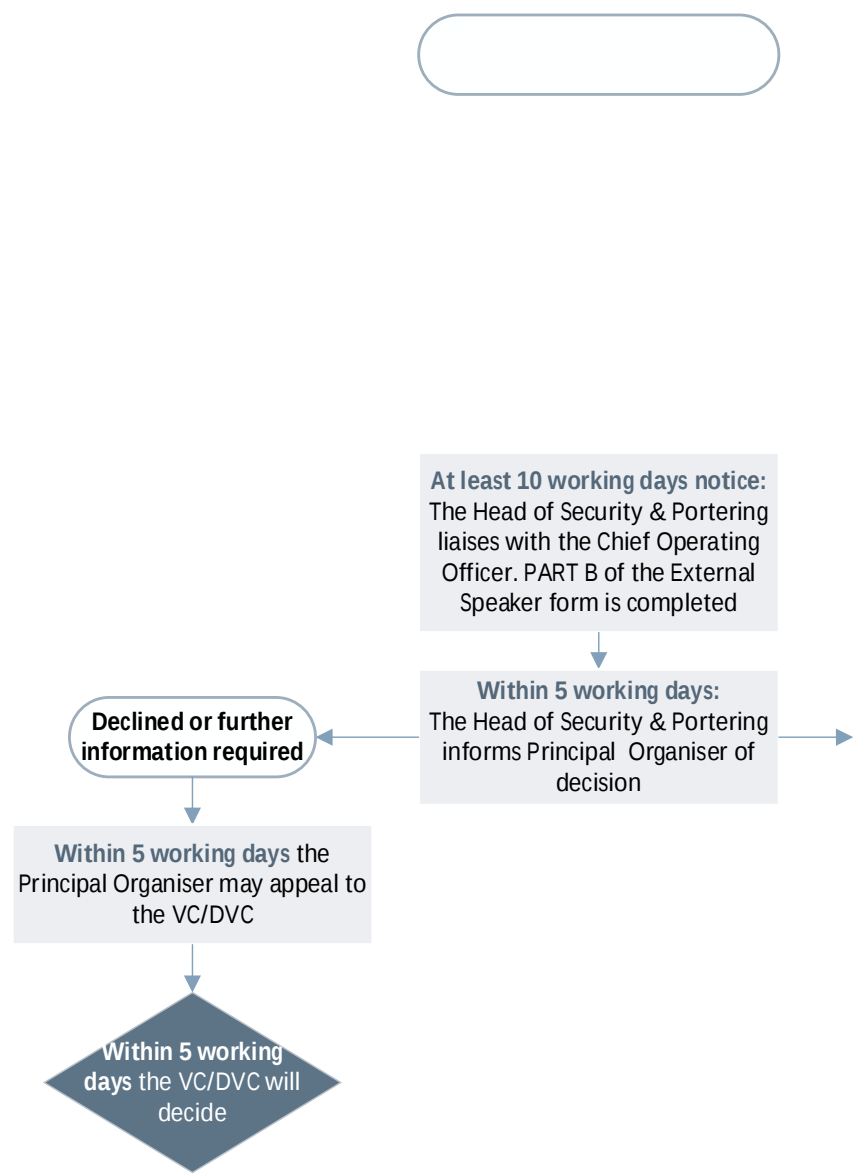
Any appeal against the recommendations of the Chief Operating Officer should be made to the Vice-Chancellor/Deputy Vice-Chancellor normally within five working days of the Chief Operating Officer's decision. Requests for further time to prepare the appeal shall not unreasonably be refused. The Vice-Chancellor/Deputy Vice-Chancellor shall consider the appeal and determine an outcome within five working days. Where further time is needed to consider the matter, the appellant will be informed of the revised date when a final decision will be made and the reason for the delay. The Vice-Chancellor's/Deputy Vice-Chancellor's decision shall be final but must be reported to the next meeting of the University Board of Governors.

London Principles for Academic Freedom

1. **Free Enquiry and Pursuit of Truth:** Universities must prioritise knowledge and truth as core principles. Policies should not deter pertinent questions or data collection. Restrictions on speech should be limited to creating conditions for free exchange of ideas or complying with legal regulations.
2. **Academic Freedom and Freedom of Expression:** Universities must promote freedom within the law in all academic activities. Academic staff and students should be free to express ideas without fear of job loss or discrimination, even if controversial or unpopular.
3. **Pluralism:** Intellectual pluralism should be encouraged. Universities may not demand ideological commitments but should demand rigorous research and scholarly integrity.
4. **Civil Discourse:** Open, honest, and reasoned discussion of controversial ideas must be encouraged. Harassment or discrimination based on beliefs or lawful expression should be opposed.
5. **Institutional Neutrality:** Universities should avoid taking substantive positions in political debates to maintain their role as forums for constructive disagreement. Support for individual freedom of conscience should not involve imposing a collective ideology.
6. **Freedom of Belief and from Compelled Speech:** Discrimination based on lawfully protected

By integrating these principles, the University reaffirms its commitment to fostering a robust and open academic environment where freedom of speech and academic freedom are upheld.

5. Process Flow-Chart



6. Risk Rating Table

[illegible]

APPENDIX A

How we define our Freedom of Speech and Academic Freedom Duties

Freedom of Speech

Freedom of speech has a special role in universities, specifically protected as a matter of law. The legislation emphasises the significance of free speech for universities by imposing legal obligations on them and in particular states that the only constraints on the duty to secure freedom of speech are those imposed by the law. As with academic freedom, it is for the law, not for institutions, to set limitations.

We consider our duties to go beyond refraining from limiting or infringing freedom of speech, but rather to do all that is reasonably practicable to ensure that it is secured. Free speech is for all participants in university life – members of staff, students, and visiting speakers. The governing body of a registered higher education provider must take reasonable steps to ensure freedom of speech within the law for its members, students, employees, and visiting speakers, with particular emphasis on the importance of this freedom.

Our Code of Practice sets out:

- a statement of our values relating to freedom of speech and how those values uphold freedom of speech.
- the procedures to be followed by our members, staff, students and students' union in connection with the organisation of meetings and activities.
- the conduct required of members, staff and students in connection with any such meeting or activity.
- the criteria we will use in making decisions about whether to allow the use of premises and on what terms, including criteria for determining whether there are exceptional circumstances

In addition, we will:

- take reasonable steps (including where appropriate the initiation of disciplinary measures) to

This definition therefore requires the words or conduct to be viewed in context. Words or conduct which occurs in the specific context of research or teaching, academic debate, speaker events,

Academic freedom is also bound up with broader civil liberties and human rights. Higher and further education staff have the right to freedom of thought, conscience, religion, opinion,

APPENDIX B

APPENDIX C

Complaints Procedure

This procedure applies(c)6 (e)-6 eed7(d)-l(c)6 (el(c)6 (e m-6 (0 Tw 46 (em-6 ((eb(l)-3.2)-6)-r(t)10.7 (r)-2.9)-6 (d)-f(7(5e

Outcome

The University Secretary, or suitable alternative nominee, will write to you, as soon as reasonably practicable to inform you of the outcome of your complaint and any further action that we intend to take to resolve the matter. Where appropriate we may hold a meeting to give you this information in person. Our decision is final and will mark the end of the procedure.

Process Flowchart

Data Retention: your personal data will be retained for as long as necessary to fulfil the purposes outlined in this statement, or as required by law. Once it is no longer needed, it will be securely disposed of in accordance with our data retention policies.

Your Rights: under the GDPR, you have the right to request access to, rectification, or erasure of your personal data held by us. You also have the right to restrict or object to the processing of your data. If you wish to exercise any of these rights, please contact the University's Data Protection Officer at DPO@harper-adams.ac.uk

By submitting this Guest Speaker Booking Form, you consent to the processing of your data as described in this statement.

University members of staff:

Please complete **Parts 1-3** of this form. If you consider that there is a potential risk relating to the Freedom of Speech Code of Practice at the proposed event, please complete this form and discuss your concerns with the Interim Head of Facilities.

Further advice and guidance can be sought when completing this form from the Head of Security who will escalate to the Chief Operating Officer in the event of queries and/or concerns.

Please note that this form should be completed and submitted at least ten days prior to the planned event. If insufficient information is provided, you will risk delays and/or the possibility that the booking will not be made.

1. Proposed Event Details

- i. **Name of academic department, student society, or group wishing to make the booking:**
- ii. **Event organiser and contact details** (*name of the person responsible for the booking*):
- iii. **Title and subject of proposed event:**
- iv. **Name and organisation of external speaker:**
- v. **Is the event contributing to (please tick):**

An academic programme, short course, or conference

An internal research seminar

Learning & Teaching Conference

Research Conference

University-wide event

Global Engagement event

SU Organised activity/event

External Conference organised through Short Courses and Conferences Office

Vice-Chancellor's Office

None of the above (application will be referred under **part 4** below).

vi. **Proposed date of event** (*date/start time/finish time*):

vii. **Preferred venue** (*please note if it is an online event*):

viii. **Total anticipated number of attendees:**

2. Proposed Speaker Details

The

External Speaker Booking Form: PART B

It is recognised that most of the events at the University are managed successfully by the organisers with no need for the consideration of additional conditions. The purpose of this form is to ensure that all events involving external speakers are organised to meet the standards set out in the University's Freedom of Speech Code of Practice and our obligations under the Prevent duty.

If the proposed event does not contribute to one of the specific areas outlined in Part A of this Booking and Registration Process, or there is a risk of the event attracting disruption, media interest, or extremist views, please liaise with the Head of Security (Dave Harding) in order complete this Part B of the Booking and Registration Process. This form is compiled by the Head of Security and provides recommendations for the effective running of the proposed event. The Form is submitted to the Chief Operating Officer for review and approval when an application for an external speaker has been referred for consideration of potential conditions by the Head of Security

1. Organisation

Entry requirements for the event:

- Pre-registration
- Pre-registration, online
- Ticketed
- Attend on the day
- Other (please state)

Is any other organisation apart from Harper Adams University, or Harper Adams University Student Union involved in any way with this event?

- Yes
- No

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

2.

If yes, please give details

Are there any identified security threats to the speaker(s)?

Yes

No

If yes, please give details

Do the speaker(s) come with their own security detail?

Yes

No

If yes, please give details

3. Event Risk Assessment