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## Section 1 – Background

1.1. MetFilm School has a rich history as an creative arts institution that has regularly welcomed visiting speakers from around the world to its campuses. Such speakers have brought and continue to bring great diversity of experience, insight and opinion, enriching our events and activities and sparking discussion and debate among our students, staff and visitors alike.

### The Prevent Duty

1.2. As part of its safeguarding duties, MetFilm School (the School) has a duty to ‘have due regard to the need to prevent people from being drawn into terrorism’ (the Prevent Duty) under [Section 26 of the Counter-Terrorism and Security Act 2015](#). In undertaking this duty, it must ensure that it assesses risks arising from external speakers attending MetFilm School events or giving guest lectures. The policy and procedures below are designed to ensure that such risks are assessed and where appropriate mitigated.

1.2. In addition to the above duty, MetFilm School also has an obligation to protect academic freedom and free speech. It has developed a detailed Freedom of Speech policy and event organisers should ensure that they are familiar with this policy. The policy sets out what considerations will be made in determining if an external speaker presents a risk to staff, student and/or members of the public.

1.3. This policy should be used in conjunction with the following MetFilm School policies:

- [Freedom of Speech Policy](#)
- [Academic Freedom Policy](#)
- [Safeguarding Policy](#)

## Section 2 – Scope

2.1. This policy covers all events hosted by MetFilm School, the MetFilm School Student Senate and events hosted by external organisations that take place on our premises. Also covered by this policy are events taking place off campus, where the School is hosting (or co-hosting) an event. This includes at venues in the UK or at institutions or establishments overseas. Whilst the legal framework will differ in other countries, all activities led or hosted/co-hosted by MetFilm School, irrespective of where in the world they take place, should uphold this policy unless to do so would breach that countries' law. Any breach of the policy may pose significant risk of reputational damage even if, within a particular country, the law is not broken.

2.2. **Visitors:** A visitor is considered external if they are not affiliated to the School by way of their status as a member of staff, tutor, on programme student or member of the Student Senate. 'Visitor' therefore includes alumni students and guest speakers.

2.3. **Events:** This policy and procedure applies to all events that are held by MetFilm School. This may be an ad hoc talk or lecture held by the School or a MetFilm School sponsored event. It includes lecture series where these are not part of scheduled classes. 'Events' could be a lecture, a seminar, a fundraising event, an Open Day – the definition is wide to ensure that all MetFilm School sponsored activity is considered.

2.4. **Responsible person:** the named individual with overall responsibility for the organisation of an event and any speakers associated with it.

## Section 3 - Approval and Due Diligence of External Speakers

3.1. All external speakers must be approved by the Head of MetFilm Futures for external events or the Deputy Director, Teaching and Learning, for guest lecturers who are coming in to talk as part of the curriculum.

3.2. Before approval, a check of the speaker must be undertaken through Google or other relevant sources to assess any potential risks in relation to the School's Freedom of Speech policy and the Prevent Duty. The form attached at Appendix A must be completed. The first three pages of results (if any results are found) of the Google search should be reviewed or other information where available reviewed. Where the speaker belongs to an organisation, the website of the organisation must be checked also and a Google search and checking of other relevant information for the organisation.

3.3. Records of this search and any subsequent risk assessment must be maintained with the approval for the speaker.

3.4. In undertaking the risk assessment, particular attention must be paid to the nature of any religious or political affiliations. Consideration should also be given to whether speakers have extreme views on sexuality, gender, race, religion and politics.

3.5. Where there is any content that is inappropriate or which might be interpreted as being in conflict with School's Freedom of Speech policy, this should be referred to the Prevent Lead in the first instance for consideration.

3.6. Where a potential risk is identified, the Prevent Lead will refer this to the School's Chief Executive Officer (CEO). Where it is agreed that an event may proceed, the organisers may be required to agree mitigation measures be put in place as outlined in the School's Freedom of Speech policy.

## **Section 4 – Organising an Event**

4.1. The procedure for organising an event is set out below. This applies to events held both on and off campus.

4.2. Events organised by a third party unaffiliated to MetFilm School (eg film festivals) must align with the School's core values. Organisers must agree to be bound by these values as a condition of making their booking.

4.3. Event organisers must provide the following information when creating an event:

- a) Name and contact details of the event's responsible person ;
- b) Date, time and facilities required;
- c) Type of event; eg meeting, lecture, workshop, screening
- d) Subject matter / topic of event
- e) Names of any speakers and any external speakers, including information of the organisation to which they belong (if applicable) together with any information on affiliations;
- f) Expected number of attendees;
- g) Confirmation of whether the event will be a member only, invitation only event or open to the general public;
- h) Confirmation if the event and speaker are likely to attract media interest – if so why?;
- i) Draft publicity for the event;
- j) Indication that the organiser understands and accepts the MetFilm School Freedom of Speech policy.

4.4. Once the above information is submitted, it will be reviewed by the Head of MetFilm Futures and provisionally entered into the Timetable as appropriate.

4.5. The Head of MetFilm Futures will undertake checks for key issues relating to equality, diversity or political affiliations. Where any issues are identified which might be considered to be a risk, these will be referred to the Prevent Lead who will review and consult with the CEO as appropriate.

4.6. The Student Senate may organise events using the same process outlined in this section.

## **Section 5 – Ad Hoc Room Bookings**

5.1. Before submitting an event request for an event held on campus, staff may make a provisional room booking through the Timetabling Team. The Timetabling Team will not, however, be able to confirm the booking until the procedure in Section 4 has been followed and the event approved.

## **Section 6 – Issues Referred to the Prevent Lead**

6.1. Any issues referred to the Prevent Lead will be discussed with the Prevent Steering Group. They will conduct an investigation into the speaker and the event that takes into consideration the Freedom of Speech policy, the need to maintain order within MetFilm School and also the Prevent duty. It will undertake a review of the due diligence undertaken and may review other relevant sources of information where appropriate.

6.2. In making recommendations they will assess risk on the following basis:

- The potential for any decision to limit freedom of speech as per the School's code of practice in pursuance of the 1986 Education Act;
- The potential for the event going ahead to cause the School to be in breach of its equality and diversity commitments;
- The potential for the event going ahead to cause MetFilm School to fail in its wider legal duties;
- The potential for the event going ahead to cause reputational risk to MetFilm School;
- The potential for the speaker's presence on campus to cause fear or alarm to members of MetFilm School;
- The potential for the speaker's presence on campus to give rise to breach of peace;
- The potential for the event to breach the Prevent duty.

6.3. The Prevent Steering Group may make one of the following recommendations:

- On the basis of the risks presented to not permit the go ahead;
- On the basis of the risks presented to fully permit the event to go ahead unrestricted;
- On the basis of the risks presented to permit the event to go ahead on the proviso steps designed to reduce risk are taken.

6.4. Steps designed to reduce risk may include requiring that:

- the event be filmed;
- the event be observed by MetFilm School officials;
- additional security and/or that the event be stewarded or subject to security on the door;
- an event promoting a particular view includes an opportunity to debate or challenge that view;
- the event is ticketed and that the attendees are approved in advance;

- a copy of any speech to be delivered by the speaker be submitted to the MetFilm School in advance of the event.

## Appendix A

### External Speaker Checklist

This form is to be used to approve and external speakers.

Please refer to the procedure for approving external speakers before completing this form.

Name of Speaker	
Organisation and Role	
Name of Organiser	
Purpose of Session/talk	

### Approval of the Speaker

Are you satisfied that the speaker and subject is appropriate, based on the speakers skills, knowledge, experience and reputation for the session?

Y/N

Have you checked the speakers' background (usually by running a google search to review any news stories)

Y/N

Have any issues arisen that give cause for concern under the Met Film School Freedom of Speech Policy in relation to the MetFilm Schools Prevent Duty?

Y/N

Where 'Yes' what is your proposed mitigation?

Confirmation the due diligence has been undertaken on the speaker

Signature:

Date: