

**Central
Film
School**



Central Film School

External Speaker Policy

2023-24

EXTERNAL SPEAKER POLICY

This document contains the procedures of Central Film School (or the School) for booking an external speaker, along with the *External Speaker Code of Conduct* and the *External Speaker Referral Form*.

1. INTRODUCTION

Central Film School recognises that external 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.

In addition, the School has a legal duty, as a higher education provider, to protect the right to freedom of expression within the law.

The purpose of this policy is to set in place a governing framework for external speakers to ensure that this proud heritage, where debate, challenge and dissent are not only permitted but expected, can continue for current and future generations.

2. SCOPE

This policy applies to all events that take place on Central Film School's premises (and offsite events that are Central Film School-branded) which are not organised as part of the curriculum. Such events might include:

- extra-curricular talks or presentations organised by academic staff for students on a programme of study;
- a keynote presentation to staff/students/invited guests or a public lecture series;
- events organised by the Students' Council;
- an external or jointly organised conference taking place on Central Film School's premises or with Central Film School's branding.

External speakers are speakers who are not registered students or paid employees at Central Film School. The approval of Visiting Lecturers can be managed outside of this policy, unless it is thought that their identity and/or the content of their teaching session(s) raises the sorts of issues outlined in Section 4 of this policy.

3. BOOKING AN EXTERNAL SPEAKER

Anyone organising an event that includes one or more external speakers must follow the process described in this Policy before booking the speaker(s).

The majority of external speaker requests will be straightforward and can be handled entirely at a department level by the staff or students concerned. In these cases, following the steps outlined in Section 4 below will suffice.

However, some requests may be complex and may require referral for further consideration. The referral process will only apply in a minority of circumstances where events or speakers are deemed to be higher-risk.

4. DEPARTMENT ASSESSMENT OF PROPOSED EXTERNAL SPEAKER(S)

At least 3 weeks prior to the confirmation of any external speaker, the event organiser will be responsible for assessing the speaker against the following set of questions:

Question 1: Has the speaker previously been prevented from speaking at Central Film School, or another university or similar establishment, or previously been known to express views that may be in breach of the ***External Speaker Code of Conduct?***

Question 2: Does the proposed title or theme of the event present a potential risk that views/opinions expressed by the speaker(s) may be in breach of the ***External Speaker Code of Conduct?***

Question 3: Is the proposed speaker/theme likely to attract attendance from individuals/groups that have previously been known to express views that may be in breach of the ***External Speaker Code of Conduct?***

If the answer to all three questions is **NO**:

The event organiser can confirm the external speaker and 'book' them to speak at their event or activity in the normal way. It is required that the external speaker be sent a copy of the ***External Speaker Code of Conduct.***

If the answer to any of the questions is UNCLEAR:

The event organiser must seek guidance from their line manager or the Prevent Lead,

whose responsibility it will be to further review the speaker(s) against the questions above.

Ultimately, if the answer to any of the questions is **YES:**

It is the responsibility of the event organiser to submit a referral to the Head of Operations or Head of School **at least 2 weeks prior to the event**. NO speaker(s) can be confirmed (booked) prior to the event organiser receiving authorisation from the Head of Operations or Head of School.

Please note that events should not be advertised until the assessment has been undertaken and any subsequent referral has been green-lighted.

5. THE REFERRAL PROCESS

To make a speaker referral submission:

- (i) Use the [External Speaker Application online form](#)
- (ii) Complete all sections of the form with as much detail as possible.

The completed form will be considered by the Head of Operations or the Head of School.

Following review, it may decide that the event can go ahead as planned, or particular conditions may be applied.

6. **EXTERNAL SPEAKER MONITORING** The School values, embraces and is totally committed to equality, diversity and inclusion. This commitment is defined, formally, in Central Film School's Equality and Diversity policy (<https://www.centralfilmschool.com/policies>).

The Head of Operations and Head of School will monitor the outcomes of decisions to ensure that the School's responsibility for equality, diversity and inclusion is being appropriately enacted.

7. **COMPLAINTS PROCEDURE** If an individual (a member of staff, a student, or an external visitor) feels that there has been a breach of this Policy, they may put their case in writing to the CEO. Possible breaches might include being prevented from arranging, attending, or speaking at an event that has been reviewed or referred under this Policy; or that an external speaker has contravened, or is likely to contravene, the External Speaker Code of Conduct.

The complainant should include any relevant evidence in their submission (for example, documentation sent to, or correspondence with, the Head of Registry or Head of School). The CEO may seek evidence or testimony from others before making their decision. They will notify the complainant of the outcome in writing as soon as possible.

8. **POLICY REVIEW** The External Speaker Policy and approval process will be reviewed annually and updated in response to legislative changes and other factors. It is the responsibility of those organising events to ensure that they are acting in accordance with the most recent version of this Policy, which will be published on Central Film School’s website.

Document Title:	CFS External Speaker Policy
Document Ref:	CFSESP_03
Version:	3.0
Issuing Authority:	CFS Academic Board
Owner:	Head of Operations
Author:	Ami Solomon - reviewed by Tim Lyne
Approval Date:	
Last Amended:	27/07/2023
Sensitivity:	Unclassified
Effective from:	September 2023 for the 2023/2024 Academic Year
Internal Review Date:	Prior to 2024/2025 Academic Year
History:	First Published: 13/12/2019