

LFS Guidance on External Engagement

1. External Speakers and Their Responsibilities

- 1.1. An external speaker or visitor is used to describe any individual or organisation who is not a student or staff member of LFS and who has been invited to speak to students and/or staff. This includes any individual who is a student or staff member from another institution. It also includes the main contact from any external venue hire client who is paying to use School facilities.
- 1.2. An event is any event, presentation, visit, activity or initiative organised by a student group/society, individual or staff member that is being held on the LFS premises or where LFS is being represented by a stand on non-School premises e.g. at a school event or festival. It also includes events where external speakers are streamed live into an event or a pre-recorded film is shown. It also includes activity being held on LFS premises but organised by external venue hire clients
- 1.3. All speakers or visitors should be made aware by the person or group arranging the event (by referring visitors to this policy) that they have a responsibility to abide by the law and the School's policies including that they:
 - a) Must treat students, staff and guests fairly and respectfully regardless of gender, age, race, nationality, ethnicity, disability, sexual orientation, religion or belief;
 - b) Must foster safe and tolerant atmosphere in which creative and academic goals may be pursued free from harassment and discrimination of any kind;
 - c) Must value the international and culturally diverse community at the School;
 - d) Must not advocate or incite hatred, violence or call for the breaking of the law;
 - e) Are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts;
 - f) Must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony;
 - g) Must be mindful of the risk of causing offence to or seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge;
 - h) Are not permitted to raise or gather funds for any external organisation or cause without express permission of the School (available from the LFS Registrar or Head of Marketing and Communications).

2. Guidance for LFS staff and Students Organising an Event with an External Speaker or Venue Hire Client

- 2.1. The Head of Studies, Head of Marketing and Communications, or Academic Registrar must be informed of any events that involve external speakers through this procedure¹. A central record of all such events will be kept.

¹ In case all three members of staff authorised to approve external speakers/events are unavailable, the Director & CEO may approve the external speaker/event instead (using the process outlined below).

- 2.2. No event involving any external speakers may be publicised or considered confirmed until the speaker has been cleared through the procedure detailed in this policy. This includes advertisement through any social media platform.
- 2.3. LFS reserves the right to cancel, prohibit or delay any event with an external speaker if the policy is not followed or if health, safety and security criteria cannot be met and/or concerns about students' or staff's wellbeing are raised.
- 2.4. Any room booking/event organisation with an external speaker involved must be made no later than 14 days before the date of the event. This is to allow for the organiser to make appropriate safeguarding checks as well as to allow time for amendments to be made if necessary. Any request made outside of this timeframe will be rejected unless there are valid reasons for not submitting the request earlier.
- 2.5. Students wishing to propose an event with an external speaker must submit their proposal via the Students' Union. The Students' Union will decide whether they wish to put forward the proposal to the School. If approved, the event will be announced as a joint event between The London Film School and the LFS Students' Union.
- 2.6. The individual/group organising an external speaker should conduct brief research into the proposed speaker. If in doubt as to the suitability of a speaker, they should refer the decision to the Head of Studies, Head of Marketing and Communications, or Academic Registrar.
- 2.7. Suitability of a speaker could be questioned for reasons listed below²:
 - a) Any person or group on/or linked to the UK Government list of proscribed terror organisations
<https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2>;
 - b) Talks by organisations generally considered to be extremist; a speaker who is known to have spoken previously at another institution on a topic that has caused fear or intimidation of students or staff;
 - c) A speaker accepted in mainstream as being highly controversial;
 - d) A link or links to any person or group that has been connected with any controversy of a negative or positive nature;
 - e) A speaker who has significant profile and attracts a following that could create crowd control and health and safety issues; a speaker from a political party during an election purdah.
- 2.8. In the event of referral, one of the following decisions will be made:
 - a) To not permit the event with the external speaker to go ahead;
 - b) To not permit the external speaker to attend the event (if it is a wider event);
 - c) To fully permit the event with the external speaker to go ahead unrestricted;

² Please note this list is not exhaustive.

- d) To permit the event with the external speaker to go ahead on the basis of regulatory steps designed to reduce risk. These may include observation; independent filming; the inclusion of opportunities to debate or challenge the view being held.
- 2.9. In making recommendations, the Heads of Studies, Head of Marketing and Communications, or Academic Registrar may consult with relevant members of staff, if appropriate, and risk will be assessed on the following basis:
- The potential for any decision to limit freedom of speech;
 - The potential for the event going ahead to cause reputation risk to LFS;
 - The potential for the speaker's presence on site to cause fear or alarm to students or members of staff AND/OR to give rise to breach of peace.
- 2.10. The External speaker consent form (Appendix 1) must be completed and forwarded to the the Head of Studies, Head of Marketing and Communications, or Academic Registrar no later than 14 days before the planned event. The completed form should be forwarded to marketing@lfs.org.uk and academicregistrar@lfs.org.uk for logging on the central records.
- 2.11. Term Tutors are responsible for ensuring students are aware of this policy.
- 2.12. Managers are responsible for ensuring that their staff are aware of and support the policy.

3. Version Control

Version Number	Changes	Author, Title	Date
0.1	-	Veronique Fricke, Head of Marketing and Communications	20/05/2016
0.2	Comments from Philip Ramge added	Philip Ramge, Academic Registrar	31/05/2016
1.0	Approved by Leadership Group	-	07/06/2016
1.0	Reviewed by Academic Board; no changes made	-	13/03/2018

Appendix 1: Approval Form for the Use of External Speakers at LFS

- 1) Complete **all** boxes and ensure that you have signed the form. *Please note that handwritten forms will not be accepted.*
- 2) Send your request to the Head of Studies, Head of Marketing and Communications, or Academic Registrar.
- 3) Send a copy of the request to marketing@lfs.org.uk and academicregistrar@lfs.org.uk to request approval for the event.

Name of the Person Making the Request:	
Target Audience:	
Size of Target Audience (Number of People Attending)	
Name of the Person Responsible for the Event ³ :	
Name(s) of External Speaker(s)	
Contact Details of External Speaker(s), including the Organisation They Represent	
Is there any known or likely media interest in the proposed event?	Yes/No
If yes, please provide details:	
Have adequate background checks been conducted?	Yes/No
If yes, please attach detailed outcomes of the check, including the speaker's biography	
Are there any matters that require further investigation/action?	Yes/No
If yes, please provide details:	
Nature/Subject/Title of the Event:	
Date of the Event:	

³ The responsible person will have to be present during the event

Start and End Time of the Event:	
Preferred Room for the Event:	
Alternative Room for the Event:	

Signature

Date

FOR OFFICE USE ONLY

Approval Granted:	Yes/No
If no, please provide details:	
Approved/Rejected on:	
Approved/Rejected by:	
Job Title:	
Signature:	