

External Speakers Policy

The UWS Students' Union is an organisation committed to ensuring that its spaces are places where everyone is treated with dignity and respect and where the diversity of our members and their opinions are promoted, valued and celebrated.

Given the diversity of our community and the guests that can be invited to join it, we understand that sometimes people will have different or opposing views, therefore we have policies in place to ensure that:

- The Union is able to maintain its safe space policy and ensure that no member feels unsafe in any of your events or our venues.
- The Union will screen any external speaker or guest that enters our spaces or premises to ensure that our safe space policy will be maintained.
- The Union will work collaboratively with our students and student groups to ensure that we will reach a sound, evidence based judgement about the individual or organisation that is being screened that allows the Union to meet its various legal and policy obligations.

Principles

Your responsibilities under this policy are:

- to inform the Union with a minimum of **two weeks notice**, of any external speaker or guest that is going to address your members or attendees.
- not to advertise an event that involves external speakers until they have been screened by the Union.

All external speakers or guests aware of their responsibility to abide by the law, the University's and the Union's various policies including:

1. They must not incite hatred, violence or call for the breaking of the law, or have ever done so
2. They must not encourage, glorify or promote any acts of terrorism or have ever done so.
3. They must not spread hatred and intolerance in our community.
4. They must not deliberately insult other faiths or groups of people, or have ever done so.

The Union reserves the right to cancel or prohibit any event, if the procedures provided in this document are not followed or if the event means we are unable to meet our statutory obligations for health, safety and security.

Process of referring a speaker

The society committee must complete the external speaker request form with a minimum of **two weeks notice** for the event to which they will speak. This form must include the following information:

- Expected number of attendees
- Confirmation if the event is for UWS Students only, or is open to the public
- Confirmation of the external speakers affiliations – especially where they are political or religious
- Declaration of any knowledge of controversy attracted by the speaker or topic in the past.
- Confirmation if the event and/or the speaker are likely to attract media attention.
- Links to the speakers profiles on social media, and or their website.

The **external speakers request** form should be sent to societies@uwsunion.org.uk with the **subject “External speaker”**. This will then be reviewed by the Student Opportunities Coordinator who will inform you about the outcome of their screening. This may include imposing restrictions or adding safety measures.

Failure to provide this Information, or deliberately failing to disclose the full speaker details will result in the event being cancelled by the Union and the society may face disciplinary action from the Union and the University.

Appeal the outcome

It is possible to appeal the decision made from the investigation and such an appeal would be considered by the Union’s board of Trustees.

1. The Board will review the evidence and submission of the complaint and come to a decision.
2. This decision will be to either:
 - a. Uphold the original decision
 - b. Overturn the original decision and place no restrictions on the event
 - c. Overturn the original decision and add new restrictions.

As the Board has the final authority on all matters of health, safety and security in the Union, their decision will be final.