



## **SIDNEY SUSSEX COLLEGE**

### **CODE OF PRACTICE ON MEETINGS AND EVENTS ON COLLEGE PREMISES**

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## Revision History

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## 1. Introduction

- 1.1 The College has adopted this code of practice for the purposes of fulfilling its obligations under s.26, Counter-Terrorism and Security Act 2015 (CTSA) and s.43, Education (No.2) Act 1986 (E(No.2)A). It shall apply to any meeting or event of a like nature organised by College Fellows or staff, or by external persons or bodies such as conferences, including where appropriate any dinner, to be held on College premises.
- 1.2 It shall apply whether the meeting or event is held in a private College room or a public or common room or space; whether held indoors or outdoors; whether in-person or online, live or recorded for future broadcast, including hybrid meetings or events; whether including visiting speakers (i.e., speakers who are not members of the College or of the Collegiate University); and whether including significant numbers of attendees from outside of the Collegiate University.
- 1.3 All other arrangements for meetings or events organised by individual College students, or by a College student club or society, must comply with [Regulation G13 in the White Book](#).
- 1.4 Fellows and members of staff are reminded that alleged breaches of this Code, or of any relevant conditions of appointment or employment, may be brought before the relevant disciplinary authority as set out in Ordinance C,II (Academic Staff (Discipline)) or the Disciplinary and Dismissal Policy for staff.
- 1.5 Any person who is in any doubt about the application of this code of practice to any meeting or event in the College shall consult the Principal Officers, who shall determine whether, and in what terms, the provisions of this Code apply.

## 2. Principles

[Excerpted from the College's [Statement on Freedom of Speech](#)]

- 2.1 The College is strongly committed to the principle of freedom of speech and expression. It fosters an environment where all of its members can participate fully in the life of the College, and where each member feels confident and able to research, question and test received wisdom, and to express new ideas and controversial or unpopular opinions, without fear of isolation, marginalisation or discrimination. Equally, the College expects its members to receive and respond to intellectual and ideological challenges in a constructive and peaceable way. The College also acknowledges its statutory duties in protecting its members and other people from “radicalisation”, which in this context means being drawn in by others to support terrorism, or to commit acts of terrorism.
- 2.2 Subject to the above paragraph, no premises of the College will be denied to any member or body of members by reason of the beliefs or views of that individual or of that body or the policy or objectives of that body.
- 2.3 In holding to these key principles, the College will take into account its obligations regarding freedom of speech, the management of the health and safety of its members and the general public, the promotion of equal opportunities and prevention of discrimination on the grounds of belief, race, gender or sexual orientation or other legally-protected characteristics, and its duties associated with preventing people from being drawn into terrorism or the promotion of terrorist activities.
- 2.4 As an example of this, the College reserves the right to refuse access to its premises if it is of the opinion that a visiting speaker or the purpose of a meeting is likely to give rise to the incitement of crime and/or is likely to cause a breach of the peace.

### **3. Protection of freedom of speech**

- 3.1 Further to s.43, E(No.2)A, any enquiry to hold a meeting or event which is to be addressed or attended by persons who are not resident members of the College shall include:
- (a) the venue, date and time of the meeting or event;
  - (b) the names, addresses and colleges (if any) of the organisers;
  - (c) if the meeting is being arranged on behalf of an organisation, the full trading name, registered address and company number of that organisation;
  - (d) the full name(s) of any invited speaker(s), whether or not a member of the College or University;
  - (e) the name(s) of the person(s) responsible for ensuring the protection of free speech for all persons attending.
- 3.2 The above requirements shall not apply where the relevant meeting or event is an academic meeting organised by a Fellow of the College.

### **4. Prevention of radicalisation**

- 4.1 Further to s.26, CTSA, permission to hold any meeting or event may, exceptionally, be refused on the grounds that a meeting or event poses a risk that persons will be drawn into radicalisation, and into support for or promotion of terrorist activities. Conditions may be imposed on the grant of any

permission in order to mitigate any risks of radicalisation. Such conditions may include a change to the proposed venue or date, or to the format of the meeting or event, or to the security arrangements.

## **5. Bookings and approval process**

5.1 No approval process is required for any:

- (a) religious service organised by the Chaplain or the Chaplain's designated representative;
- (b) meeting organised by a Fellow of the College for the purposes of University or College teaching, or for academic research.

5.2 Initial enquiries may be made by telephone, letter or email; thereafter, all communications between the College and the events organiser(s) will be in writing.

5.3 Upon receiving an enquiry, the Conferences Team will clarify the information listed in Section 3 above, and may also require from the organiser(s) written details of:

- (a) the purpose and nature of the booking (e.g., lecture, networking event, debate, conference party or reception, training);
- (b) the type of booking (e.g., whether from College member or external, whether for academic, research, commercial, religious or personal purposes);
- (c) the title of the event and a detailed summary of event topics;
- (d) the target audience, number of attendees expected, whether open to the public or for invited attendees only, and whether tickets will be issued;
- (e) proposed publicity and marketing, including whether any media will be invited.

5.4 At provisional booking stage, the Conferences Team will issue a provisional booking letter which will:

- (a) reiterate the information provided by the organiser(s) about the meeting or event, including the name(s) of those person(s) responsible for ensuring the protection of free speech for all persons attending;
- (b) highlight the College's statutory Prevent duties and Freedom of Speech statement;
- (c) draw attention to the College's standard terms and conditions for booking meetings or events;
- (d) advise the organiser(s) that a member of the College may, at any time, listen to their event as it takes place, and read any associated literature on or off-line.

5.5 The Conference Team may at any time follow up with the event organiser(s) for additional written information if concern is expressed over the proposed subject matter, and may conduct additional research. The Conferences Team may also, at any time, refer enquiries to the College's Principal Officers as set out in Section 6 below.

5.6 At confirmation stage, whether approved by the Conferences Team, the Principal Officers or the College Council on appeal, the Conferences Team will issue a confirmation letter, which will:

- (a) reiterate the information provided by the organiser(s) about the meeting or event, including the name(s) of those person(s) responsible for ensuring the protection of free speech for all persons attending;
- (b) make reference to the Counter Terrorism and Security Act 2015 and Prevent Statutory Duty within our standard conditions, including the College's expectations of the meaning of due diligence;
- (c) draw attention to the College's right to cancel if the College believes that the meeting or event details have changed without sufficient time for the College to carry out its due diligence, or if any of the information submitted to the College during the bookings process is identified subsequently as being inaccurate or incomplete;
- (d) remind the organiser(s) that a member of the College may, at any time, listen to their event as it takes place, and read any associated literature on or off-line.

5.7 Between confirmation and the event day, the Conferences Team will monitor the meeting or event for timely payments and consistent and complete information provided on request and in accordance with the College's standard terms and conditions. If payment and/or information is not provided within the specified timeframe, the event will be deemed to have been cancelled by the organiser(s), and the Conferences Team will communicate this decision in writing.

## **6. Escalation requests to Principal Officers**

6.1 It is anticipated that, in the vast majority of cases, the Conferences Team will approve a booking as part of normal business. However, in exceptional circumstances, where the Conferences Team may consider that the holding of a meeting or event might reasonably be refused, the Conferences Team will forward the request and any concerns expressed to the Principal Officers. This referral should be made no later than seven working days before the date of the proposed meeting or event. Members of the College who are concerned that a particular forthcoming meeting or event should be escalated to the Principal Officers may do so directly.

6.2 The Principal Officers will, in consultation as necessary, determine:

- (a) whether the meeting or event would breach the College's statutory duty to prevent people from being drawn into radicalisation, and/or would cause the College to fail to uphold the key principles and obligations expressed in its Statement on Freedom of Speech; and
- (b) whether the meeting or event could proceed subject to conditions, e.g., to be held in alternative premises, at a later date, upon the organisers hiring an adequate number of stewards and/or College Porters, or in a different format.

6.3 Only in exceptional circumstances, when there are risks which cannot be mitigated by the imposition of appropriate conditions, or when the organiser(s) of the meeting or event refuse to confirm in writing that they will comply with any conditions set, will permission be withheld. Only the Principal Officers may refuse permission for a meeting or event, and only on these bases.

6.4 The organiser(s) of any meeting or event which is refused permission by the Principal Officers may appeal to the College Council, whose decision shall be final.

- 6.5 Any decision by the Principal Officers (including one upheld by Council on appeal) that a meeting or event should not take place, or may only take place subject to conditions, is binding and takes precedence over any other permission that might otherwise have been made.
- 6.6 Decisions made by the Principal Officers, or by Council on appeal, will be communicated in writing.
- 6.7 All decisions taken under the escalation process, including those relating to meetings or events which did not take place, will be reported to the Government via the Office for Students in December as part of the College's annual PREVENT report, which is also submitted to the College Council.

## **7. Risk assessment**

- 7.1 Meetings and events may be subject to risk assessments to ensure that the risks can be mitigated whilst allowing for free speech. If the risks cannot be mitigated, the meeting or event will not be permitted to go ahead.
- 7.2 A formal written record will be maintained of all identified risks and of mitigation to be employed.
- 7.3 Activities likely to be considered inappropriate to be conducted on College premises may include:
- (a) internal or external speakers giving talks which directly or indirectly promote violence towards members of the College, the Collegiate University, or the general public, or which would breach the College's statutory duty to prevent people from being drawn into radicalisation, and/or would cause the College to fail to uphold the key principles and obligations expressed in its Statement on Freedom of Speech (excerpted in Section 2 above);
  - (b) internal or external speakers whose presence or activity, in the view of the College, carries a reasonable likelihood of risk to the health or safety of its members or of the general public;
  - (c) physical activities where there has not been due regard for the safety of participants and onlookers;
  - (d) activities where the College has been advised by the police that they represent a high risk at the specified time or location proposed.

## **8. Standard conditions**

- 8.1 The meeting or event organiser(s) shall be present at any meeting or event for its entire duration. Such person(s) shall be responsible for:
- (a) ensuring the proper functioning of the event, in accordance with good order and discipline;
  - (b) preventing damage, and any conduct tending to bring the College into disrepute; and
  - (c) ensuring the protection of free speech for all persons attending.
- 8.2 Any action necessary for compliance with the requirements of this Code of Practice, and any costs associated therewith, including the hiring of stewards and/or College Porters, shall be the responsibility of the organiser(s) of the meeting as declared on the application for permission.

**9. Conduct at meetings and events: members of Sidney Sussex College**

- 9.1 All members of the College have a duty to ensure that freedom of speech and protection from radicalisation is observed on College premises.
- 9.2 Any Fellow or member of staff who infringes another person's rights to, or expression of, free speech, or their right to protection from radicalisation, shall commit a breach of this code of practice and shall be liable to incur disciplinary penalties under Ordinance C,II (Academic Staff (Discipline)) or the Disciplinary and Dismissal Policy for staff.
- 9.3 Any student member of the College who infringes another person's rights to, or expression of, free speech, or their right to protection from radicalisation, shall commit a breach of Regulation G13 and shall be liable to incur disciplinary penalties under Ordinance C,XIV and Regulation P9.
- 9.4 All members of College shall comply with any instruction given by any College Officer or any other person authorised to act on behalf of the College including any University Proctor or member of the police invited to enter onto College premises.

**10. Conduct at meetings and events: non-members of Sidney Sussex College, including visiting speakers**

- 10.1 Attendees at meetings and events who are not members of the College, including visiting speakers, are asked to respect the College's charitable objectives to be a place of education, learning and research, and its aims to promote academic excellence and freedom of thought.
- 10.2 Attendees are asked to abide by the College's rules and policies while attending any events or meetings on College premises, including any conditions required of the event organiser(s), and to comply with any instruction given by any College Officer or any other person authorised to act on behalf of the College, including any University Proctor or member of the police invited to enter onto College premises.

**11. College's rights to respond to conduct at meetings and events**

- 11.1 The College reserves the right to exclude or reject any person from an event or meeting, or to require that a meeting for which permission has been granted shall be cancelled, postponed or terminated prematurely, on any one or more of the following grounds:
  - (a) a breach of University or College Ordinances or Regulations on discipline; or
  - (b) a reasonably apprehended breach the peace; or
  - (c) the commission of an offence under sections 11 or 14 of the Public Order Act 1986;by any person.
- 11.2 If an event or meeting is cancelled, postponed or terminated prematurely at the College's discretion on any one or more of the above grounds, the organiser will have no entitlement to any refund of monies paid.

**12. Post-meeting or event review**

- 12.1 A post-meeting or event review may be conducted to identify any changes to policy or practice.