

**THE PREVENT DUTY:
UWS EVENTS AND EXTERNAL SPEAKERS PROTOCOL**

The following protocol is intended for any members of UWS staff that are organising events or inviting external speakers to the University. It applies to University affiliated events taking place off campus as well as any events taking place on campus and is drawn from the 'Good Practice Guide for Scottish HE Institutions' and from Universities UK 'External speakers in HE Institutions' guidelines.

The University needs to balance its legal duties in terms of ensuring freedom of speech and academic freedom, but also of protecting student and staff welfare. The Counter Terrorism and Security Act 2015 places a legal duty on the University '*to have due regard to the need to prevent people from being drawn into terrorism.*' This is often referred to as the Prevent duty.

One aspect that the University must manage in relation to this duty relates to events and external speakers. It is now University policy that the Events Team must be notified of certain types of event as a matter of course. This is to allow for a consistent approach to the management of this policy and to ensure your School or Department receive the correct level of support during the planning process.

The Events Team have received training in relation to the Prevent Duty, and will follow this process, providing planning support and advice on the following types of events:

- Conferences
- Exhibitions
- Training days or workshops (where external delegates are attending)
- Functions, dinners and drinks receptions
- Press and publicity (where an invited guest such as an MSP, Business Leader or influential figure is attending an event on a UWS Campus)
- Fundraising initiatives (such as charity stalls and information stands)

Routine matters such as delivering academic seminars or inviting a guest lecturer, that require no support from outwith your own area, will be regarded as a normal part of University activity and the Events Team do not need notified of these. It is for these matters that the organising member(s) of staff must follow this protocol. In most circumstances, this will be very straightforward and require no further action.

In the case of student led events or invitations, responsibility will lie with the respective School.

Stage 1 – To be considered when arranging an event/external speaker as part of normal University activity

UWS is committed to supporting academic freedom and freedom of expression within the law. Any member of staff who believes there may be issues with a

proposed event or external speaker that require additional consideration in relation to the *Prevent* duty should discuss this with their line manager. Should any concerns remain, additional information should be requested from the external party/organiser:

- Details of the event/speaker, including time and venue
- Overview of the event, subject matter and ticketing arrangements
- Relevant information relating to the speaker
- Likely press or media interest
- Confirmation that the event/speaker will not be promoted or advertised unless agreement is given to host on university premises

It is expected that most cases that are reviewed at Stage 1 will not lead to an internal referral, and that the event or speaker can proceed as planned.

Stage 2 – Review of proposed external speaker/event

Should any concerns remain, the matter must be raised with the University Secretary, who is a member of the University Prevent Duty Group. The Group will consider whether the topic or speaker is likely to breach the law or pose significant risk to the wellbeing of staff, students or visitors.

The following points will be considered:

- Does the proposed speaker have links to or represent a proscribed terror group or organisation as designated by the UK Government?
- What is the focus of the event and might the subject matter or title be controversial or cause distress? Will both sides of the argument be represented?
- Has the speaker any recent history of controversy in relation to terrorism, particularly at a HE institution?
- What security provisions are proposed, and are they considered to be sufficient?
- Will hosting the event pose a reputational risk for the university?

Stage 3 – Possible Actions

The Prevent Duty Group will make a recommendation to the Deputy Principal as to whether the event or speaker:

- Proceeds as initially planned
- Does not proceed (this will only happen in exceptional circumstances)
- Proceeds subject to certain conditions which may include:
 - Varying the time and location of the event from the original plan
 - Requiring a different person to Chair the event
 - Making the event all-ticket and requiring attendees to show ID
 - Requiring an advance copy of any guest list
 - Placing restrictions on numbers

- Enhancing security arrangements
- Imposing conditions on how the event is to be advertised
- Mandatory attendance of specified senior university representatives
- Restricting or refusing media attendance
- Imposing an alcohol ban
- Imposing conditions on how the event is run, for example in relation to requests for segregation of the audience
- Requesting a running order and script of what is likely to be said in advance and requiring an undertaking that these are adhered to
- Briefing the Chair of the event in advance to make clear their responsibilities under the law
- Restricting what materials are available at the event

Stage 4 – Communication of a speaker/event decision

Decisions should be clearly communicated to the organiser of the event, normally within two weeks of the submission of any request.

Should conditions be required, these will be clearly stated at that point along with a requirement for written agreement before the event will be allowed to take place on campus (or with University affiliation if the event is off campus).

Further information relating to the Prevent Duty is available on the [intranet](#) or from the [Head of Resilience & Safety](#).

Prevent Duty Group

University Secretary

Senior Academic Lead

Director of Estates

Head of Resilience & Safety

Other Staff or SAUWS representatives may be invited to join the Group on a case by case basis.

Protocol Owner – Head of Resilience and Safety	
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