



External Guest Booking Procedure

Last approved: September 2025

Approved by: Quality Committee

Next review due: September 2027

1. Scope

1.1. This Procedure sets out the College's requirements for the management of events that include external speakers and should be used by all students and staff (including as a sponsor for a student event) when booking an event that includes an External Guest as a speaker.

1.2. The underlying legal requirements and principles that relate to this Procedure are set out in the College's Safeguarding and Prevent policies and should be read in conjunction with this Procedure.

1.3. In line with the College's statutory duties, the presumption of this Procedure is in favour of free speech within the law, and the College shall not unreasonably refuse consent unless any event involves or is reasonably expected to involve the expression of views that contravene the law or pose an unacceptable risk to the health and safety or welfare of staff, students or visitors to the College which cannot be mitigated by precautionary measures.

2. Definitions

2.1. External Guests are defined as anyone external to any of the College's colleges who is not a registered student of the College or a staff member normally employed by the College, and who is invited by the College to deliver either: in-class content ("Guest Lecturers") or to attend and speak at Masterclasses or other events. Freelance staff who deliver classes are not classed as External Guests for the purposes of this Procedure.

2.2. An Event Moderator is a staff member of the College who is appointed to moderate / supervise an Event involving an External Guest as speaker.

2.3. The Principal Organiser is the key contact / organiser of the event. In-class guests ("Guest Lecturers") are normally organised by the College Principal, Programme Leaders or members of the Senior Leadership team.

2.4. The College's Designated Safeguarding Lead has overall responsibility for matters relating to Safeguarding and the Prevent duty.

2.5 This Procedure covers all defined as: all meetings and events hosted, sponsored, funded, branded, organised or endorsed by the College or individual groups and societies using the College's name or resources (including masterclasses, lectures, seminars, committee meetings, conferences and other symposiums, whether held physically on or off College premises or remotely, including live streamed or recorded content, and any other activities proposed, planned or due to take place at the College or using College facilities (including physical premises and IT systems), whether including an External Guest or not.

2.6. The approval period of any individual as an External Guest via this Procedure will be for each specific event or series of events only. Should an External Guest return for an additional Event at a later date, the Principal Organiser will be required to submit a fresh booking, and the External Guest will again be required to be processed via this Procedure.

3. Procedure

3.1. Advance booking of at least ten working days is normally required for any Events, and the organisers of any Event are required to appoint a member of staff to act as Principal Organiser of the event. This Principal Organiser shall be responsible, as far as is reasonably practicable, for ensuring that the organisation of the Event and the conduct of those attending it is lawful and compliant with BN1 Arts Policies and Procedures, and to all relevant guidance and to any condition relating to the Event imposed under this Procedure and that, where appropriate, the Event Moderator is properly briefed.

3.2. A student or society within the BN1 Arts College may organise an event, but only under the authority and guidance of a Principal Organiser, as defined in 2.3.

3.3. The Principal Organiser is responsible for seeking information about proposed External Guests (including their websites / social media pages) and undertake a risk assessment. Where a risk is identified under the Safeguarding and Prevent Duty, or it is reasonably believed that the Event may breach the bounds of lawful free speech or there may be a risk of disorder, this should be referred to the College Principal. The Principal Organiser may also decide at this stage not to authorise any Event involving the Guest in question.

3.4. The Principal Organiser is also responsible for undertaking checks as appropriate for key issues relating to equality and diversity, or of a political nature. Where any issues are identified that might be considered a risk, these should be referred by the College Principal to the Senior Leadership team, who will liaise with the Safeguarding and Prevent Duty Lead to make any final decisions.

3.5. External Guest details must be captured on the Events & Guests Booking Form (<https://forms.gle/s6Warutzxf3c2ine7>), and it is the responsibility of the Principal Organiser to ensure that a background check on the individual has been undertaken and risk assessed in line with the paragraphs 3.2 and 3.4.

4. Freedom of Speech Principles

4.1. Everyone who organises, speaks at, or attends an Event at the College is required to observe good order. Good order includes, but is not limited to, refraining from the following:

- preventing participants from accessing events;

- preventing speakers from being heard clearly;
- chanting or using foul or abusive language, including racial abuse;
- refusing reasonable requests from an Event Moderator or other College staff involved in managing an event;
- displaying flags, banners, placards or similar items in an event;
- acting in any other way which is threatening or abusive, or which denies to others their right to legal free speech.

4.2. Nobody who has exercised their right to legal free speech should suffer censure as a result.

4.3. It is the responsibility of the Event Moderator to ensure that anyone who wishes to challenge or criticise the views of the speaker(s) in an orderly fashion is allowed to do so.

4.4. The primary duty of the Event Moderator is to uphold freedom of speech within the law. This means that the Event Moderator must adhere at all times to BN1 Arts policies and procedures, maintain good order at events, and must act impartially in their facilitation of discussion and debate. Event Moderators may pose questions to the speaker(s) but should not be a speaker at the event themselves or be expressing their own views on the subject matter of the Event. Event Moderators must be willing to undertake any relevant training and preparation, including familiarisation with relevant policies, in preparation for the Event.

5. Withholding or Withdrawal of Permission to Hold an Event

5.1. The primary purpose of this Procedure is to ensure that the College is able to fulfil its legal obligations to promote freedom of speech, whilst at the same time fulfilling its other legal obligations and statutory duties, and to ensure the smooth running of the College.

5.2. This Procedure creates a presumption in favour of freedom of speech and the withholding or withdrawal of permission for an Event will only occur in exceptional circumstances where measures cannot be put in place to secure freedom of speech within the law and wherever possible after consultation with the Principal Organiser and appropriate internal and external parties, as are deemed appropriate.

6. Appealing Against a Decision

6.1. Appeals against the rulings of the College Principal may be made in writing to the Senior Leadership Team, or their nominee, whose decision shall be final but must be reported to the next meeting of BN1 Arts College Board.

7. Sanction

7.1. If there is any contravention of this Procedure, then the individual or individuals (whether staff or student) responsible will be liable to be referred into the College's respective disciplinary procedures and subject to sanction if determined appropriate.

8. Review & Monitoring

8.1. The College has a duty to monitor and keep this Procedure up to date and it will, therefore, report to BN1 Arts College Board on its operation, together with any recommendations for its terms, at intervals not exceeding 3 years.

8.2. An annual report on any issues of non-compliance with this Procedure shall be made to the BN1 Arts College Board (via the Academic & Quality Committee).