



The Institute  
of Contemporary  
Music Performance

## External Speakers & Events Policy

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V2.3	13/08/19 Executive Committee	Annual review	Head of Student Services	Biennially and as required
<b>Related policies</b>				
<ul style="list-style-type: none"><li>• Equality &amp; Diversity Policy and Procedure</li><li>• Disability Policy and Procedure</li><li>• Safeguarding Policy Procedure</li><li>• CEIAG Policy and Procedure</li><li>• Staff Code of Conduct</li><li>• Student Charter</li></ul>				
<b>External Reference</b>				
<ol style="list-style-type: none"><li>1. Equality Act 2010, <a href="https://www.legislation.gov.uk/ukpga/2010/15/contents">https://www.legislation.gov.uk/ukpga/2010/15/contents</a></li><li>2. Counter-Terrorism and Security Act 2015</li><li>3. Office for Students Prevent Monitoring Framework, <a href="https://www.officeforstudents.org.uk/advice-and-guidance/student-wellbeing-and-protection/counter-terrorism-the-prevent-duty/how-we-monitor/">https://www.officeforstudents.org.uk/advice-and-guidance/student-wellbeing-and-protection/counter-terrorism-the-prevent-duty/how-we-monitor/</a></li></ol>				

## 2. Introduction

- 2.1. ICMP is committed to organising and delivering a range of events that will enhance the student experience.
- 2.2. This policy will apply to a range of activities involving external speakers; musicians, clinicians, and visiting lecturers invited by academic staff, religious and political
- 2.3. representatives speaking on ICMP premises and events such as masterclasses, concerts, debates, speeches and conferences taking place at ICMP which may have been organised by ICMP staff and students.

## 3. Aims

- 3.1. To ensure we continue to offer invaluable opportunities for students to engage in academic debate, challenge ideas and opinions as well as enhance their own potential by engaging with successful entrepreneurs, business specialists, visiting lecturers and clinicians; professional practitioners, musicians and industry professionals.
- 3.2. To provide an environment where freedom of speech and freedom of expression are protected and balanced with the need to ensure that the entire ICMP community is free from harm, discrimination, harassment and victimization and that incitement to hatred is never accepted.
- 3.3. To provide clearly defined and effective procedures in place for assessing the risks around particular events and speakers and for managing those risks and ensure that the law is upheld.
- 3.4. To ensure that ICMP provide a supportive, inclusive and safe environment for all attendees participating in ICMP events

## 4. Scope

- 4.1. This policy applies to any situation in which an external speaker is invited to speak on ICMP premises or at any ICMP affiliated, funded or branded event held off-site by a member of ICMP staff or student.

## 5. Definitions

- 5.1. **External Speaker** is defined as any individual or organisation who is not a student or staff member (permanent, ZH or PTSA contracted). In the context of ICMP it refers to any external musician, clinician, performer, presenter, demonstrator, band or artist.
- 5.2. **Events** in the context of ICMP include, but are not limited to a masterclass, clinic, live performance etc.
- 5.3. **Academic Freedom** is a term used to describe the law (Education Reform Act 1988) that allows for open and honest debate in an academic context. Academic Freedom only applies to academic staff and does not apply to students and visiting speakers.

## 6. Purpose

- 6.1. The purpose of this policy is to set in place a governing framework for proposing external speakers and events to ensure that ICMP can continue to organise and deliver engaging, interesting and relevant events to both current students and alumni.

## 7. Submission of an External Speaker & Event Request Form

- 7.1. Requests must identify an appointed principal organizer/proposer who will take responsibility for the proposal and management of the event.
- 7.2. Any event that involves an external speaker must be requested, assessed and approved using the standard External Speaker & Event Request Form.
- 7.3. Requests should be made no less than 14 working days before the scheduled event.

- 7.4. No event involving any external speakers may be publicised until the speaker has been cleared through the appropriate process as indicated.
- 7.5. Requests made outside of the agreed timeframes will not be authorised to take place (except in exceptional circumstances).

## **8. Review of speaker request - Identification and mitigation of possible risks**

- 8.1. The principal organiser/ proposer must highlight at the earliest opportunity any grounds for believing that a speaker will be controversial or will potentially commit a criminal offence.
- 8.2. The review of every request must involve consideration of the full legal context that applies to such activity.
- 8.3. Events will be assessed as either low/medium or high risk.

## **9. Communication of an external speaker decision**

- 9.1. Decisions will be made and communicated via email within 5 working days of the submission of the request.
- 9.2. An identified **low risk** – can be approved and signed off by the relevant Line Manager or Events Executive or Industry Liaison Executive in respect of events proposed by the ENTS or DRR label team.
- 9.3. An identified **Medium Risk** – Can be approved and signed off by the relevant Line Manager on the proviso that specific conditions are met to mitigate risk. An identified medium risk for a student led ENTS or DRR Team event can be approved by the Events Executive/Industry Liaison Executive in consultation with the Careers and Employability Manager or Head of Student and Staff Services.
- 9.4. External speaker requests that appear to be **High Risk** or controversial will be escalated to the ICMP Prevent Steering Group.

## **10. The mitigation of identified risks.**

- 10.1. The proposer/organiser is responsible for ensuring that any specific conditions identified to manage and mitigate risk are implemented prior to the event going ahead.

## **11. U18's and Adults at Risk**

- 11.1. If specific groups of U18's or adults at risk are invited to an ICMP organised or branded event the principal organiser must ensure any additional risk assessments are undertaken as per the **Safeguarding Policy**. In addition, a copy of the External Speakers and Events Request Form must be sent to Designated Safeguarding Lead (or Deputy).

## **12. Notification of a material change to the booking**

- 12.1. The principal organiser must notify their Line Manager or the Events Executive if an approved speaker is replaced or other material changes occur to the proposed event.
- 12.2. ICMP reserves the right to review a decision if further information emerges about the proposed event.

## **13. Escalation**

- 13.1. Requests that appear to be **High Risk** or controversial will be escalated to the ICMP Prevent Steering Group and advice will be taken from external organisations including the BIS regional Prevent coordinator or Brent Prevent Team if appropriate.
- 13.2. The Prevent Steering Group will either, approve, approve with conditions or refuse the request.

#### **14. Appealing a decision**

14.1. Appeals can be made to the Chair of the Academic Board.

#### **15. Reviewing a decision on the basis of new information**

15.1. A decision may need to be reviewed on the basis of new information or material changes occurring to the planned event, for example:

- A change in speaker
- Increased risk of disorder
- Information from police or community

#### **16. Health & Safety Risk Assessments**

16.1. The event organiser must complete an appropriate event risk assessment.

16.2. For external events, a risk assessment from the external venue will be required by the event organiser prior to the event taking place.

16.3. All risk assessments and any related health and safety documentation will be kept on a secure drive.

#### **17. Responsibility for the Implementation of the policy**

17.1. Line Managers are responsible for ensuring that their staff team are aware of and support the policy.

17.2. Staff and Tutors have a collective responsibility to inform the Senior Management Team of any activities they become aware of during the course of their normal duties that may fall under the remit of this policy.

#### **18. Quality Assurance, monitoring and evaluation**

18.1. All policies are reviewed annually.