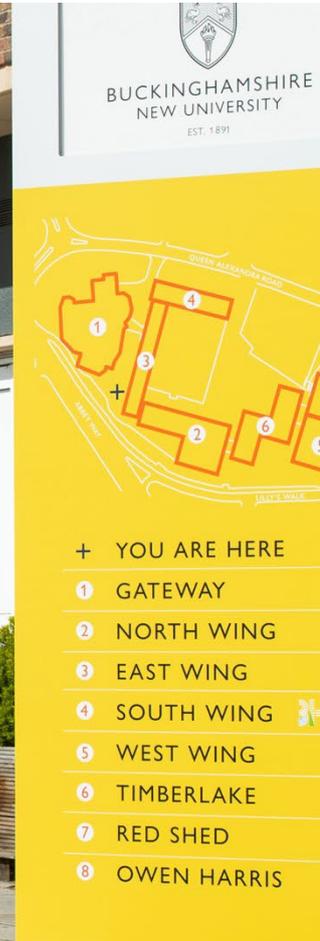




BUCKINGHAMSHIRE  
NEW UNIVERSITY

EST. 1891



# Process for Reviewing External Speakers



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## Visiting External Speaker Request Process

1. This process document should be followed in line with the Procedure in respect of Meetings and Events.
2. The event organiser should submit an External Visiting Speaker Request Form (Appendix 2) at least four **weeks** before the event. The invited external speaker must also complete the Declaration Form (Appendix 3). The completed forms should be emailed to External Speakers [externalspeakers@bnu.ac.uk](mailto:externalspeakers@bnu.ac.uk). Events cannot go ahead without the completed paperwork – these details cannot be provided on the day of the event or retrospectively.
3. BNU applies the Office for Students Regulatory Advice 24 Guidance related to Freedom of Speech, a three-step framework to assess external speaker events, ensuring that all speech is lawful, appropriately secured, and any restrictions are legally justified and proportionate, in line with our commitment to freedom of speech, Prevent and student safety.
4. The Prevent Lead (Director DFSS) (or nominee) will review the submitted forms using the Prevent Risk Assessment, considering;
  - a. Nature of the topic.
  - b. Speaker's background and affiliations.
  - c. Audience profile and potential for any topics/views to contravene the Prevent Duty and/or Freedom of Speech (e.g., incite hatred, promote terrorism, disruption)
  - d. Venue security and moderation plans.
5. Based on the risk review, the Prevent Lead (Director DFSS) or nominee will determine one of the following actions:
  - a. **Low Risk:** event may proceed without conditions.
  - b. **Medium Risk:** event may proceed with conditions e.g. moderated questions and answer, security presence.
  - c. **High Risk:** event escalated to External Visiting Speaker Review Panel

## Considerations by the External Visiting Speaker Review Panel

6. The External Visiting Speaker Review Panel will consist of;
  - Prevent Lead
  - Pro-Vice Chancellor Academic
  - Chief Impact Officer



- Students' Union President (for student events)
- Chief People Officer (for staff events)
- University Chaplain
- Director of Estates

*Panel members are responsible for appointing a nominee for timely approval of applications in their absence, and ensure they are briefed on the requirements of their role.*

7. The Panel will be convened to assess the Prevent Risk Assessment and speaker documentation, balancing the right to freedom of speech with legal obligations under the Prevent Duty. Possible outcomes, for which the Panel will agree communications to the event organiser, include;
  - a. Approve application with or without conditions.
  - b. Request modifications to the application before approval.
  - c. Decline with justification.

## **Appeal**

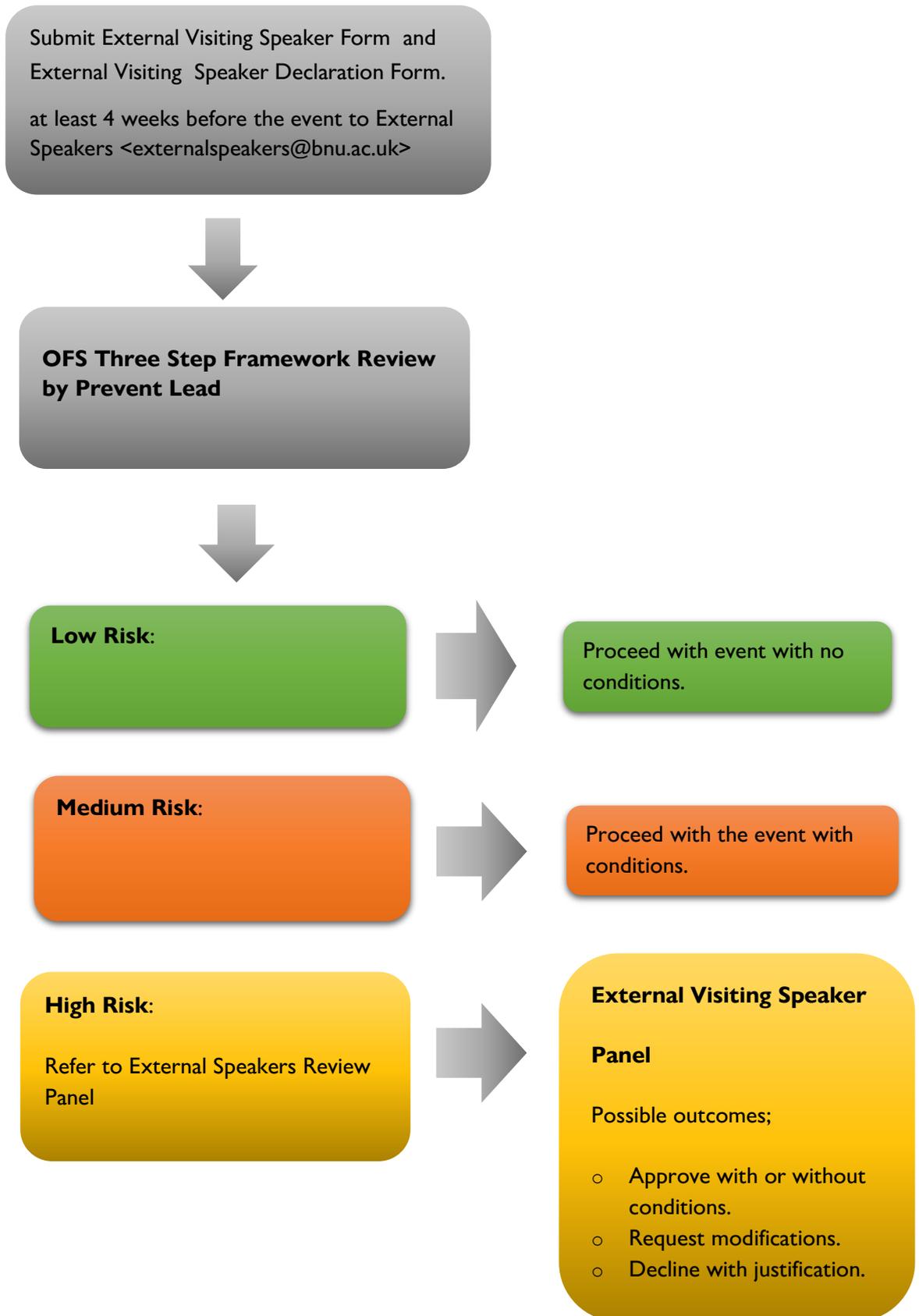
8. An appeal against the decision of the External Visiting Speaker Review Panel may be made in writing to the Vice-Chancellor or their nominee, whose decision shall be final. Any decisions in relation to appeal will be reported to the next meeting of Senate and Council.
9. Appeals can only be made on the basis of new information not available at the time of the original decision.
10. Appeals must take place at least five days before the event is scheduled to take place. Where the proximity of the event precludes this, consideration will be given to postponement of the activity or event until an appeal can be considered.

## **Related University Policies/Guidance/Regulations**

11. The following policies and procedures should be considered alongside this Process for Reviewing External Visiting Speakers;
  - Procedure in respect of Meetings and Events
  - Freedom of Speech Policy
  - Prevent Policy



## Appendix 1 External Visiting Speakers Approval Process Map





## Appendix 2

### External Speaker Application Form

Please ensure that you answer all the questions below in detail and submit all of the required information. An incomplete application may result in delay. Completed forms should be submitted by email to: [externalspeakers@bnu.ac.uk](mailto:externalspeakers@bnu.ac.uk)

| Applicant Details  |   |  |
|--|---|--|
| Name and contact details of applicant  |   |  |
| Society/group (if any) or name of the event organiser                                    |   |  |
| Date of meeting/event  |   |  |
| Time of meeting/event  |   |  |
| Venue of meeting/event   |   |  |
| External Visiting Speaker Details  |   |  |
| Name of external visiting speaker  |   |  |
| All other names/aliases  |   |  |
| Address  |   |  |
| Organisation (if applicable)   |   |  |
| Has the person spoken at BNU or any other educational institution before?                |   |  |
| Brief biography (no more than 500 words and please include links to relevant websites)   |   |  |
| Event Details  |   |  |
| Who is attending the event (please tick all that apply)                                  | Invited guests only.<br>Please state who will be invited. |  |
|  | BNU students and staff                                    |  |
|  | General public  |  |
| What materials (booklets, CDs, free gifts etc.) will be available to those who attend?   |   |  |
| What stalls/information stands are proposed and from which organisations or individuals? |   |  |
| Number of people expected  |   |  |



|  |  |
|--|--|
| <p>Will the speaker be attending with their own security staff? Is support requested from BNU?<br/><i>If security support is requested from BNU this may include a cost to the speaker</i></p> |  |
| <p>Which media will be invited to the event?</p>   |  |
| <p>Are there plans to record this event or take photography? If so, please confirm that clear signage will be provided to ensure audience members are aware.</p>                               |  |
| <p>Is this event supported or sponsored by a BNU employee? Please provide details.<br/>(External commercial bookings will be sponsored by University Facilities)</p>                           |  |



## **Appendix 3**

### **Prospective Speaker Declaration**

I respect the fact that Buckinghamshire New University (BNU) is a community in which people of many different races, cultures, faiths and beliefs, live and work side by side, and is committed to building an affirming community among all its staff and students while securing freedom of speech and the encouragement of open and free debate.

I agree to:

- Speak honestly and respectfully.
- Respect others' rights to express their views.
- Avoid pressure or manipulation to influence or silence others.
- Represent others' views fairly.
- Avoid language or behaviour that could offend or harm others based on identity or belief.
- Follow instructions from authorised BNU staff, including stopping the event or leaving if asked.

### **Legal Responsibilities**

I understand it is a criminal offence to:

- Use threatening or abusive language that may stir up racial hatred.
- Promote or support a banned terrorist organisation.

I acknowledge that any illegal activity will be reported to the police.

### **Event Rules**

- No banners, flags, placards, animals, or dangerous items are allowed.
- All catering (including alcohol) must be provided by BNU.
- Clear signage must be provided if there are plans to record or photograph the event.



- I may be responsible for costs related to cleaning or repairs after the event.
- If stewards are provided, they must:
  - Be present throughout the event and during audience arrival/departure.
  - Be briefed on their duties, including emergency procedures.

I understand that BNU may cancel or terminate the event without notice if it believes the event may cause public disorder, danger, property damage, or undue distress.

### Speaker Details

|                 |  |
|-----------------|--|
| Name            |  |
| Contact Details |  |
| Signature       |  |
| Date            |  |