



External Speaker Protocol

1. Purpose and Commitment

- 1.1. In determining whether an external speaker should be allowed to speak on College Group premises or at College-branded events, the College will balance the right of freedom of speech and academic freedom and its obligations under the relevant legislative and guidance frameworks.
- 1.2. Decisions made about external speaker requests will be evidence-based, will be taken on the basis of an assessment of risk and will be timely.
- 1.3. The presumption will be to permit external speakers to speak on College premises or at College-branded events with appropriate mitigation or safeguards in place where necessary, except for situations in which:
 - The College determines that the presence/proposed activity of a speaker presents an unacceptable risk to the health and safety or safeguarding of its community, or;
 - The presence/proposed activity of a speaker is likely to result in criminal or civil law being broken, or;
 - The presence/proposed activity of a speaker is likely to leave the College in breach of its statutory obligations, including but not limited to its obligations relating to Safeguarding, PREVENT and the Equality Act 2010.
- 1.4. In broad terms, Loughborough College will not provide a platform for external speakers in the following instances (though the final decision will be subject to the procedure outlined in Section 3 below):
 - 1.4.1. Where it is likely that criminal or civil law will be broken, including (but not limited to) the following examples:
 - the use or threat of violence;
 - incitement to violence;
 - incitement to hatred or harassment on the basis of any protected characteristic as specified in the Equality Act 2010;

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- support for, or encouragement of support for, a proscribed organisation (including providing money or other property for a proscribed organisation) as specified in the government's list of Proscribed Terrorist Organisations;
- 1.4.2. Where it is likely that the views expressed by the speaker present a risk of members of the College (students or staff) being drawn into terrorism and where this risk cannot be adequately mitigated by any of the steps outlined in Section 3.6 below.
 - 1.4.3. Where an organiser invites a speaker who they might reasonably have suspected would use the platform to break the law, the organiser may be in breach of the law as well as the speaker.
 - 1.5. A record will be kept of all decisions taken in relation to external speaker requests.
 - 1.6. Loughborough College will not permit gender segregation except for the purposes of religious observance.
 - 1.7. Loughborough College will share information on external speakers, within appropriate legal boundaries, with other Higher and Further Education institutions in accordance with the provisions of the statutory [Prevent Duty Guidance](#).
 - 1.8. All external speakers will be given clear information outlining the standards and principles to which they are expected to adhere at Loughborough College.
 - 1.9. Any threats or attempts from third parties or other members of the College to disrupt events or intimidate external speakers will be dealt with through the College's security procedures and, where appropriate, College disciplinary policies.

2. Scope

- 2.1. This protocol applies to any situation in which an external speaker (defined as any individual who is not a member of Loughborough College, whether staff member or student) is invited to speak on College premises or at a College-branded event at any location (including online) by a student, student society or association, or by an external visitor using College premises. References to external speakers includes visiting speakers and the terms may be used interchangeably.
- 2.2. For the sake of clarity this includes premises at any campus of Loughborough College Group and any other premises operated by Loughborough College.

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- 2.3. External speakers arranged by the College, including by staff on behalf of the College, are not the subject of this protocol but are covered directly by the College's Freedom of Speech Code of Practice.

3. Policy Impact Assessments

- 3.1. This document has been assessed for its impact on equal opportunities and will be informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities' legislation.
- 3.2. This document has been assessed for potential risk on data subjects due to the processing of personally identifiable information. All processing has been reviewed and is in line with all current Data protection laws and appropriate safeguards implemented to ensure that the policy has privacy by design as its underlying approach.
- 3.3. This document has been impact assessed where appropriate for Safeguarding, Health and Safety and Sustainability Factors to ensure that all potential risks are identified and mitigated, and that the policy supports a safe, inclusive, and environmentally responsible learning and working environment.

4. Procedure

- 4.1. Organisers of events at which an external speaker will be present will be required to give at least 15 working days' notice of the event. Weekends, Bank Holidays and College closure days are not included in the calculation of working days. Notices must be sent to the Director of Governance & Legal Services, by email to legal@loucoll.ac.uk or by post to Director of Governance & Legal Services, Loughborough College, Radmoor Road, Loughborough LE11 3BT.
- 4.2. Details of the event and the external speaker should be provided via the online form available [here](#).
- 4.3. Organisers should not publicise the details of the meeting until 7 days have elapsed following the sending of the form.
- 4.4. Notices will be referred to the relevant Principal, or for non-campus events or in a Principals' absence, to the Deputy Chief Executive, for determination.
- 4.5. The College will determine, on the basis of information obtained directly or through partner organisations, whether the external speaker is likely to present any of the risks outlined in section 2 above, having regard to the need to protect and promote the free speech of staff,

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students and visiting speakers. The starting position will be that the event will be permitted to proceed, unless there are legitimate reasons for it not to proceed.

4.6. Where there are such concerns, the Principal/Deputy Chief Executive may require that one or several of the following conditions are met in order to allow the external speaker to proceed:

- That the event be filmed by the College for monitoring and evidential purposes.
- That the talk and any accompanying literature, including promotional materials, must be in English.
- That the event be attended by specified members of College staff.
- That the text of the speech delivered is submitted to the College in advance.
- That the speaker accepts questions from the audience on the subject of the talk for a specified time.
- That the talk is reorganised so that the speaker is required to speak as part of a panel.
- That the time or location of the event be varied, including moving online or taking place at a time/location outside of the College's normal teaching hours.
- That the College is provided with an advance copy of the guest list.
- That admission to the event is by means of tickets issued in advance.
- That the meeting is declared public, allowing the presence of police and members of the public.
- That the meeting is declared private with access permitted only to a particular group of persons (e.g. enrolled HE students).
- That the organisers cover the costs of any exceptional security arrangements (see 4.12 below).
- Any other condition which the Principal/Deputy Chief Executive deems necessary and proportionate in line with this protocol.

4.7. Where the College deems that the steps outlined above will not provide sufficient mitigation of the risks presented by the external speaker, the Principal/Deputy Chief Executive may deny permission for the event to proceed.

4.8. Decisions will be communicated to the event organiser with as much notice as possible. This communication will indicate:

- Whether the event is permitted to proceed;

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- Whether any conditions (see 3.6 above) are to be imposed on the event to allow it to proceed;
 - Wherever possible, the basis on which this decision has been reached.
- 4.9. Failure to provide the College with sufficient notice of the event may in itself be grounds for refusal of an external speaker request.
- 4.10. The organiser or chair of the event has a duty to ensure that the speaker adheres to the standards and principles outlined in this protocol. In the case of conduct which breaches these standards and principles, the organiser or chair should issue appropriate warnings, and if the unacceptable conduct continues, should halt the event or require the speaker to leave. Regard should be had to the College's commitments to free speech and academic freedom in making such decisions.
- 4.11. A record will be kept by Security of all decisions regarding external speakers.
- 4.12. Wherever possible the security needs of any event will be met within existing scheduled resources and the costs will not be passed on to the event organiser save in exceptional circumstances. The factors set out below will in most cases increase the security costs required and the College may then pass on such additional costs to the event organiser:
- The location - for example, selection of a venue with multiple entrances, which all need to be covered by physical security, will increase the need for additional staff resource, including planning and on the day;
 - The date - events taking place on weekends, bank holidays and College closure days will incur additional resource (due to reduced staffing levels in Security on those days) and such staff being entitled to a premium on their pay;
 - Timing - events taking place outside of the College's ordinary office hours will similarly likely require additional resource (due to reduced staffing levels in Security outside business hours).
 - Previous disruption - where the planned speaker has appeared at other events which have attracted protests or disruption, which would, in the reasonable opinion of the College, indicate a need for enhanced security resources for the planned event.

5. Right of Appeal

- 5.1. Appeals against the decision of the Principal/Deputy Chief Executive must be made in writing to the Director of Governance & Legal Services within 3 working days of the decision being communicated to the event organiser.

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- 5.2. The appeal should state clearly the grounds on which the appeal is being made.
- 5.3. The case will be considered by the Deputy Chief Executive (or by the Group Chief Executive for decisions made by the Deputy Chief Executive) and a decision will be shared with the event organiser within 3 working days.

6. Related Documents

- 6.1. This document should be read with:
- Freedom of Speech Code of Practice

7. Document Access

- 7.1. This document can be found on the College Group's website and on the Document Control SharePoint.

8. Review and Continuous Improvement

- 8.1. The College Group is committed to actively periodically reviewing its documents in line with legislation and best practice, to ensure they remain accurate, transparent, compliant, inclusive, effective, and supportive.

9. Change Log

Date	Version	Details of Change	Reviewer

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