THE GLASGOW SCHOOL OF ART

PROTOCOL FOR MANAGING SPEAKERS AND EVENTS

This protocol is informed by the 'Good Practice Guide for Scottish HE Institutions' and Universities UK guidance: 'External speakers in HE Institutions' [1] and is intended to assist members of the Glasgow School of Art (GSA) involved in managing events and arranging external speakers.

GSA must balance its legal duties in terms of ensuring freedom of expression and academic freedom with the protection of student and staff welfare. GSA also has a legal duty *'to have due regard to the need to prevent people from being drawn into terrorism.'*

In most circumstances, reviewing requests for events and external speakers will be straightforward. The majority of events, including academic seminars and those involving visiting lecturers will continue to be seen as part of GSA's day to day activity.

All members of staff involved in the organisation of events or speaker invitations should use the following guidance only where they believe there may be cause for concern or referral. In the case of student led events or invitations, responsibility rests with the GSA Student Association. GSA will confirm to GSASA its expectation that GSASA will at all times consider the obligations on GSA and be mindful of any parallel GSASA actions.

This protocol has four stages:

STAGE 1 - Submission of a speaker/event request

Any member of staff who believes that a request may require consideration in terms of counter-terrorism and the statutory duty to prevent people from being drawn into terrorism must discuss this with their direct line manager. Where there is any reason for concern information should be requested by the line manager from the event organisers:

- Details of the event/speaker, including time and venue
- Overview of the event, subject matter and ticketing/admission arrangements
- Relevant information relating to the speaker(s)
- Likely press or media interest

The line manager should also request confirmation that the event/speaker will not be promoted or advertised until agreement to host the event/speaker on GSA premises is confirmed.

It is anticipated that most cases reviewed by the line manager at Stage One will not lead to a referral and that the event or speaker will proceed as planned.

STAGE 2 – Review of speaker/event request

Where any concerns arise from Stage One of this protocol, those concerns must be raised by the line manager with the relevant Head of School or equivalent Executive Group member, who will consider whether the topic or speaker is likely to breach the law or pose significant risk to the wellbeing of staff, students and visitors.

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[1] http://www.universitiesuk.ac.uk/highereducation/Documents/2013/ExternalSpeakersInHigherEducationInstitutions.pdf

In reviewing the request the following questions 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? Is the subject matter or title perceived to be controversial? Will a range of relevant perspectives be represented and debated?
- Has the speaker any recent history of controversy relative to violent extremism/ terrorism?
- What security provisions are proposed, and are these sufficient?
- Will hosting or being associated with the event pose a reputational risk to GSA?

STAGE 3 – Referral to GSA Prevent Group

Where the Head of School or equivalent Executive Group member considers any of these issues to be of concern, the event should be referred to the Registrar and Secretary. The Registrar and Secretary, in consultation with the GSA Prevent Group* will consider the practical steps to be taken to: allow and securely manage; postpone; or cancel the event. The Registrar and Secretary will liaise with the Director, as convenor of the GSA Prevent group, as appropriate.

A range of mitigating actions may be offered. These might 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
- Requesting 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 GSA staff
- 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 in advance to make clear their responsibilities under the law
- Restricting the materials made available at the event

Responsibility for the implementation of any mitigating action will lie with the event organiser in consultation with their line manager and the relevant Head of School or equivalent Executive Group member.

STAGE 4 – Communication of a speaker/event decision

Decisions of the GSA Prevent Group will be communicated to the appropriate Head of School or equivalent Executive Group member who will be responsible for communicating these decisions to the organiser of the event usually within two weeks of the submission of any request.

Where conditions are deemed appropriate by the GSA Prevent Group, these will be clearly communicated by the relevant Executive Group member to the event organiser with a requirement for written agreement to fulfil these conditions before the event will be allowed to take place on GSA premises.

*Membership of the GSA Prevent Group

Director of GSA (Convenor)
Deputy Director of GSA
Director of Finance and Resources
Director of IT
Director of Marketing and Communications
Director of Development
Head of School of Design
Head of Digital Design Studio
Head of Estates
Head of School of Fine Art
Head of Learning and Teaching
Head of the Mackintosh School of Architecture
Head of Human Resources
Head of Policy and Governance (Deputy Registrar)
Head of Research
Head of Student Support and Development
Registrar and Secretary

In Attendance
President of the GSA Student Association.