

# Guest Speaker and Exhibitor Policy

LCCA Governance

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## Section 1: Introduction and Purpose

- 1.1 LCCA welcomes visiting speakers, artists, and industry professionals who enrich the student experience through diverse perspectives, professional insight, and creative challenge. This policy ensures that external speakers can contribute to the academic and cultural life of the College while LCCA meets its legal obligations under the **Higher Education (Freedom of Speech) Act 2023** and the **Counter-Terrorism and Security Act 2015** (the Prevent duty).
- 1.2 The starting point is that lawful speech is permitted. LCCA will take reasonably practicable steps to secure freedom of speech for visiting speakers and will only restrict lawful speech where this is prescribed by law and proportionate.

## Section 2: Scope

- 2.1 This policy applies to any event where an external individual is invited to address, present to, exhibit work to, or otherwise engage directly with LCCA students, staff, or visitors. This includes guest lectures, industry panels, workshops, portfolio reviews, exhibitions, and live briefs. It applies to events on LCCA premises and LCCA-branded events held off-site.
- 2.2 This policy operates alongside the LCCA Events Framework and should be read in conjunction with the LCCA Freedom of Speech and Academic Freedom Statement.

## Section 3: Approval Process

- 3.1 All events involving external speakers must be logged with the Events Team via the LCCA Events Calendar. The Guest Speaker Approval Form (Appendix B) must be completed and submitted to **events@lcca.ac.uk** in accordance with the lead times set out in the Events Framework.

### Standard Approval

The Academic Dean of School (in conjunction with the Course Director) reviews the request and applies the three-step assessment:

### Escalation

If the Academic Dean of School identifies Prevent-related concerns, or if there is uncertainty about whether speech may be unlawful, the request must be referred to the Prevent Lead using the Escalation Referral Form (Appendix C). The Prevent Lead will assess the risk and may approve with conditions or escalate to the Executive Dean for final decision.

## Section 4: Factors that are not relevant

4.1 The following factors should **not** be considered when deciding whether to approve a speaker or restrict lawful speech: the viewpoint expressed; whether the speech aligns with LCCA's values; potential to cause offence; reputational concerns; or objections from internal or external groups. Lawful speech that is controversial, uncomfortable, or unpopular is protected.

## Section 5: Speaker Obligations

5.1 All external speakers must receive and acknowledge the External Speaker Code of Conduct (Appendix A) before their event. A member of LCCA staff must be present at all events and may intervene if speech becomes unlawful. Events may be recorded for safeguarding purposes.

## Key Contacts

Events Team	Academic Approval	Escalation
<a href="mailto:events@lcca.ac.uk">events@lcca.ac.uk</a> <i>Coordination &amp; Forms</i>	Academic Dean of School <i>Standard approval</i>	Prevent Lead <i>Risk referral</i>

## Related Documents and Guidance

LCCA Freedom of Speech and Academic Freedom Statement

LCCA Prevent Duty Policy

LCCA Events Framework

[UCA Freedom of Speech and Expression Code of Practice](#)

[OfS Regulatory Advice 24: Freedom of Speech Guidance](#)

## Regulatory Alignment

[Higher Education \(Freedom of Speech\) Act 2023](#)

[Counter-Terrorism and Security Act 2015](#)

[OfS Regulatory Advice 24: Freedom of Speech Guidance](#)

[Equality Act 2010](#)

Key Information	
<b>Version</b>	2.0
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<b>Author(s)</b>	Quality
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Version Control			
Version	Author	Date	Summary of Changes
0.1	Head of Quality	01-08-2023	Initial policy; reflects management structure changes; incorporates University of Reading External Speaker Policy elements.
0.1	Head of Quality	01-08-2023	Streamlined procedures; updated for Prevent duty; revised approval forms.
1.0	Head of Quality	01-08-2023	Title changes: 'Careers and Student Services Manager' → 'Head of Student Experience'; 'Head of College' → 'Managing Director'; 'Head of School' → 'Course Director'.
1.1	QA Manager	09-09-2024	Formatting update: contents section, section numbering, revision history, e-signatures in Appendices.
2.0	QA Manager	27-02-2026	Full redraft for HE (Freedom of Speech) Act 2023 and OfS RA24 compliance; OfS three-step framework integrated; role structure updated; reputational risk removed as decision factor; Events Framework integration; appendices revised

## Appendix A: External Speaker Code of Conduct

### Purpose

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This Code of Conduct applies to all external speakers, artists, exhibitors, and industry guests participating in LCCA events. It ensures that external contributors understand the legal framework within which they operate and LCCA's commitment to freedom of speech within the law.

### Freedom of Speech

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LCCA is committed to securing freedom of speech within the law for all students, staff, and visiting speakers. This means that lawful speech – including speech that is controversial, challenging, or uncomfortable – is protected. As a creative arts institution, LCCA recognises that the exploration of provocative and boundary-testing ideas is fundamental to artistic and intellectual development.

Freedom of speech is not unlimited. Speech that is unlawful – for example, speech that incites violence, constitutes harassment, or promotes terrorism – is not protected.

### What LCCA asks of External Speakers

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External speakers must act within the law. Specifically, speakers must not:

- Incite hatred or violence against any person or group
- Promote terrorism or support proscribed organisations
- Unlawfully harass or discriminate against any individual on the grounds of a protected characteristic
- Defame any person or organisation
- Solicit funds for external organisations without prior written approval

External speakers are expected to:

- Present ideas in the spirit of open academic or creative inquiry, welcoming challenge and question
- Follow reasonable instructions from LCCA staff regarding health, safety, and conduct
- Comply with LCCA's Guest Speaker and Exhibitor Policy and Freedom of Speech and Academic Freedom Statement

A member of LCCA staff will be present at all events involving external speakers and may intervene if speech becomes unlawful or significantly departs from the agreed topic. Events may be recorded for safeguarding and training purposes; recordings will not be made public without the speaker's written consent.

**Speaker Acknowledgement**

I confirm that I have read and understood this Code of Conduct and agree to comply with its requirements.

E-Signature (Print name)		Date	
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Questions about this Code of Conduct should be directed to the Events Team at [events@lcca.ac.uk](mailto:events@lcca.ac.uk)

## Appendix B: Guest Speaker Approval Form

Submit to [events@lcca.ac.uk](mailto:events@lcca.ac.uk) in accordance with Events Framework lead times

### Section A: Event Information

Event Title	
Purpose/Rationale	
Target Audience	
Date / Time	
Location	
Event Tier (1/2/3)	

### Section B: Speaker Information

Speaker Name	
Organisation	
Brief Bio / Relevance	
Topic / Summary	

### Section C: Three-step Assessment (completed by Academic Dean of School)

Step 1: Is the proposed speech within the law? (No indication of incitement, harassment, terrorism)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Step 2: Are there reasonably practicable steps to secure the speech? (e.g., chairing, Q&A format)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Step 3: Are there any Prevent-related concerns requiring escalation?	<input type="checkbox"/> No <input type="checkbox"/> Yes (escalate)

## Section D: Organiser Declaration

I confirm that I have conducted a background check on the speaker and that the External Speaker Code of Conduct will be shared with them prior to the event.

Organiser Name		Position	
E-Signature		Date	

## Section E: Approval

- Approved
- Approved with conditions (specify below)
- Escalation Required (complete Appendix C)

Conditions			
E-Signature (Academic Dean of School)		Date	

Once approved, forward to Events Team ([events@lcca.ac.uk](mailto:events@lcca.ac.uk)) for event coordination and Prevent Lead notification.

## Appendix C: Escalation Referral Form

For Prevent Lead / Executive Dean Review

**Use this form when the three-step assessment identifies potential Prevent concerns or uncertainty about lawfulness**

### Section A: Event Summary (from Approval Form)

Event Title	
Speaker Name	
Proposed Date	
Referring Officer	

### Section B: Reason for Escalation

**Indicate the concern(s) that prompted escalation:**

- Speaker previously prevented from speaking at a UK HE provider or similar establishment
- Speaker known to have expressed views that may constitute unlawful speech
- Topic/content may risk drawing attendees into terrorism (Prevent concern)
- Uncertainty about whether speech is within the law
- Other (specify below)

### Section C: Supporting Information

*Provide details, evidence, and any relevant URLs:*

## Section D: Prevent Lead Assessment

*Risk assessment and recommendation:*

- Approve
- Approve with conditions
- Do not approve
- Escalate to Executive Dean

Conditions			
E-Signature		Date	

## Section E: Executive Dean Decision (if escalated)

*Final decision and rationale:*

- Approve
- Approve with conditions
- Do not approve

Conditions			
E-Signature		Date	

Once resolved, notify Events Team ([events@lcca.ac.uk](mailto:events@lcca.ac.uk)) and the Quality Team ([quality@lcca.ac.uk](mailto:quality@lcca.ac.uk)) of outcome.