

Green Templeton Events Guidelines and Policies

This document is for events organised at Green Templeton. In this document you will find information for:

- [Code of Practice on Meetings and Events](#)
- [Health and safety information when organising events](#)
- [Prevent Duty](#)
- [Security when organising events](#)
- [Safeguarding Policy](#)
- [Overseas visitors](#)

Code of Practice on Meetings and Events

Based on University of Oxford Code of Practice <http://www.ox.ac.uk/staff/news-listing/2016-11-29-code-practice-meetings-and-events>

Preamble

1. Freedom of speech and academic freedom are central tenets of university life and underpin this code.
2. Green Templeton, seeks to protect robustly civic and academic freedoms and to foster an academic culture of openness and inclusivity, in which members of our community engage constructively with each other, and the public, in debate and discussion, and remain open to both intellectual challenge and change.
3. The legal duty of UK universities to protect free speech is enshrined in legislation, including the Education (No 2) Act 1986 and the Human Rights Act 1998 and academic freedom is protected by the Education Reform Act 1988. Section 43 of the Education (No 2) Act 1986 specifically requires universities to: (a) 'take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the establishment and for visiting speakers'; (b) 'ensure so far as is reasonably practicable, that the use of any premises of the establishment is not denied to any individual or body of persons on any ground connected with a. the beliefs or views of that individual or of any member of that body; or b. the policy or objectives of that body.'; and (c) issue and keep up to date a code of practice for meetings and events.

Scope

4. This Code of Practice must be followed by all members, students and employees of Green Templeton and visiting speakers in respect of: (a) all meetings and other events, to be held outdoors or indoors, including those organised by third parties; and (b) all meetings and other events, which are College funded, affiliated or branded regardless of location.

5. It is not anticipated that events and meetings which have been organised as part of the academic curriculum or co-curricular would cause concern such as to require formal referral to the Principal under the provisions of this Code.

Key principles

6. Freedom of speech and academic freedom must be protected.
7. Green Templeton believes that a culture of free, open and robust discussion can be achieved only if all concerned engage courteously with each other even in situations where they disagree. The College does not tolerate any form of harassment or victimisation and expects all members of the College community, its visitors and contractors to treat each other with respect, courtesy and consideration.
8. Green Templeton is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the community are respected.

Procedure

9. Members, students and employees of the College who are organising meetings or events or are responsible for administering external bookings of the College premises are responsible for assessing whether there are any major risks or issues in the context of this Code. (If they are in any doubt or have any questions or need for further information, they are encouraged to discuss the situation with Green Templeton colleagues in the first instance, and then seek advice, as needed, from the Events Manager, Bursar or Principal.)
10. Concerns about events and meetings must be formally notified to the Green Templeton Events Manager on email events@gtc.ox.ac.uk where there are concerns that the meeting or event:
 - a. May give rise to an environment in which people will experience, or could reasonably fear, discrimination, harassment, intimidation, verbal abuse or violence, particularly (but not exclusively) on account of their age, disability, gender reassignment, marriage or civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation;
 - b. Is likely to pose a risk to the safety of those lawfully on College premises; or that it may create a risk to public safety.

As required by section 12 of the Terrorism Act 2000, the College will not give permission to hold a meeting or event where it is known that:

- a. the proposed speaker belongs to, or professes to belong to, a proscribed organisation
 - b. the proposed speaker will use the event to support, or to further the activities of, a proscribed organisation.
11. In the context of this Code, the Green Templeton Events Manager is entrusted with the duty to assess the implications of events formally referred to them and to act in accordance with the College's legal responsibilities, including:
 - a. The importance of academic freedom (as required eg by the Education Reform Act 1988);
 - b. the need to ensure that freedom of speech within the law is secured (as required eg by the Education (No 2) Act 1986);
 - c. the rights and freedoms enshrined in the European Convention on Human Rights and incorporated into domestic law by the Human Rights Act 1998;

- d. the need to eliminate unlawful discrimination, promote equality of opportunity, and foster good relations between different groups in accordance with the Public Sector Equality Duty; and
- e. the Counter-Terrorism and Security Act 2015 which requires universities and other 'specified authorities' to 'have due regard to the need to prevent people from being drawn into terrorism' (section 26 (1)) and which also provides that 'when carrying out the duty imposed by section 26 (1)', universities 'must have particular regard to the duty to ensure freedom of speech; and to the importance of academic freedom.' Green Templeton shall act in a risk-based and proportionate manner and with the desire, wherever possible, to enable events or meetings to proceed. You can find more information here - <https://www.gov.uk/government/publications/prevent-duty-guidance>

Referral

- 12. An intentional or reckless breach of this Code of Practice or a frivolous, vexatious and/or malicious referral may lead to disciplinary action being taken under the appropriate procedure.

Decisions

- 13. The Green Templeton Event Manager has the authority to postpone or relocate a meeting or event or to impose conditions. The responsibility for complying with these conditions rests with the organisers.
- 14. In the exceptional event that the Green Templeton Event Manager considers that the risks cannot be mitigated by the imposition of conditions, or the organisers refuse to comply with these conditions, the Green Templeton Event Manager has the authority to cancel the meeting or event and they may do so even if a booking form has been provided.
- 15. The Green Templeton Event Manager will communicate their decision promptly and will set out the reasons for the decision.

Appeal

- 16. If an organiser who has conveyed concerns the Green Templeton Events Manager about a meeting or event is unhappy with the outcome of a decision of the Green Templeton Events Manager they may write to the Bursar of Green Templeton setting out clear reasons for their unhappiness with the decision and requesting a reconsideration of the decision.
- 17. The Bursar will delegate (as appropriate) and will communicate their decision on the appeal promptly setting out the reasons for the decision

Health and Safety when organising events at Green Templeton

The 1974 Health and Safety at Work Act stipulates that organisers of events need to take steps so far as is reasonably practical to provide a duty of care.

It is the responsibility of the Event Organiser to plan, manage and monitor the event to ensure that participants, workers, guests, contractors and the visiting public are not exposed to health and safety risks. The level of detail in your planning should be proportionate to the scale of the event and the degree of risk. Green Templeton has risk assessments in place for meeting rooms and catering facilities which can be shared on request. Specific risk assessments for your event will need to be created.

Prevent Duty

Since July 2015, schools and universities have a legal responsibility to “have due regard to the need to prevent people from being drawn into terrorism”.

As part of our prevent duty you will be asked to sign our booking form to acknowledge that you have thought about your responsibilities as the event organiser for Prevent and if required carried out a risk assessment to eliminate or reduce any risks.

Security when organising events

As the Event organiser, you have a ‘duty of care’ to ensure that those attending or involved with your event are safe and that the event venue is secure. It is the responsibility of the Event Organiser to comply with Green Templeton’s Code of Practice on Meetings and Events, and to identify risks and take steps to mitigate those risks. If your event may require additional security please inform the Green Templeton Events Manager.

Safeguarding Policy

Please find the following link which outlines Green Templeton’s commitment to providing a safe environment for all and to safeguarding any child who enters its premises, or who interacts with College Members through its teaching, research, outreach, access or other activities.

<https://www.gtc.ox.ac.uk/wp-content/uploads/2019/11/Safeguarding-Policy-2019.pdf>

Overseas visitors

If you are planning to have an overseas speaker or attendees at your event find out more about the requirements on the website regarding visitor visas.

<http://www.admin.ox.ac.uk/personnel/permits/acvisitors/>