SOLENT UNIVERSITY SOUTHAMPTON

Code of Practice: Events and Speakers Process Pathway

University staff/principal organiser identifies speaker/event and conducts initial research to ascertain background information.

For further information and access to templates please refer to the **Prevent Portal** which includes the **Prevent Policy and Code of Practice**

Once research is complete and based on information known or knowable at time of completion, the organiser completes a **mandatory** initial risk assessment using the standard template. The person completing the initial risk assessment form must answer **all 3** questions

Question 1:

Has the speaker previously been prevented from speaking at any University or similar establishment or previously been known to express views that may be in breach of the Prevent Policy and Code of Practice?

Question 2:

Does the proposed title or theme of the event present a potential risk that views/opinions expressed by speakers may be in breach of the Prevent Policy and Code of Practice?

Question 3:

Is the proposed speaker/theme likely to attract attendance from individuals/groups that have previously been known to express views that may be in breach of the Prevent Policy and Code of Practice?

All 3 answers are 'No'	**One or more answers Unclear or Yes**	**One or more answer is Yes**

All 3 answers are 'No'
LOW RISK
Event can go ahead without further risk assessment or input

Organiser will:
Email copy of initial low risk assessment to Faculty Executive Officer for recording on spreadsheet (this is required for OfS audit purposes)

Organiser will:
- Complete a secondary more detailed risk assessment using the standard template
- Email copy of the risk assessment to the Prevent Officer for sign off <u>minimum 15 working days in advance</u> - safeguarding@solent.ac.uk
- Email copy of the risk assessment to Faculty Executive Officer for recording on spreadsheet (this is required for OfS audit purposes)
- Email Events team (if using onsite facilities/rooms) to request full security risk assessment events@solent.ac.uk

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Within 5 days of receipt the Prevent Officer will:
- Conduct a more detailed risk assessment using information provided
- Where applicable conduct more specific enquiries i.e., with police and partners
- Assess viability of event continuance and prepare recommendations where relevant
- Submit initial decision to event organiser/Ethics Committee Chair/Prevent Lead dependent on level of risk determined.

Assessed as **LOW RISK**

Assessed as **MEDIUM RISK**

Assessed as **HIGH RISK**

Option A
Event can proceed as requested without action

OR

Detail of proposed event/speaker and HIGH-RISK assessment Prevent Lead who will discuss with Ethics Committee Chair for final decision

Option B
Event can proceed with conditions or mitigations

Option C
Event cannot proceed due to unmanageable risk or breach of law

An appeal can be made to Ethics Committee Chair and Designated Prevent Lead within 5 working days of receipt of decision who will respond to the appeal within a further 5 working days

Post Event

If concerning information comes to light or a serious incident occurs at the event this must be reported to the Prevent Officer by the staff member responsible for the booking within 72 hrs. This is for consideration as to whether the incident requires reporting to a partner agency