



London School
of Jewish Studies

External Speakers Policy

Organising an event

The University's aim is for events to take place and to mitigate risks where appropriate to enable this. Notice is required to allow sufficient time to put in place any risk mitigation measures required.

Anyone organising an event that involves a speaker(s) to be hosted by LSJS must ensure that:

- This policy and associated processes are followed
- All details of the event have been submitted via email to the CFO for approval 28 days in advance of the event taking place
- Any requested modifications are implemented before the event takes place

Under no circumstances should an event be advertised or take place if the External Speakers Policy and process has not been followed, or an event has not been approved.

Approval of an event with an external speaker

LSJS will assess all events and speakers. This assessment will be based on the understanding that all events will be held in accordance with this Policy, the Freedom of Speech Policy and all other relevant policies and regulations.

In deciding whether to approve an event, the University will consider its general duties:

- Duty of care to its staff, students and visitors; to ensure freedom of speech with reference to the Education Act 1986
- Preventing people from being drawn into terrorism with reference to the Counter Terrorism and Security Act 2015
- Its obligation to prevent individuals from discrimination under the Equality Act 2010
- Any other relevant legislation

LSJS reserves the right to cancel, postpone or request modification to any event at any time should risks be identified.

Data Sharing

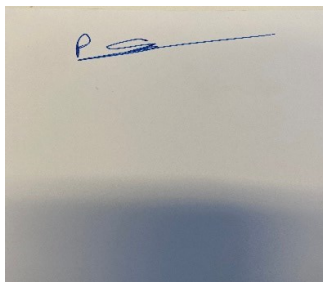
Where it deems necessary, LSJS reserves the right to share information on the external speakers it has hosted and/or those deemed to be a risk with other relevant agencies.

In accordance with its obligations detailed in the Prevent Duty Guidance, LSJS will follow the Prevent Cause for Concern Procedure as outlined in the LSJS Prevent Policy.

Complaints

In the event that a member of staff, student or visitor considers there to have been a breach of this policy, they can make a formal complaint via the LSJS Safeguarding and Prevent concern reporting form found at <https://www.lsjs.ac.uk/degrees.php>

Signed on behalf of LSJS:

A rectangular image showing a handwritten signature in blue ink on a light-colored background. The signature appears to be 'P. Gould'.

(Paul Gould, on behalf of senior leadership team, LSJS).

Date: December 2024

To be reviewed in December 2025