

Freedom of Speech and Prevent Policy for Events

1. Introduction

- 1.1 The University of Reading is committed to securing and encouraging free speech and academic freedom within the law. It has a long and rich history as an academic institution running and hosting a wide and varied programme of events involving both internal and visiting speakers. These events have brought and continue to bring great diversity of experience, insight and opinion, enriching university life and sparking discussion and debate among our students, staff and visitors alike.
- 1.2 The purpose of this policy is to ensure that all Events (as defined in this Policy) delivered by or on the Premises of the University of Reading whether online or in person within the UK are approved and run in accordance with the University's Freedom of Speech Code of Practice and other relevant legal obligations including those related to its Prevent Duty. It sets out a framework and related processes to ensure the University's proud heritage of events, where debate and challenge are not only permitted but welcomed, continue for current and future generations.

2. Policy statement

- 2.1 As an institution of higher education, providing an environment where intellectual and scholarly freedom can thrive is essential to the University's core mission; to its teaching, to its research and to the experience it offers its students. As a matter of law, all universities in England have a statutory duty to take steps, having particular regard to the importance of freedom of speech, that are reasonably practicable for it to take in order to secure both freedom of speech and academic freedom for its staff, students, members and visiting speakers.
- 2.2 This duty also includes securing that as far as is reasonably practicable, the use of University Premises (as defined under the University's Freedom of Speech code of Practice) is not denied to any individual or body of persons to whom the Code applies, or that the terms of use by such individual or body of persons is based upon, any ground connected with:
 - 2.2.1 The lawful ideas or opinions of the individual; or

- 2.2.2 The policies or objectives of the body or persons, or the lawful ideas or opinions of any of its members.
- 2.3 The University also has a legal duty to have due regard to the need to prevent people from being drawn into terrorism, under the Prevent Duty.
- 2.4 For the purposes of this policy and as set out in the Code of Practice:
- 2.4.1 freedom of speech within the law is the freedom of individuals to impart ideas, opinions and information by means of speech, writing or images (including in electronic form). This applies across the range of University activity, including teaching, research and Events.
- 2.4.2 academic freedom is the freedom within the law of employees and job applicants to the University undertaking academic activity or directly supporting it to question and test received wisdom and to put forward new ideas and controversial or unpopular opinions without placing themselves at risk of losing their jobs or privileges, or reducing the likelihood of their securing promotion or different jobs at the University. This definition is enshrined in the University's Charter of Incorporation.
- 2.5 Internal (i.e. current staff, Officers and students) and external speakers are a key part of many Events, not least as part of the regular academic experience, allowing students and staff to be exposed to a range of different ideas, perspectives and opinions. They also play a significant part in the University's public engagement programme and within its students' own events and activities organised through individual clubs and societies as well as through the Students' Union.
- 2.6 Although most Events are uncontroversial, some will involve speech or views being shared that may be considered contentious, inflammatory, offensive or divisive to some. Where the contentious speech is within the law, and does not breach the legal rights of others, the University will usually not consider such speech as a reason to prevent an Event going ahead or to restrict or limit the free speech rights of a speaker.
- 2.7 This policy covers all Events within the UK hosted by the University, its students and Reading Students' Union (RSU), as well as decisions to permit academic or commercial Events hosted by client organisations to take place on its Premises. Also covered by this policy are events taking place off campus, where the University is hosting (or co-hosting) an event.

3. Definitions

3.1 Event

For the purposes of this Policy, an Event includes any organised activity, gathering, or assembly delivered by or on the Premises of the University of Reading, online and in-person, within the UK. Examples include, but are not limited to, hosted visits, recruitment or marketing engagement and events, debates, performances,

exhibitions, protests, rallies, film-screenings, receptions, presentations, and non-timetabled workshops, lectures and seminars. Ordinary academic activities including but not limited to timetabled workshops, lectures and seminars for students and research seminars for staff, are not covered under this policy **except where they involve an external speaker**. Provisions relating to ordinary academic activities not involving an external speaker are set out in the Freedom of Speech Code of Practice. Events may be formal or informal and may involve members of the University Community or external guests.

3.2 Speaker

A “Speaker” for the purposes of this Policy is defined as any individual or group delivering a speech, presentation, lecture or address at an event (as defined above) who is formally asked to do so. This includes guest lecturers, keynote speakers, panellists, performers and any other individuals who are granted a platform to express their views, ideas, or information to an audience. Speakers may be members of the University community (Internal Speakers) or external guests (External Speakers).

Not all Events to which this policy applies will involve Speakers (either Internal or External) and the relevant review process must be followed whether a Speaker is due to attend the Event or not.

4. Expected conduct and behaviour at events

- 4.1 The University is committed to fostering an environment where the free exchange of ideas can thrive. To ensure that this exchange is productive and respectful, all participants in University Events are expected to act with civility and respect for others. Disruptive behaviour that interferes with the rights of others to express their views along with personal attacks, hate speech and derogatory remarks have no place in our Events. The University reserves the right to remove individuals who violate these standards and to consider whether further disciplinary action is necessary. Full details of the University’s expected conduct and behaviour at Events can be found in the Speaker and Events Code of Conduct.

5. Organising an Event

- 5.1 It is the responsibility of the person organising and/or responsible for the Event to ensure that Events are planned and delivered in such a way as to comply with this Policy and the related Code of Conduct. Specifically, the person organising and/or responsible for the Event will need to follow the relevant Review Process depending on whether the Event involves an External Speaker or not, before the Event can go ahead. The review process should be carried out as soon as possible and **in any event at least 28 days before the date of the proposed Event**, to allow the University to consider and take appropriate steps to secure freedom of speech, and

comply with its other legal duties (including Prevent) where relevant. It is the responsibility of the person organising and/or responsible for the Event to ensure that where applicable, the Speaker and Events Code of Conduct is provided to relevant individuals and to take reasonable steps to ensure that it is adhered to by those attending the event.

- For Events with an External Speaker or Speakers, the person organising and/or responsible for the event must follow the review process for Events with an External Speaker as set out in Appendix A, and ensure that the Speaker and Events code of conduct is followed.
- For all other Events not involving an External Speaker the person organising and/or responsible for the event must follow the review process for Events not involving an External Speaker as set out in Appendix B, and ensure that the Speaker and Events Code of Conduct is followed where appropriate.
- For the avoidance of doubt, for Events that include both Internal and External Speakers, the review process for Events with an External Speaker should be followed.

5.2 Details of the factors that the University will take into account when determining whether to permit its Premises and online platforms to be used for, or its name to be associated with, a particular event are set out in the Freedom of Speech Code of Practice and the individual review processes.

6. Appeals and complaints procedure

6.1 Appeals

- 6.1.1 If a member of staff, a student, a member of the University or a visiting speaker is unhappy with any decision made following the relevant review process in relation to any decision to require additional measures or cancel an Event made under this policy:
- (a) where the individual believes that such a decision is a breach of the University's Freedom of Speech Code of Practice, they should make a complaint under the University's Freedom of Speech Complaints Scheme, details of which can be found on the [Freedom of Speech webpage](#).
 - (b) where the individual is unhappy with the decision on any other basis, they should submit a review request to the University Secretary at r.j.messer@reading.ac.uk. The University Secretary or their nominee will review the decision and make a final decision on the matter, unless the University Secretary has already adjudicated on the matter in which case appropriate alternative arrangements will be put in place.

- 6.1.2 A review by the University Secretary shall be a review and not a re-investigation. The decision of the University Secretary or their nominee will be final and there is no right of appeal against the decision made by the University Secretary or their appropriate nominee.

7. Version control

7.1 Please note that

- 7.1.1 The Freedom of Speech and Prevent Policy for Events and review processes will be reviewed and updated in response to legislative changes and other factors. It is the responsibility of those organising Events to ensure that they are acting in accordance with the most recent version of the Policy, which will be published by the University on its website.
- 7.1.2 **The Events Policy and review processes sits alongside, but is currently separate from the University's Event Notification process, which Event organisers will need to comply with separately and as required.**

Version	Section	Keeper	Reviewed	Approving Authority	Approval Date	Start Date	Next Review
1.		University Secretary	Annually and then every 3 years	UEB	May 2025	01 August 2025	August 2026

Appendix A

Review process for Events involving External Speakers

1. Speaker review process

- 1.1 Anyone organising and/or responsible for an Event that involves an External Speaker or Speakers must ensure that the Freedom of Speech and Prevent Policy for Events and where applicable the Speaker and Events Code of Conduct are followed.
- 1.2 For Events with an External Speaker, or speakers, this review process for Events with an External Speaker must be followed before the event can go ahead.
- 1.3 For any other Event, the review process for Events not involving an External Speaker must be followed before the event can go ahead (see Appendix B).
- 1.4 For the avoidance of doubt, for Events that include both Internal and External Speakers, this review process for Events with an External Speaker should be followed.
- 1.5 For the purposes of this review process, and as set out in the Freedom of Speech and Prevent Policy for Events, an Event includes any organised activity, gathering, or assembly delivered by or on the Premises of the University of Reading, online and in-person, within the UK. Examples include, but are not limited to, hosted visits, recruitment or marketing engagement and events, debates, performances, exhibitions, protests, rallies, film-screenings, receptions, presentations, and non-timetabled workshops, lectures and seminars. **Ordinary academic activities including but not limited to timetabled workshops, lectures and seminars for students and research seminars for staff, will be subject to this review process if they involve an External Speaker.**

2. Review process for Events involving External Speakers

Stage 1

- 2.1 Prior to the confirmation of any Event involving an External Speaker, and **at least 28 days before the date of the Event**, the person organising or responsible for the Event will be responsible for assessing the Event and the Speaker against the following set of questions:

In relation to the External Speaker:

- **Question 1:** Has the Speaker previously been prevented from speaking at Reading or another University or similar establishment or previously been known to express views that may be in breach of the Speaker and Events Code of Conduct?
- **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 Speaker and Events Code of Conduct?
- **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 Speaker and Events Code of Conduct?
- **Question 4:** Does the Event design, theme, or outlook of the Speaker (or Speakers) invited increase the risk of the event being in breach of the Speaker and Events Policy and or the University Freedom of Speech Code of Practice?

In relation to the Event:

- **Question 5:** Does the Event, or is the Event likely to involve any speech/discussion/or any other form of communication (including but not limited to in written form on posters, flyers, digital chat functions, or as part of exhibitions) on political or potentially contentious topics or issues, or issues the University is aware are contentious for certain members or sections of its community?
- **Question 6:** Have previous Events on similar or linked topics raised concerns relating to freedom of speech and/or more specifically breach of the Freedom of Speech Code of Practice or the Freedom of Speech and Prevent Policy for Events?
- **Question 7:** Is the proposed Event a protest or counter-protest?

2.2 If the answer to all 7 questions is **NO**, the person organising and/or responsible for the Event must record the decision and the reasons for it. They can then confirm the Event and the External Speaker and book them to speak at their Event or activity in the normal way, subject to any further University requirements, such as completion of the Event Notification Process. The person organising/responsible for the Event will be required to provide the External Speaker with a copy of the Speaker and Events Code of Conduct.

2.3 If the answer to **ANY** of the questions is **YES** or the answers are unclear, the review must proceed to Stage 2, as set out below.

Stage 2

2.4 The person organising and/or responsible for the Event must seek guidance from a Head of School or Directorate (in the case of RSU this should be the Director of External Relations), whose responsibility it will be to further review the Event and Speaker(s) against the questions above.

- 2.5 The Head of School or Head of Directorate will undertake a further review of the Event and the Speaker to make a decision on whether the Event can proceed and what, if any, reasonably practicable steps the University could take to in order to protect freedom of speech and/or meet its legal obligations under the Prevent Duty. The Head of School or Directorate may seek advice from colleagues in the University Events Team and/or Legal Services Department where appropriate.
- 2.6 Where a Head of School or Directorate concludes that there are steps that need to be put in place in order to ensure the University is meeting its legal obligations in respect of freedom of speech, or otherwise, such steps must be implemented by the person organising and/or responsible for the Event in order for the Event to proceed. Any permission given for the Event to go ahead at this stage will be subject to meeting any further University requirements, such as the Event Notification Process.

Stage 3

- 2.7 In most cases requests for permission to hold Events where risks have been identified will be assessed and managed by Heads of School or Directorate as set out in Stage 2 above. However, some requests may be complex and may require further escalation before a decision can be reached and confirmation of any steps to protect freedom of speech or comply with other legal duties, given. The Stage 3 referral process will only apply in a minority of circumstances where Events, topics or Speakers are deemed to be higher-risk.
- 2.8 Where the Head of School or Directorate determines as part of their review that a Stage 3 referral appropriate, the Event will be considered by the Events Compliance Panel which will include:
- The University Secretary or a Pro-Vice Chancellor (in the Chair)
 - The Chief Legal Officer (or their nominee)
 - The Director of External Relations (or their nominee)
 - The Director of Estates (or their nominee)
 - The relevant Head of School or Directorate involved in the decision to refer the matter to the Events Compliance Panel (where necessary)
 - The Head of Events (or their nominee)
 - Any other employee of the University or Reading Students' Union deemed relevant to a particular case.
- 2.9 The decision of the Events Compliance Panel, along with any further steps required to be implemented for the Event to go ahead, will be communicated back to the person organising and/or responsible for the Event.
- 2.10 Where the Panel concludes that there are steps that need to be put in place in order to ensure the University is meeting its legal obligations in respect to freedom of speech, under the Prevent Duty or otherwise, such steps must be implemented by the person organising and/or responsible for the Event in order for the Event to proceed. Any

permission given at this stage will be subject to meeting any normal University requirements, such as the Event Notification Process.

- 2.11 Failure to comply with this review process will be treated seriously and may result in disciplinary action being taken under the University's normal disciplinary processes for staff and students.

3. Criteria to be used by the University in making decisions under this review process

- 3.1 In considering whether to permit its Premises and online platforms to be used for, or its name to be associated with, a particular Event, the University will uphold free speech within the law where reasonably practicable. In doing so, the University will consider whether the views or ideas to be put forward, the manner of their expression, or the Event in question:
- (i) constitutes a criminal offence;
 - (ii) constitutes a threat to public order, including whether a participant is from an organisation that is officially proscribed by the UK Government;
 - (iii) constitutes a threat to the health and safety of individuals attending the event or in the locality which cannot be satisfactorily managed;
 - (iv) incites or may incite others to commit criminal acts;
 - (v) constitutes or may constitute a breach of the University's legal duty to have due regard to the need to prevent people from being drawn into terrorism;
 - (vi) infringes or may infringe the legal rights of others or breaches or may breach legal requirements in respect of non-discrimination; or
 - (vii) seeks to disrupt an authorised event or activity on University premises or online platforms, noting that any protest must be conducted without infringing the rights of others, including the right to freedom of speech.
- 3.2 The University reserves the right to refuse permission for an Event, or require an Event to take place at an alternative time or location for reasons related to practicability or where permission has not been sought as per the required processes or within the required timescales.
- 3.3 Other than in exceptional circumstances, the costs of security relating to the use of Premises shall not be passed to the person or organisation arranging the Event. Exceptional circumstances are where the cost of facilitating the Event are wholly disproportionate to the scope and/or timing of the Event in question.

Please note:

- In the case of Reading Students' Union, it will be responsible for implementing a system to support all relevant student Events organised by RSU, by individual students on behalf of RSU, RSU clubs or RSU societies. It will be responsible for ensuring that a local assessment has taken place with or on behalf of individual students, clubs or societies and that it is appropriately documented. In the event that a referral is required as per Stage 2 of this process, Reading Students' Union will be responsible for making the submission with or on behalf of the student co-ordinator.
- In the case of Venue Reading or Venue Henley, it will be responsible for implementing a system to support all relevant third-party client Events on campus/in University venues. Venue Reading or Venue Henley will be responsible for ensuring that a local assessment has taken place with or on behalf of individual clients/organisations. In the event that a referral is required as per Stage 2 of this process, Venue Reading or Venue Henley will be responsible for making the submission with/on behalf of the client. For the avoidance of doubt, Celebration Events, such as weddings and private parties will not require assessment under this review process, however the Speaker and Events Code of Conduct should be provided to the client prior to the Event. In relation to relevant Internal Events managed by Venue Reading or Venue Henley, it will be the responsibility of the internal organiser/person responsible for the Event to ensure this process is followed.

For the avoidance of doubt, the Events Policy and review processes sit alongside, but is currently separate from the University's Event Notification process, which event organisers will need to comply with separately and as required. Any permission given for an Event to go ahead under the Freedom of Speech and Prevent Policy for Events or the associated review processes is subject to complying with the University's normal processes in relation to events, including submission of an Event Notification where required.

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1.		University Secretary	Annually and then every 3 years	UEB	May 2025	01 August 2025	August 2026

Appendix B

Review process for Events not involving an External Speaker

1. Background

- 1.1 Anyone who is organising or responsible for an Event must ensure that the Freedom of Speech and Prevent Policy for Events and where applicable the Speaker and Events Code of Conduct are followed.
- 1.2 For events with an External Speaker, or speakers, the review process for Events with an External Speaker must be followed before the Event can go ahead (see Appendix A).
- 1.3 For any other Event, this review process for Events not involving an External Speaker must be followed before the Event can go ahead.
- 1.4 For the avoidance of doubt, for Events that include both Internal and External Speakers, the review process for Events with an External Speaker should be followed (see Appendix A).
- 1.5 For the purposes of this review process, and as set out in the Freedom of Speech and Prevent Policy for Events an Event includes any organised activity, gathering, or assembly delivered by or on the Premises of the University of Reading, online and in-person, within the UK. Examples include, but are not limited to, hosted visits, recruitment or marketing engagement and events, debates, performances, exhibitions, protests, rallies, film-screenings, receptions, presentations and non-timetabled workshops, lectures and seminars. Ordinary academic activities including but not limited to timetabled workshops, lectures and seminars for students and research seminars for staff are not subject to this review process and are covered under a separate process set out in the Freedom of Speech Code of Practice.

2. Review process

Stage 1

- 2.1 The person organising or responsible for the Event must consider:
 - 2.1.1 whether there is any risk that the Event itself, those attending the Event, the topic of the Event or any other factor linked to the Event could result in the

freedom of speech of any member of staff, student, or member of the University being limited or restricted in any way; and

- 2.1.2 whether the Event itself, those attending the Event, the topic of the Event or any other factor linked to the Event raises concerns related to the University's legal obligation to have due regard to the need to prevent people being drawn into terrorism, as per the Prevent Duty.
- 2.2 Where the answer to both these questions is **NO**, the person organising or responsible for the Event must record the decision and the reasons for it. The Event may then proceed subject to compliance with the University's normal processes in relation to events, including submission of an Event Notification where required. It is the responsibility of the person organising and/or responsible for the Event to ensure that where applicable, the relevant Speaker and Event Code of Conduct is provided to individuals and to take reasonable steps to ensure that it is adhered to by those attending the Event.
- 2.3 Where the answer to either question above is **YES**, OR the person organising and/or responsible for the Event is unsure on the answers, they must consider the following 4 questions:
- **Question 1:** Does the Event, or is the Event likely to involve any speech/discussion/or any other form of communication (including but not limited to in written form on posters, flyers, digital chat functions, or as part of exhibitions) on political or potentially contentious topics or issues, or issues the University is aware are contentious for certain members or sections of its community?
 - **Question 2:** Have previous Events on similar or linked topics raised concerns relating to freedom of speech and/or more specifically breaches of the Freedom of Speech Code of Practice, the Freedom of Speech and Prevent Policy for Events or the Speaker and Event Code of Conduct?
 - **Question 3:** Have previous Events on similar or linked topics raised concerns relating to the University's duty to have due regard to prevent individuals being drawn into terrorism?
 - **Question 4:** Is the proposed Event a protest or counter-protest?
- 2.4 Where the answer to **EVERY** question above is **NO**, the organiser and/or person responsible for the Event must record the decision and their reasons for it. The Event may then proceed subject to compliance with the University's normal processes in relation to events, including submission of an Event Notification where required. It is the responsibility of the person organising and/or responsible for the Event to ensure that where applicable, the relevant Speaker and Events Code of Conduct is provided to individuals and to take reasonable steps to ensure that it is adhered to by those attending the Event.
- 2.5 Where the answer to **ANY** of the questions set out above is **YES**, the review must proceed to Stage 2, as set out below.

Stage 2

- 2.6 The person organising or responsible for the Event must escalate to a Head of School or Directorate (in the case of RSU this should be the Director of External Relations) who will undertake a further review of the Event to make a decision on whether the Event can proceed and what, if any, reasonably practicable steps the University could take to in order to protect freedom of speech and/or meet its legal obligations linked to the Prevent Duty. The Head of School or Directorate may seek advice from colleagues in the University Events Team and/or Legal Services Department where appropriate.
- 2.7 Where the person organising or responsible for an Event, is unsure or unable to answer any of the questions above, they should seek further information to allow them to do this. Where this is not possible, or the person organising and/or responsible for the Event is still unable to answer the questions or has any residual concerns, they should consult with a Head of School or Directorate in the first instance for advice.
- 2.8 Where a Head of School or Directorate concludes that there are steps that need to be put in place in order to ensure the University is meeting its legal obligations in respect to freedom of speech, or otherwise, such steps must be implemented by the person organising and/or responsible for the Event in order for the event to proceed. Any permission given at this stage will be subject to compliance with the University's normal processes in relation to Events, including submission of an Event Notification where required.

Stage 3

- 2.9 In most cases requests for permission to hold Events where risks have been identified will be assessed and managed by Heads of School or Directorate as set out at Stage 2 above. However some requests may be complex and may require further escalation before a decision can be reached and confirmation of any steps required to protect free speech or comply with other legal duties given. The Stage 3 referral process will only apply in a minority of circumstances where Events, topics or speakers are deemed to be higher-risk.
- 2.10 Where a Stage 3 referral is deemed appropriate, the event will be considered by the Events Compliance Panel, which will include:
- The University Secretary or a Pro-Vice Chancellor (in the Chair)
 - The Chief Legal Officer (or their nominee)
 - The Director of External Relations (or their nominee)
 - The Director of Estates (or their nominee)
 - The relevant Head of School or Directorate involved in the decision to refer the matter to the Events Compliance Panel (where necessary)
 - The Head of Events (or their nominee)

- Any other employee of the University or Reading Students' Union deemed relevant to a particular case.
- 2.11 The decision of the Events Compliance Panel, along with any further steps required to be implemented for the event to go ahead, will be communicated back to the person organising and/or responsible for the Event.
 - 2.12 Where the Panel concludes that there are steps that need to be put in place in order to ensure the University is meeting its legal obligations in respect to freedom of speech, or otherwise, such steps must be implemented by the person organising and/or responsible for the Event in order for the Event to proceed. Any permission given at this stage will be subject to compliance with the University's normal processes in relation to events, including submission of an Event Notification where required.
 - 2.13 Failure to comply with this review process will be treated seriously and may result in disciplinary action being taken under the University's normal disciplinary processes for staff and students.

3. Criteria to be used by the University in making decisions under this review process

- 3.1 In considering whether to permit its Premises and online platforms to be used for, or its name to be associated with, a particular Event, the University will uphold free speech within the law where reasonably practicable. In doing so, the University will consider whether the views or ideas to be put forward, the manner of their expression, or the event in question:
 - 3.1.1 constitutes a criminal offence;
 - 3.1.2 constitutes a threat to public order, including whether a participant is from an organisation that is officially proscribed by the UK Government;
 - 3.1.3 constitutes a threat to the health and safety of individuals attending the event or in the locality which cannot be satisfactorily managed;
 - 3.1.4 incites or may incite others to commit criminal acts;
 - 3.1.5 constitutes or may constitute a breach of the University's legal duty to have due regard to the need to prevent people from being drawn into terrorism;
 - 3.1.6 infringes or may infringe the legal rights of others or breaches or may breach legal requirements in respect of non-discrimination; or
 - 3.1.7 seeks to disrupt an authorised event or activity on University Premises or online platforms, noting that any protest must be conducted without infringing the rights of others, including the right to freedom of speech.
- 3.2 The University reserves the right to refuse permission for an Event, or require an Event to take place at an alternative time or location for reasons related to practicability or

where permission has not been sought as per the required processes or within the required timescales.

- 3.3 Other than in exceptional circumstances, the costs of security relating to the use of Premises shall not be passed to the person or organisation arranging the event. Exceptional circumstances are where the cost of facilitating the event are wholly disproportionate to the scope and/or timing of the event in question.

Please note:

- In the case of Reading Students' Union, it will be responsible for implementing a system to support all relevant student Events organised by RSU, by individual students on behalf of RSU, RSU clubs or RSU societies. It will be responsible for ensuring that a local assessment has taken place with/on behalf of individual students, clubs or societies and that it is appropriately documented. In the event that a referral is required as per Stage 2 of this process, Reading Students' Union will be responsible for making the submission with or on behalf of the student co-ordinator.
- In the case of Venue Reading or Venue Henley, it will be responsible for implementing a system to support all relevant third-party client Events on campus/in University venues. Venue Reading or Venue Henley will be responsible for ensuring that a local assessment has taken place with/on behalf of individual clients/organisations. In the event that a referral is required as per Stage 2 of this process, Venue Reading or Venue Henley will be responsible for making the submission with/on behalf of the client. For the avoidance of doubt, Celebration Events, such a weddings and private parties will not require assessment under this process, however the Speaker and Events Code of Conduct should be provided to the client prior to the Event. In relation to relevant Internal Events managed by Venue Reading or Venue Henley, it will be the responsibility of the internal organiser/person responsible for the Event to ensure this process is followed.

For the avoidance of doubt, the Events Policy and review processes sit alongside, but is currently separate from the University's Event Notification process, which event organisers will need to comply with separately and as required. Any permission given for an Event to go ahead under the Freedom of Speech and Prevent Policy for Events or the associated review processes is subject to complying with the University's normal processes in relation to events, including submission of an Event Notification where required.

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