



LUTHER KING HOUSE EDUCATIONAL TRUST POLICY AND PROCEDURES: EVENTS AND SPEAKERS

Events

1. All LKH branded events will respect the ethos, vision and values of the College.
2. When organising branded events off-site, organisers will ensure the event adheres to the following principles:
 - Commitment to equality and diversity
 - Due regard for Health and Safety
 - Commitment to freedom of speech
 - Commitment to academic freedom
 - Due regard for the Prevent duty
3. All events must be agreed in advance by the Management Committee and details submitted for formal approval. If approval is withheld, the event cannot proceed.
4. Any marketing materials for the event must be agreed by the Management Committee.
5. When partnering with other organisations the Management Committee will consider the appropriateness of the organisation in the light of the ethos, values and vision of the College.
6. Where decisions are needed between meetings of the Management Committee, Chair's action will be taken and reported to the following meeting for approval.

Speakers

1. An external speaker is defined as one who is invited to speak outside of normal LKH activities related to teaching, research or administrative operational meetings.
2. All external speakers must be agreed by the Management Committee before an event can proceed and details submitted for formal approval. If approval is withheld, the speaker cannot be invited.
3. Advice may be sought from appropriate experts (internal or external) to enable a decision regarding approval to be made.
4. When approving a speaker, the Management Committee will have due regard for issues related to:

- Equality and diversity
- Security and safety
- Ethos and reputation
- Freedom of speech
- Academic freedom
- Prevent duty

5. The College will inform the speaker in writing of any conditions placed on the event.
6. Any marketing materials for the event must be agreed by the Management Committee.
7. Where decisions are needed between meetings of the Management Committee, Chair's action will be taken and reported to the following meeting for approval.

Document title:	Events and Speakers
Reviewed and revised on:	Sept 2019
Approved by:	FMC