

The following Code of Practice on Meetings and Events in Nuffield College is based on the University's Code and the Conference of College's Briefing Note on Events and External Speakers (May 2016). The Code was approved by Governing Body on 15 June 2016 and may be amended by Governing Body from time to time.

Code of Practice on Meetings and Events in Nuffield College

In accordance with Section 43 of the Education (No2) Act 1986, the Human Rights Act 1998, the Equality Act 2010, and its own Equality Statement, Harassment Policy, and Free Speech Policy, Nuffield College is committed to providing an environment that promotes freedom of expression within the law and within a framework of civility. As part of its academic activity and its mission to be a centre for excellence in the social sciences, the College encourages its academic members, associates, and visitors to invite a wide range of speakers and to promote constructive academic debate. The College expects speakers and audiences at meetings and events taking place on its premises or under its auspices to engage in a critical and civil manner with each other. This Code of Practice sets out the arrangements for meetings and events, including measures to be taken in cases of concerns about safe and lawful conduct.

Application of the Code

This Code of Practice must be followed by all members of the College, including Fellows, students, visitors, and staff, in relation to "College Events". For the purposes of this Code "College Event" means:

- all meetings and other events, which are to be held on College premises, including those organised by third parties; and
- all meetings and other events, which are College funded, affiliated or branded (including meetings and events run by the College's Research Centres and its Junior Common Room) regardless of where they are held.

The University has its own Code of Practice for dealing with meeting and events. Where meetings and events are held in Nuffield College jointly with the University, the relevant parts of both the University's and the College's Codes will apply.

Key Principles

1. So far as is reasonably practicable, the College will not deny access to its premises for meetings and events to any individual or body of persons on any ground connected with their beliefs, views, policies, or objectives. However, the College exercises absolute discretion in respect of external bookings. Criminal speech is proscribed and the College reserves the right to take measures which are relevant, practicable, and proportionate measures to prevent criminal speech from taking place at College events.
2. The College may also take measures in respect of any event which it believes may give rise to an environment in which people could experience, or could reasonably fear, discrimination, harassment, intimidation, verbal abuse or violence, or which is otherwise likely to pose a safety risk. To this end, speakers and audience alike at College events should be aware (and where appropriate, reminded) of their responsibilities to observe the College's policies on Free Speech, Harassment, and Equality and to conduct civil academic debates at all times.
3. All organisers of College Events should ensure that appropriate risk assessments have been made. In particular:
 - a) academic members of College (including fellows, associate members, and visitors) are responsible for risk assessing their own events, though advice and assistance is available from the Bursary and Academic Office;

b) students, when booking events with external speakers, should seek permission from the College's Senior Tutor who will undertake the necessary risk assessments (in consultation with the Bursar as appropriate);

c) Staff responsible for supporting or organising College Events (including booking arrangements and events organised by third parties) should perform risk assessments, seeking advice from the Bursar, as appropriate.

Criteria for Escalation

College Events must be reported to the Dean where there are concerns that:

- the meeting or event 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; or
- the meeting or event is likely to pose a risk to the health and safety of those lawfully on College premises; or that it may prompt a risk to public safety; or
- the views that are likely to be expressed by the speaker constitute criminal speech.

Responsibility for Escalation

If you are involved in supporting or planning a College Event, or you are responsible for administering external bookings of College premises, you bear the primary responsibility for bringing the matter to the attention of the Dean, if required under the section 'Criteria for Escalation' above.

In addition, any member of the College, who is concerned about a College Event for one of the reasons set out in the section 'Criteria for Escalation' above, should consult the Dean.

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

Procedure

In order to escalate a College Event, organisers should submit a note in writing to the Dean at least seven working days in advance of the College Event (although the Dean may agree to receive information closer to the time of the meeting than this).

The Dean may reserve the right to cancel any College Event, which raises concerns under the section 'Criteria for Escalation', even if written notification seven working days in advance of proposed date for the event has not been received.

The Dean is at liberty to consult with relevant College officers and to seek professional advice from the University or other external sources before reaching a decision.

Decisions

The Dean has the power to postpone or relocate a College Event or to impose conditions (such as requiring ticketing arrangements to be made). The responsibility for fulfilling these conditions rests with the organisers.

In the event the Dean considers that the risks cannot be mitigated by conditions, or the organisers refuse to comply with the conditions set, he or she will have the right to cancel the College Event.

The decision will be communicated to the organisers promptly and the reasons for the decision will be set out.

Appeal

If an organiser is unhappy with the outcome of a decision of the Dean, an appeal may be made by writing to the Warden setting out clear reasons for the appeal and requesting a reconsideration of the decision.

The Warden will communicate his or her decision on the appeal to the organisers promptly and will set out the reasons for the decision.