



Name of Procedure: Room Booking by Academic and Non-academic Staff

RESPONSIBLE COMMITTEE: Domestic Committee

RESPONSIBLE OFFICER: Domestic Bursar

LINKED DOCUMENTS: College: Room Booking by Academic and Non-academic Staff Policy; *Prevent Duty Policy*; Safeguarding Policy; *Prevent Duty Training Procedure*.

LINKED DOCUMENTS: Other: n/a

Annual Review date: First meeting of Hilary Term

PROCEDURE HISTORY

<i>Date of GB approval</i>	<i>Brief summary of changes</i>	<i>Confirmation that linked documents have updated if necessary</i>	<i>College policy register updated</i>
June 2016	Generation of policy	na	Yes (Sandra Campbell)
March 2017	Page 5, No 10 – “room keys” changed to “room keys/fobs” Page 4 Annex A – update of URL link for external speakers Policy reviewed by Committee	na	Yes (Sandra Campbell)
March 2018	Policy reviewed by Committee and subsequently approved by GB	na	Yes (Sandra Campbell)



PURPOSE OF PROCEDURE

1. To guide academic and non-academic staff of the College wishing to book space in College.
2. Space in College is defined as a collection of teaching, meeting and event spaces for which bookings, subject to approval if necessary, can be requested by all academic and non-academic staff of the College.

BOOKING PROCEDURE

3. All staff should refer to the academic and non-academic staff room booking policy for information about which College rooms may be booked and the type of permission required.
4. All events involving external speakers are subject to consideration of the requirement that the College manage and mitigate the risks around external speakers and events in College, to balance its legal duties in terms of ensuring freedom of speech and academic freedom, and to protect student and staff welfare.
5. External speakers are defined as speakers who are not current members of either the staff or student body of the University of Oxford or its Colleges.
6. In order to fulfill this requirement, the College requires all members of staff to assess the risks associated with events they organize which are not part of the College's normal academic or administrative business and which involve external speakers, as advised by the UK Universities and by the Charity Commission and outlined in Annexe A.
7. In risk assessing events, individuals should be aware of their responsibilities to consider the College's duty under the *Prevent* duty strictly within the context of pre-existing rights, including the Human Rights Act, The Education Act (No2) and the Equality Act.
8. Any booking is subject to the following:
 - (i) The function should not contravene the general ethos of St John's College, as described in its Statement of Purpose, available on the College website.
 - (ii) The member of staff booking the room must attend the function and be present throughout the entire event.
 - (iii) The College reserves the right to decline bookings.



NOTES

8. In addition to serving as a point of contact with the College and attending the event (see 7(ii) above), the event organizer assumes full personal responsibility for:
 - (i) ensuring that College facilities used are left in suitable condition, with lights and equipment turned off after use;
 - (ii) ensuring that food and drink is not taken into rooms unless this is permitted;
9. The cost of any damage will be charged to the named responsible person.
10. Room keys/fobs are collected from the College Lodge.
11. Non-compliance with these procedures may result in individual(s), as well as a club or society on whose behalf a booking has been made, forfeiting the right to make further bookings.
12. A booklet 'A guide to teaching rooms in College', which provides information about room capacities, equipment, and information about accessibility, is available from the Lodge and from the College Office.



ANNEXE A

Process for assessing the risks associated with the organization of events which are not part of the College's normal academic or administrative business and which involve external speakers.

The review of every event, which is not part of the College's normal academic or administrative business and is to be attended by an external speaker, must involve consideration of the full legal context that applies to such activity. See link below -

<http://www.universitiesuk.ac.uk/policy-and-analysis/reports/Pages/external-speakers-in-higher-education-institutions.aspx>.

The risk associated with most events will be relatively straightforward and easy to assess. In these cases, the review process will be short and simple. Others may require further consideration to assess whether speakers are likely to contravene the law or the College's *Prevent* and Safeguarding duties and whether mitigating actions will satisfactorily address the risk of this happening.

The following questions should be considered by the event organiser in determining whether the proposed external speaker should be invited to attend the event:

- (i) Does the proposed external speaker have links to or represent a proscribed terror group or organisation as per the Home Office list¹ or feature on HM Treasury's list of organisations subject to government sanctions²?
- (ii) What is the topic of the event? Is the event title or subject matter likely to be controversial or cause distress to anyone? Will both sides of the argument be presented? Has an event been run on this topic previously by the University?
- (iii) Who is chairing the meeting? Are they sufficiently qualified to provide balance and challenge during the event? What is their stance on the topic under discussion and is this likely to impact the smooth running of the event?
- (iv) Has the speaker spoken at an Oxford College/ University or another higher education institution previously? What is known about him or her? Are there grounds to suspect that the individual may speak outside the parameters of the law?
- (v) Will hosting the speaker have public order implications, risk injury to attendees or damage to university or any other property? Is there the potential for serious health and safety issues to arise? Is it likely that the presence of the speaker will prompt protests?



- (vi) Who is attending the event? Is it restricted to staff and students of the institution only or will it be open to the public? Is it likely that the presence of the speaker will prompt specific groups or individuals to attend the event?
- (vii) What security provisions are in place? Are these sufficient? Will sufficient security staff be available?
- (viii) Will hosting the speaker have reputational risks for the institution? Is the event likely to attract media attention and if so how can the university manage this effectively?
- (ix) Has the speaker agreed to abide by the institution's values?
- (x) What materials will be available at the event (e.g. leaflets, DVDs, CDs, memory sticks)?

Once the above checklist has been worked through, the event organizer may consider that the event should:

- (i) Proceed as planned;
- (ii) Proceed with conditions;
- (iii) Refer to the College Senior Dean or *Prevent* Coordinator for further consideration.

If it is considered that the event is high risk, the Senior Dean and/or College *Prevent* Coordinator may decide to refer the request to the College's *Prevent* Team or seek additional information for further consideration.

¹ The list can be found on www.gov.uk – listed as 'Proscribed Terror Groups or Organisations'

² The list can be found on www.gov.uk – listed as 'Consolidated List of Financial Sanctions Targets in the UK'