



Events and External Speakers Procedure

Higher Education · Performing Arts
Validated by the University of West London

Approved: August 2026

Document Control

Procedure Title	Events and External Speakers Procedure
Institution Name	Triple Threat Training Limited (trading as GAMTA)
Category	Freedom of Expression, Events and External Engagement
Approval Authority	Academic Board
Oversight Committee	Safeguarding, Wellbeing and Prevent Committee
Validating Partner	University of West London
Applicable Provision	All events, external speakers, productions and premises hire across GAMTA provision, including the HNC Acting and Performance (SQA, GPRO Scotland)
External Regulatory Alignment	Counter-Terrorism and Security Act 2015 (Prevent) and relevant Scottish guidance; Equality Act 2010; Public Order Act 1986; Human Rights Act 1998; UK GDPR; Data Protection Act 2018
Document Status	Approved Institutional Procedure
Approved	August 2026

Contents

TRIPLE THREAT COLLEGE

EVENTS AND EXTERNAL SPEAKERS PROCEDURE

1. Introduction and Status

1.1 Triple Threat Training Limited, trading as GAMTA (the “College”) hosts and supports a range of events, performances, masterclasses, workshops, productions, talks, and meetings, on and off College premises, involving members of the College community and external participants. The College welcomes the contribution that external speakers, visiting practitioners, and external performers and audiences make to the educational, artistic, and cultural life of the College.

1.2 This Procedure sets out the operational arrangements through which events shall be proposed, considered, approved, and managed. It operates alongside, and gives effect to, the Code of Practice on Freedom of Speech and Academic Freedom, and forms a standalone procedural document for use by event organisers, the Designated Officer, and other staff.

1.3 Where any provision of this Procedure conflicts with the Code of Practice on Freedom of Speech and Academic Freedom, the Code shall prevail in matters of principle and the Procedure shall be updated to align.

1.4 The College is established in Scotland and applies this Procedure in accordance with applicable Scottish law and the wider UK regulatory framework, including the College’s obligations under the Counter-Terrorism and Security Act 2015 (Prevent duty), the Equality Act 2010, and the European Convention on Human Rights. Where the College delivers validated higher education programmes, the expectations of the validating partner under the Higher Education (Freedom of Speech) Act 2023, where applicable, are also reflected.

2. Purpose and Scope

2.1 The purpose of this Procedure is to ensure that:

- events held on College premises or under the College’s name proceed lawfully and safely;
- the College’s commitment to freedom of speech and academic freedom within the law is upheld;
- equality, safeguarding, Prevent, health and safety, and operational considerations are addressed proportionately and consistently;
- event organisers have clear and accessible arrangements for proposing and running events;
- decisions on events are taken transparently, with a route for representation and review.

2.2 This Procedure applies to:

- events organised by members of the College community on premises owned, leased, licensed, or otherwise controlled by the College, including studios, rehearsal rooms, theatres, classrooms, communal areas, and online spaces operated by the College;
- events organised under the College’s name or branding, including in external venues and online;
- College productions and public performances open to external audiences;
- masterclasses, workshops, lectures, talks, panel discussions, and visiting practitioner sessions;
- external hire of College premises (subject to the additional arrangements at Section 12).

2.3 Routine teaching, rehearsals, and internal academic activity within scheduled programmes of study are not within the scope of this Procedure, save where they involve external speakers, performers, or audience members in a manner that engages the considerations addressed by this Procedure.

3. Underpinning Principles

3.1 Lawful Freedom of Speech. The College shall secure freedom of speech within the law for members of the College community, visiting speakers, and visiting practitioners. Consent shall not be unreasonably refused, and it shall not, of itself, be a reasonable ground for refusal that the views likely to be expressed may be controversial, contested, or contrary to a policy of the College or any other body.

3.2 Academic and Artistic Freedom. The College shall protect academic freedom and artistic expression within the law, including in teaching, scholarship, creative practice, rehearsal, studio practice, productions, and public performances.

3.3 Other Legal Obligations. Freedom of speech operates alongside the College's other legal obligations, including equality, harassment, safeguarding, public order, health and safety, and the Prevent duty. Where tension arises, the College shall consider the matter on its merits, in writing, and shall record the reasoning for its decision.

3.4 Proportionality. The level of scrutiny applied to an event proposal shall be proportionate to the risk identified, with most proposals requiring straightforward administrative processing and only a minority requiring detailed assessment.

3.5 Equality and Accessibility. Events shall be planned and run in a manner consistent with the Equality Act 2010 and the Equality, Diversity and Inclusion Policy. Accessibility shall be considered in venue selection, communication, and event design.

3.6 Transparency and Review. Decisions shall be communicated in writing with reasons. Event organisers and other affected persons may seek review of decisions under Section 11.

4. Definitions

4.1 "Event" means any meeting, performance, masterclass, workshop, talk, lecture, panel discussion, screening, exhibition, ceremony, or similar gathering to which this Procedure applies under Section 2.

4.2 "External Speaker" means any individual who is not currently a student or member of staff of the College and who has been invited or is proposed to speak, present, perform, or otherwise contribute to an event. The term includes visiting practitioners, guest lecturers, panellists, and visiting performers; routine industry practitioners engaged within the published curriculum may be subject to a streamlined approach under Section 6.6.

4.3 "Event Organiser" means the member or members of the College community responsible for proposing and running an event.

4.4 "Designated Officer" means the College Principal or such other senior officer designated by the Principal to discharge functions under this Procedure, including the consideration of event proposals.

4.5 "Working Day" means a day other than a Saturday, Sunday, public holiday in Scotland, or other day on which the College is closed.

4.6 "Risk Assessment" means a written assessment of foreseeable risks associated with an event, the controls in place to manage those risks, and the residual risk.

5. Notification, Timescales, and Booking

5.1 Standard Notice Period. Event Organisers shall submit Form A (Event Booking and Notification Form) at least twenty-eight (28) calendar days before the proposed event date, using the College's booking arrangements.

5.2 Shorter Notice. The Designated Officer may consider proposals submitted at shorter notice where this is reasonable in the circumstances, having regard to the nature of the event, the venue, and the time required for any assessment under Section 7.

5.3 Information Required at Notification. Form A shall include:

- the name and contact details of the Event Organiser;
- the title, purpose, and intended format of the event;
- the proposed date, time, duration, and venue (including any online or hybrid arrangements);
- the anticipated audience, including whether the event is open to the public, ticketed, or restricted to members of the College community;
- details of any External Speakers, performers, or contributors, including those proposed for Form B (Section 6);
- any equality, accessibility, safeguarding, security, or Prevent considerations the Organiser has identified;
- any technical, production, catering, or facilities requirements;
- a draft risk assessment using Form C where indicated by Section 8;
- the Event Organiser's confirmation of acceptance of the terms of this Procedure and the Code of Practice on Freedom of Speech and Academic Freedom.

5.4 Acknowledgement. The College shall acknowledge receipt of Form A within three (3) working days.

5.5 Decision Timescales. Where an event proposal does not give rise to significant equality, safeguarding, Prevent, or other concerns, the Designated Officer or nominee shall confirm the booking within seven (7) working days of receipt. Where the proposal is subject to detailed assessment under Section 7, the Designated Officer shall normally issue a written decision within seven (7) working days of the notification, save where the matter requires further consideration and the Organiser is informed of the revised timescale.

5.6 Changes After Booking. Where the Event Organiser changes the speakers, content, or nature of the event after booking, the change shall be notified to the College promptly. The College shall review the approval in light of the change and may attach further conditions or, in exceptional circumstances, withdraw consent.

6. External Speakers

6.1 Form B. Event Organisers proposing one or more External Speakers shall complete Form B (External Speaker Notification Form) as part of the notification process.

6.2 Information Required for External Speakers. Form B shall include:

- the name, affiliation, and brief biography of each External Speaker;
- the topic of the speaker's contribution and the format (talk, masterclass, performance, panel, Q&A, workshop);
- links to publicly available material indicating the speaker's prior public positions or work, where reasonably available;
- any known or anticipated equality, safeguarding, Prevent, or other concerns;

- any contractual or insurance arrangements proposed.

6.3 Default Position. The default position is that External Speakers shall be welcomed, including where their views or work may be controversial or contested, provided that the contribution is lawful and consistent with the College's legal obligations.

6.4 Assessment of Risk. The Designated Officer shall consider whether any of the following indicators are present and shall apply the assessment at Section 7 where they are:

- the speaker, their topic, or their planned contribution is reasonably likely to engage criminal law, including incitement to violence or hatred, threats, or unlawful harassment;
- the speaker has a documented history of expressing views that may engage the Prevent duty, in particular advocacy of terrorism or violent extremism;
- there is a reasonably foreseeable safeguarding concern in respect of children or adults at risk;
- the event is reasonably likely to give rise to disorder, public order issues, or significant security risk;
- the event is reasonably likely to exclude individuals on the basis of a protected characteristic in breach of the Equality Act 2010;
- the speaker's contribution may engage unresolved legal proceedings or subject the College to legal risk.

6.5 Where None of the Indicators Are Present. Where none of the indicators at clause 6.4 are present, the External Speaker shall normally be approved as part of routine event approval and no detailed assessment under Section 7 shall be required.

6.6 Streamlined Approach for Routine Visiting Practitioners. Visiting practitioners regularly engaged within the published curriculum (for example, regular masterclass leaders, guest choreographers, vocal coaches, accompanists, directors, intimacy coordinators, dialect coaches) need not be processed through Form B for each engagement, provided their engagement is within the scope of approved curriculum activity, they are subject to the College's engagement and safeguarding arrangements, and no indicator at clause 6.4 has arisen. A list of regular practitioners shall be maintained by the Academic Office.

6.7 Online and Hybrid Contributions. External Speakers contributing online or in hybrid format are within the scope of this Section. Particular attention shall be paid to recording, broadcast, audience interaction, and chat-function moderation.

7. Detailed Assessment

7.1 Where one or more indicators at clause 6.4 are present, or where the Designated Officer otherwise considers detailed assessment necessary, the Designated Officer shall undertake a written assessment considering:

- the lawful protection of freedom of speech, academic freedom, and artistic expression;
- the College's obligations under equality law, the Equality, Diversity and Inclusion Policy, and the Harassment and Sexual Misconduct Policy;
- the College's safeguarding obligations, including under the Safeguarding Policy where children or adults at risk may be involved;
- the Prevent duty under the Counter-Terrorism and Security Act 2015, including, where appropriate, confidential consultation with Police Scotland Prevent officers;
- public order, security, and health and safety considerations;
- the operational and reputational interests of the College, having regard to the principle that controversy is not, of itself, a ground for refusal.

7.2 Outcomes of Detailed Assessment. The Designated Officer may:

- approve the event unconditionally;
- approve the event subject to conditions (see Section 9);
- refer the matter for further consultation, including with the validating partner where appropriate, with Police Scotland Prevent officers, or with other statutory partners;
- postpone a decision pending additional information from the Event Organiser;
- refuse consent where the assessment supports refusal on lawful grounds.

7.3 Reasons in Writing. Decisions taken under detailed assessment shall be communicated in writing with reasons. The Designated Officer's written assessment shall be retained on the College's records in accordance with the Privacy and Information Security Policy.

8. Risk Assessment

8.1 A Risk Assessment using Form C shall be required for events where:

- an audience of fifty (50) persons or more is anticipated;
- the event includes physical performance, dance, fight choreography, intimacy work, technical rigging, lighting, sound, pyrotechnics, special effects, or production elements that create foreseeable hazards;
- the event involves children or adults at risk;
- the event is held in a non-standard venue, externally, or online with audience interaction;
- the Designated Officer considers a risk assessment necessary on the facts.

8.2 Risk Assessments shall identify foreseeable hazards, persons at risk, control measures in place, residual risk, and contingency arrangements. They shall be reviewed by the responsible staff member (including the College Health and Safety contact where relevant) before the event proceeds.

9. Conditions That May Be Attached

9.1 Where conditions are attached to event approval, they shall be the minimum necessary to address the identified risk. Possible conditions include:

- requiring a chair to manage the meeting in accordance with agreed ground rules;
- requiring a balanced panel or right of reply;
- specifying audience composition (for example, restricted to members of the College community where appropriate);
- requiring published content notes, age guidance, or trigger warnings in respect of performance or production content;
- requiring additional security or stewarding;
- requiring health and safety controls in respect of physical performance, technical, or production elements;
- requiring particular safeguarding arrangements where children or adults at risk are involved;
- varying the venue, capacity, or timing;
- specifying arrangements for recording, broadcast, or media engagement;
- specifying arrangements for online events, including chat moderation and recording.

10. Conduct on the Day

10.1 Event Organisers are responsible for the conduct of the event in accordance with this Procedure, the conditions attached, and the wider Policies and Regulations of the College, including the Student Code of Conduct and Disciplinary Regulations and the Staff Disciplinary Procedure as applicable.

10.2 Lawful heckling of speakers, including in performance contexts where this is appropriate, is permitted. Conduct amounting to systematic or organised heckling or disruption intended to prevent the lawful expression of views, or otherwise to prevent an event from being held or continuing, is contrary to the Code of Practice on Freedom of Speech and Academic Freedom and may be considered under the Student Code of Conduct and Disciplinary Regulations, the Staff Disciplinary Procedure, or by withdrawal of access for visitors.

10.3 Where conduct during an event gives rise to immediate safety, equality, safeguarding, or public order concerns, the chair, the Event Organiser, or the Designated Officer may pause, modify, or end the event.

10.4 Where a criminal offence is suspected, Police Scotland shall be contacted. In an emergency, the emergency number 999 shall be used.

11. Representation and Review

11.1 Where an Event Organiser or other affected person considers that a decision to refuse consent, withhold facilities, or impose conditions is unreasonable, that person may submit a written representation using Form D within ten (10) working days of receipt of the decision.

11.2 The representation shall be considered by a senior officer of the College who has not been involved in the original decision. That officer may confirm, vary, or rescind the original decision, and shall communicate the outcome in writing with reasons normally within ten (10) working days of receipt of the representation.

11.3 The outcome of a review under this Section shall represent the final stage of internal consideration. Where applicable, the matter may be raised through the Complaints Policy and Procedure or, where the person is a student, through the Academic Appeals Regulations to the extent that the matter falls within their respective scope.

12. External Hire of College Premises

12.1 Where College premises are hired or licensed to external organisations for events not organised by the College, the hire shall be subject to written terms incorporating the relevant provisions of this Procedure and of the Code of Practice on Freedom of Speech and Academic Freedom.

12.2 External hirers shall provide information equivalent to that required under Sections 5 and 6 in respect of the event, External Speakers, and risk assessment. The Designated Officer may apply the assessment at Section 7 to external hires.

12.3 Where the external hire involves children or adults at risk, the hirer shall provide assurance about their safeguarding arrangements, and shall notify the College's Designated Safeguarding Lead of any safeguarding incident on College premises.

12.4 Where the College, in licensed premises, is engaged in the sale or supply of alcohol or in regulated entertainment, applicable provisions of the Licensing (Scotland) Act 2005 and the Civic Government (Scotland) Act 1982 shall be observed.

13. Productions and Public Performances

13.1 College productions and public performances form part of the academic provision of the College and are addressed substantively within the curriculum. This Procedure applies to productions and public performances in respect of:

- invitations to External Speakers, visiting directors, choreographers, or practitioners not engaged through routine curriculum arrangements;
- public-facing communications, marketing, and audience access where this Procedure's equality, safeguarding, or public order considerations apply;
- content notes, trigger warnings, age guidance, and accessibility provision for audiences;
- technical, production, and health and safety risk assessment;
- co-production with external partners or use of external venues.

13.2 Decisions on artistic and creative content within productions are matters of academic and artistic judgement and shall not be constrained by this Procedure save where they engage criminal law, the College's equality, safeguarding, or Prevent duties, or other legal obligations.

14. Recording, Broadcast, and Media

14.1 Where an event is to be recorded, broadcast, live-streamed, or attended by the media, the Event Organiser shall obtain appropriate consents and shall comply with the Privacy and Information Security Policy. Speakers, performers, and identifiable audience members shall be informed in advance.

14.2 Recordings of events involving students under the age of 18 are subject to additional safeguards under the Safeguarding Policy.

15. Records, Monitoring, and Review

15.1 Records of event notifications, assessments, conditions, decisions, and representations shall be retained in accordance with the Privacy and Information Security Policy and the Records Management and Data Retention Policy.

15.2 Anonymised data on the operation of this Procedure shall be reported annually to the Academic Board and to the Unibridge Group Board, with such information as may be required to support oversight of freedom of speech, equality, safeguarding, Prevent, and health and safety.

15.3 This Procedure shall be reviewed annually, or earlier where required by legislative, regulatory, operational, or validating partner changes.

16. Roles and Responsibilities

16.1 The Unibridge Group Board holds overall responsibility for the approval of the Code of Practice on Freedom of Speech and Academic Freedom and oversight of this Procedure.

16.2 The College Principal, as Designated Officer, is responsible for the operational implementation of this Procedure, including the consideration of event proposals, the conduct of detailed assessments, the imposition of conditions, and the management of representations.

16.3 Heads of Department, Course Leaders, and other event organisers are responsible for compliance with this Procedure, including timely notification, accurate information, and the conduct of events in accordance with any conditions attached.

16.4 The Designated Safeguarding Lead shall be consulted on event proposals that engage safeguarding considerations and shall advise on appropriate arrangements.

16.5 All members of the College community attending events on College premises or organised under the College's name are responsible for conducting themselves in accordance with this Procedure, the Code of Practice on Freedom of Speech and Academic Freedom, and the wider Policies and Regulations of the College.

END OF PROCEDURE