DSU Policy File

This document contains all of the current policies of the Students’ Union. These policies were decided on by students at democratic meeting. They now set the direction of the Students’ Union. They lapse after three years.

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# 2.1 Activities Disciplinary Process for Misbehaviour

**Lapses November 2019**

**Proposer**: Vice-President Student Activities

The Union Notes:

1. The DSU activities department have numerous members at any one time. The member’s represents the SU at various events.
2. The behaviour of some of these members has been questionable at some events such as organised tours, varsity fixtures and weekly BUCS fixtures.

The Union Believes:

1. That members of sports clubs and societies should encourage safe drinking and responsible behaviour when representing DMU / DSU;
2. Students participating in external events, whether playing or watching, such as but not exclusive of, BUCS fixtures, varsity fixtures and / or tours organised by the Students’ Union, must show respect towards the public, members of DSU and other involved parties;
3. Tours organised by the Students’ Union have become a tradition and for these to continue the participating students must behave in a responsible manner;
4. If a student wishes to participate in BUCS fixtures, participate or spectate at varsity fixtures and / or go on organised tours and other events this should be dependent on their behaviour throughout the year;
5. The above are privileges that should only be granted if a member’s behaviour deems them trustworthy to represent the University / Students’ Union.

The Union Instructs:

1. That all members must show respect and courtesy to everyone they come into contact with whilst representing DMU / DSU;
2. That all members take responsibility for their behaviour, including drinking, whilst actively encouraging others to do the same;
3. Whilst on organised tours DSU’s Student Activities Inclusion and Participation and DSU Behaviour at External Events policies must be adhered to by sports clubs, societies and their members. If they are not, individuals may be sanctioned under the Union’s disciplinary rules;
4. If any member is found to be in breach of DMU / DSU’s disciplinary process while representing the SU, during fixtures, varsity competitions, whilst on organised tours and whilst in the venue or associated / affiliated events, their privilege of future participation can be removed. They will face relevant disciplinary procedures and be banned or sanctioned accordingly.
5. The decision behind which services that the student may be banned from will be decided by relevant staff members involved.
6. If the offence is to a degree that requires the accuser to be banned from all DSU activities, then the decision will be made by relevant staff.

# 2.2 Sports Club Membership

**Lapses: May 2020**

**Proposer**: Derrick Mensah

The Union Notes:

1. The current Standard Sports Club Membership system financially disadvantages Sports Clubs. This is because under the current system a student can pay £40 and join multiple clubs. When this occurs only the primary club receives the £10 benefit, and later clubs joined receive no financial benefit. However, the student can benefit from the service provided by all clubs they join.
2. This system hinders the development of many clubs. As they do not receive the financial support from membership required by them to carry out activity as Sport.

The Union Instructs:

1. Sports Membership for the academic year 2018/19 and onwards. Will have the Standard Sports Membership as follows: Any student wishing to join a Sports Club with Standard Membership must buy a ‘Active Card Membership’ for £30, this can be purchased through the DSU Website, this will then make them eligible to buy a membership to any affiliated DMU Sports Club. The cost to join each club as a Standard Member will be £10 respectively, with refunds available on a pro rata basis.
2. The relevant DSU Full-Time Officer to continue to lobby DMU sport for transparency on the finances. Particularly the use of money received from Active Card Purchases.

# 3.1 Equality, Diversity and Inclusion Policy

**Lapses: May 2020**

**Proposer**: Vice-President Welfare and Community

**Policy statement**

De Montfort Students’ Union (DSU) is working to create an organisation in which all our members can succeed, and that opportunity is not limited by the protected characteristics they may have or are present within groups they define into. Protected characteristics are defined as: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. The feeling of belonging and inclusivity is core to the student movement and a mission that we should always strive to achieve so that everyone can be celebrated as part of the DSU community. Equality, diversity and inclusion are the principles in which all citizens have the right to be accepted within society and that positive actions are taken to achieve these goals. As a student movement we should be on the forefront of societal change and proudly make these changes which not only uphold our values but educate others on what they can do also. By conveying this message in all that we do, we ensure that we are committed to achieving our charitable aims to look after the welfare of our students and the overall vision to create a better society in the future.

**Principles**

* DSU will take positive actions to change practices and promote existing ones to ensure De Montfort University (DMU) is a place where all students can succeed and have equal opportunity to do so
* We will support students from groups with protected characteristics to ensure our campus is as fair, equitable and inclusive as possible
* We will hold the University to account where commitments towards Equality, Diversity and Inclusion are not being addressed
* We will continue to reach out to relevant stakeholders to enhance our own learning, commitments and change practice outside the institution wherever possible.

**Background**

**Current Legislation**

The Equality Act 2010 consolidates previous anti-discrimination legislation and introduces measures to ensure that society does not ostracise those with a protected characteristic. The legislation has additional expectations on Higher Education providers, who are to protect the protected characteristics of individuals but also have due consideration to balance those with the freedom of speech.

The grounds on which discriminations are in breach of the Act, also known as ‘protected characteristics’ are:

* Age
* Disability
* Gender Reassignment
* Marriage and Civil Partnership
* Pregnancy and Maternity
* Race
* Religion or Belief (including lack of)
* Sex
* Sexual Orientation

**Definitions**

Equality

Fairness in all opportunities and attitudes, ensuring there is no bias

Diversity

Acknowledging all individuals are different and positively embracing this

Inclusion

Ensuring all individuals have the opportunity to participate fully regardless of their protected characteristics. Including people who may otherwise be excluded or marginalized based on their protected characteristics

**Policy scope**

This policy applies to anyone who is a member, staff, visitor or contractor to De Montfort Students’ Union. The scope of this policy is to attract, protect and celebrate those who have protected characteristics but also educate members on why these issues are important.

**Responsible party**

Achieving equality, diversity and inclusion across an organisation is a collective shared task between the membership and the Union’s staff, however the implementation of this specific policy is delegated to the Executive Committee of the Students’ Union with the Vice President Welfare and Community, or equivalently titled role, taking the lead.

**Existing policies**

Union Policy

*Zero Tolerance Policy[[1]](#footnote-1)*

This policy outlines the positive actions that DSU will take to celebrate diversity and ensure we are equal, whereas the zero tolerance policy specifies the behaviour no longer tolerated and what will be done when offences occur.

University Policy or Strategy

*DMUfreedom[[2]](#footnote-2)*

DMUfreedom is the University’s charter to improve equality and diversity across the institution, it includes sections such as: Freedom to Be, Freedom to Inspire and Freedom to Succeed.

*Student Charter[[3]](#footnote-3)*

The University and Union sign a joint charter together every year which outlines what is expected of students and themselves, but in addition this also covers what they can expect from us. One of these commitments is to a diverse campus with a range of opportunities.

**Objectives**

The objectives of this policy and how they will be achieved are outlined below:

1. **To establish an environment where all students are welcomed and accepted by:**
* Campaigning against all forms of discrimination
* Highlighting best practice at other institutions and incorporate it into DSU structures
* Hosting a variety of events, such as Black History Month and Pride, that caters to the diverse breadth of students we have at DMU
1. **Providing equal opportunities for all students by:**
* Undertaking proactive engagement strategies so our elections (Executive Officer, Student Group and Course Representative) and memberships within Student Groups have as diverse a range of candidates as possible
* Continuing to have Liberation Representatives to voice the issues of underrepresented groups
* Increasing the ways in which underrepresented students can be involved such as: Part Time Officer Networks and regular focus groups on relevant issues
1. **Celebrating the successes of our students with protected characteristics by:**
* Actively promoting stories and experiences of underrepresented students through Union mediums
* Supporting all students, where possible, with their ideas and championing any change they want to make
* Ensuring our media is an accurate representation of the student population
1. **Working in partnership with DMU and holding them to account by:**
* Lobbying to improve the accessibility of sport
* Supporting the University with the ‘Freedom to Achieve’ and ‘DMUfreedom’ projects
* Encouraging employment of a more diverse workforce, including but not limited to, race, gender and disability.
* Lobbying to reduce the gender pay gap
1. **Putting the wellbeing of our students and staff first when issues arise by:**
* Continuing to offer confidential advice and signposting advice for students
* Having staff trained in unconscious bias and mental health first aid
* Promoting opportunities for staff with protected characteristics and ensuring reasonable adjustments are made where required
* Supporting societies that specifically exist to work with students with protected characteristics

# 4.1 A Drug Policy that supports our Students

**Lapses: February 2020**

**Proposer**: Vice-President Welfare and Community

The Union Notes:

1. Our Union should support, advice and represent our students at every level.
2. The Union should offer support or signpost guidance to students who they find using substances or disclose they have an issue with this.
3. The Union does not exist to isolate and make an example of students when they do wrong. The Union is a safe environment that helps students learn from their mistakes.
4. Our Students’ Union is committed to provide an environment that enforces the laws relating to possession, supply and production of illegal substances

The Union Believes:

1. This policy should not only cover illegal but recreational drugs such as alcohol which student may tend to abuse.
2. The union should offer information on substance abuse for students. (leaflets, information on the website etc).
3. It is the duty of Union staff and students to pass on information when a person may be drug misusing to relevant parties in the Union, so they can receive help if they do so wish.
4. The Union should encourage a positive approach to health and wellbeing through sports, recreation and other activities.

The Union Instructs:

1. DSU Advice and the Welfare officer to work in partnership with external companies to provide help and support to students.
2. That the possession or supply of illegal substances on site is not condoned.
3. That we provide an educational framework by promoting awareness about drug abuse and providing confidentiality and support for those who experience difficulties.
4. Support to be put in place in the DSU Venue to ensure students have are safe and if they have any problems involving drugs they can be signposted and supported.

# 4.2 Sexual Health and Wellness Policy

**Lapses: March 2025**

**Proposer –** Aashni Sawjani (Opportunities & Engagement Executive Officer)

**Purpose and Background**: This policy sets out the views of students on Normalising and rationalising Sexual Health and Wellness Support and access at De Montfort Students Union (DSU).

The De Montfort Students’ Union (DSU) provides opportunities to its members to develop the skills, values, knowledge, and attributes needed to adapt to an uncertain future and contribute to positive change.

In a report published by Gov.Uk it said in 2021, there was a total of 4,002,827 consultations at SHSs, a 15.7% increase compared to 2020 and an increase of 3.9% since 2019.

In a different report following the Covid 19 impact research, Gov.UK also published that:

“…Staff felt that students were 5 to 8 months behind in their emotional health and mental wellbeing compared to pre-pandemic expectations for each pupil’s development”.

In addition, the UK’s intake of international students has only seen an upward increase, “In the 2020/21 academic year, there were a total of 605,130 international students in the UK”.

Given all these factors, it makes it crucial and key that the unions student representatives ensure that sexual health and wellness stays an important part of the work and campaigns that will be carried out in the future.

Sexual Health Education is known to be different and inadequate world over, so much so that UNESCO launched a campaign to curb this. Comprehensive sexuality education: A foundation for life and love campaign

This policy will tie in with other policies like the sustainability and mental health policies in mandating the unions student representatives to look into sexual health and wellness as a key part of their role.

It is thus proposed that:

**The Union Notes:**

1. The Union should be an advocate of normalising and rationalising sexual health and wellness to all students.

2. The proactive promotion of sexual health and wellness should be part of the work of elected Officers.

3. Sexual Health and Wellness should be a priority for the Union and University

**The Union Believes:**

1. Services on campus should provide clear and correct information and signposting about sexual health and wellness.

2. The University and the Union should be proactively pro-healthy sexual relationships.

3. The university and the union should be proactively pro-healthy asexual and platonic relationships.

**The Union Instructs:**

1. The Welfare Executive Officer or equivalent will work with other student leaders and the University to run pro-sexual health and wellness events such as SHAG Day. 2. The Welfare Executive Officer or equivalent to lobby the University where needed to increase outreach of sexual education resources especially to students from backgrounds where this may not be part of their traditional education.

3. The Union should be proactive in its approach to Sexual Health and Wellness and will be held to account by Student Council members on their effectiveness against this policy.

# 5.1 Zero Tolerance Policy

**Lapses: May 2020**

**Proposer**: Vice-President Welfare and Community

**Policy statement**

De Montfort Students’ Union (DSU) pledges to commit a zero tolerance attitude towards all forms of harassment, discrimination and bullying within all areas of Union activity, whether this be on or off campus. The aim of this policy is to achieve the Union’s aspirations to become a space that is truly accessible and welcoming to all, for zero tolerance is the complete unacceptance of discriminatory or anti-social behaviour, which following this policy will result in a Union investigation with the appropriate measures taken and the possibility of further action taken by the De Montfort University (DMU) if such are found to be true. This policy specifically gives more protection to those with protected characteristics as outlined within the Equality Act 2010[[4]](#footnote-4), by providing effective support and procedures, and is now more relevant than ever since the rise in hate crimes nationally.[[5]](#footnote-5) It is important that the Union embeds this message throughout its channels, whether that be in a Student Council or a Student Group social, to illustrate that De Montfort is inclusive to all and where all students feel welcome whilst studying here.

**Principles**

* DSU takes a zero tolerance stance against any behaviour of discrimination, bullying or harassment by those within the scope of this policy and are subject to the relevant disciplinary procedures of the Union, and possibly the University.
* We will actively support students, through our confidential Advice service, who have undergone any forms of discrimination, harassment or bullying, for as long as they need.
* We will work to increase the ability of those who have undergone such behaviour, can report their experience. We will be as transparent and accessible an organisation as possible.
* We will grow our movement by working with relevant stakeholders and campaigning for change across society.

**Definitions**

The Equality Act (2010) uses defined terms and are as follows:

*Discrimination*

1. Direct discrimination (section 13)[[6]](#footnote-6)

Direct discrimination occurs when an individual treats another less favourably than they would another because of a protected characteristic (e.g. not hiring someone as they are within the Lesbian, Gay. Bisexual. Trans and Queer + community or because they belong to a certain religious group)

1. Indirect discrimination (section 19)[[7]](#footnote-7)

When a provision, criterion or practice is neutral in the face of it, but its impact particularly disadvantages people with a protected characteristic, unless the person applying the provision can justify it as a proportionate means of achieving a legitimate aim (e.g. expressing that in order to apply for a committee role you need to be available all Saturdays would be indirect discrimination to Jewish students)

*Harassment (section 26)[[8]](#footnote-8)*

The Act outlines three types of harassment including:

* Unwanted conduct that has the purpose of creating an intimidating, hostile or offensive environment for individual who raises the complaint
* Sexual misconduct
* Treating someone less favourably because they have submitted to, or did not submit to, sexual relations or harassment based on gender reassignment (e.g. A colleague wants to start a relationship with another, they decline, and as such the initial colleague begins to treat the other unfairly)

Harassment can also take place even if the intention was not present, it is down to how the recipient felt whilst they were being harassed. Intentions and understanding are taken into account in any disciplinary procedures.

Bullying

Bullying can be psychological or physical and usually there is a relationship of authority between the individuals concerned.

* Psychological bullying is more common and be anything from taunting to verbally threatening an individual.
* Physical bullying can be anywhere from assault, sexual misconduct or theft.

Hate Speech

There are many different Acts which define ‘hate speech’ in British law which are:

* Racial and Religious Hatred Act 2006[[9]](#footnote-9) – which prohibits any form of threatening behaviour which would stir up racial or religious hatred or if they intend to do so indirectly.
* Criminal Justice and Public Order Act 1994[[10]](#footnote-10) – which additionally prevents anyone from causing alarm or distress in regards to hate
* Criminal Justice and Immigration Act 2008[[11]](#footnote-11) – This added in sexual orientation into the list of topics which are covered.

**Policy scope**

This policy directly applies to anyone within DSU’s community, whether they be: a member, staff, visitor or contractor and covers all forms of discrimination, harassment and bullying towards those aforementioned. The policy also effects those outside normal working hours such as: trips abroad, social media, events and sports fixtures.

**Responsible party**

Taking a zero tolerance stance to all forms of discriminatory behaviour is a Union wide responsibility, however the implementation of such shall be down to the Executive Committee of the Students’ Union who shall delegate accordingly.

**Existing policy**

The current policy below is in effect and has an impact on the zero tolerance policy as outlined here.

Union Policy

*DSU Code of Conduct[[12]](#footnote-12)*

This code outlines the behaviour that members are expected to adhere to throughout their time at DSU. It holds higher expectations to student groups and outlines the procedure of what happens when it is reported for someone to have broken the code.

*Disciplinary Procedure*[[13]](#footnote-13)

The disciplinary procedure outlines the process undertaken when a member is accused of breaching the Union’s rules explaining what constitutes a rule break, the investigation process, decision making and appeals.

*Equality, Diversity and Inclusion Policy*[[14]](#footnote-14)

The Equality, Diversity and Inclusion policy outlines the Union’s commitment to making its activity as diverse and welcoming as possible by committing to making certain changes in order to achieve such.

*External Guest Policy* [[15]](#footnote-15)

The External Guest policy outlines the procedure to which groups should follow in order to invite a guest to present, perform of speak on campus or in any University/Union owned venue.

University Policy

There are relevant University policies that as a students’ union we abide by including:

*Student Code of Conduct[[16]](#footnote-16)*

The University Code of Conduct outlines the behaviour that is expected of students who study at DMU and what procedures would follow in the situation of a breach.

*The General Regulations and Procedures Affecting Student 2017/18[[17]](#footnote-17)*

These regulations cover the disciplinary process from DMU’s aspect including the rights to appeal, investigation and decision making.

*Policy on Dignity and Respect (Students)[[18]](#footnote-18)*

The policy outlines the behaviour which constitutes harassment, bullying and victimisation and the process that will be followed in such a situation.

**Objectives**

The objectives of this policy are:

* That when anyone within this policy’s scope is found to fall foul of the criteria outlined above shall be subject to the Union’s disciplinary procedures
* To lower the rate of discrimination, bullying and harassment on campus by taking this stance as all those in the scope of the policy are all held to the same expectation
* To promote and convey, at all levels and wherever relevant, that all forms of discrimination, bullying and harassment are unacceptable
* To encourage reports of discrimination, bullying and harassment and actively support such individuals
* To work with stakeholders to gain insight in how discrimination, bullying and harassment can be tackled
* To lobby De Montfort University to implement a third party hate crime reporting centre
* To anonymously record all reports of these behaviours to be presented annually at DMU’s Equality and Diversity Committee for reference, but also comment, as to how a zero tolerance attitude works or could be improved.

# 6.1 The Grass can be Greener

**Lapses: January 2025**

**Proposer**: Reece Stafferton

**Updated by:** Amir Iqbal (Union Development Executive Officer)

The Union Notes:

1. The DMU Sustainability team and the Union are taking good steps to create a better and greener campus, although more can still be done.
2. The Union should be an advocate of environmentally friendly practices.
3. Before we lobby the university, we must look at ways that we can improve as a Union.
4. Sustainability and the environment should always be a priority for the Union and University

The Union Believes:

1. As a Union it is our job to support and maintain the 17 sustainability development goals.
2. Eateries on campus should provide clear and correct labelling for food as this can cause adverse effects on people’s health and dietary requirements.
3. Reusable and biodegradable cutlery/cups should be available in eateries across campus.
4. An annual audit should be carried out on the Union and be reported to the CEO and Executives to ensure Sustainability is always on the agenda.
5. The university should facilitate the creation of a sustainability board between staff and students who shall meet termly at minimum.

The Union Instructs:

1. The Union Development Executive Officer or equivalent, should work alongside the University on NUS Responsible Futures to put sustainability at the heart of education.
2. The Union should lobby food providers on campus to move towards reusable cups and biodegradable cutlery.
3. The Union and University should work together to improve sustainable methods of transportation for students.
4. The Union should lobby the University to introduce initiatives that tackles food wastage.
5. The Union should be proactive in its approach to sustainability and have annual audits and ensure that newly elected executives have it as part of their manifesto to ensure that this is a priority.

# 7.1 External Guest Policy and Procedures

**Lapses: May 2020**

**Proposed**: Derrick Mensah

1. **Introduction and purpose**
	1. This policy refers to all events planned by De Montfort Students’ Union (DSU) student groups, taking place on or off the De Montfort University (DMU) campus.
	2. This policy uses the term ‘external guest’ to refer to any guest onto campus who is speaking, performing, presenting, hosting or helping out at an event or similar. The definition includes internal and external lecturers, teachers, coaches, and any guest speaking at a society event via Skype or other video platform / recording mechanism.
	3. No event involving any external guests may be publicised until the guest has been cleared through the appropriate procedures as detailed in this policy.
	4. Any breach of the Union’s External Guest Policy and Procedures may result in disciplinary action under the Union’s Disciplinary Procedure for Members.[[19]](#footnote-19)
2. **Principles**
	1. The Union recognises that the right to freedom of expression is a qualified rather than an absolute right which means that the rights of the individual must be balanced against the interests of the health, safety and security of society.
	2. The Union is committed to ensuring that student wellbeing is at the forefront of our decisions in the exercise of all our policies and practices balanced with the need to ensure freedom of speech and expression and the principles of academic freedom.
	3. Open debate is central to the principles of academic freedom, the development of student ideas and enables further understanding. In addition, the university must comply with the Education Act 1986 which requires the university to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for its employees, students and visiting speakers. This also includes the duty to ensure, as is reasonably practicable, that the use of any of the university’s premises is not denied to any individual or body of persons on the grounds of their beliefs, views, policies or objectives.[[20]](#footnote-20)
	4. Where there is a potential for the rights of groups or individuals to conflict in relation to controversial guests, the Union is committed to working collaboratively to reach sound, evidenced-based decisions about the organisation(s) or individual(s) in question that allows us to meet our various legal obligations. Subject to sufficient notice being received, the Union will work with the relevant student group(s) to facilitate controversial events, where possible, in line with our policies and procedures (See section 4).
	5. The Union reserves the right to deny a platform to any individual or group who they have reasonable belief would express views that constitute unlawful discrimination or harassment of any person or group of individuals sharing a protected characteristic or would otherwise breach the DSU Zero Tolerance policy[[21]](#footnote-21).
	6. In exceptional cases, the Union also reserves the right to deny a platform to external guests or organisations that will bring significant reputational or financial damage to the Union and University. In exercising this right, the Union will give full regard to the need to ensure freedom of speech and expression within the law and the principles of academic freedom.
	7. The Union reserves the right to cancel or prohibit any event with an external guest if the procedures provided are not followed or if the relevant health, safety and security criteria cannot be met.
	8. Segregation on the grounds of all protected characteristics is not permitted in any events, lectures or meetings provided for students, or at events attended by members of the public or employees of the university or the students’ union (unless an exemption applies in accordance with the Equality Act 2010).[[22]](#footnote-22)
3. **Responsibilities**
	1. The Chair of the student group organising any event is responsible for the activities taking place within the student group.
	2. The student group organising any event is responsible for researching the guests initially before completing the online request form. Repeated requests for guests which go against the Union’s policies could result in referral to the Union’s Disciplinary Procedure for Members[[23]](#footnote-23).
	3. The student group is responsible for ensuring that all guests are made aware of their responsibility to abide by the law and adhere to the Union’s and University’s policies and procedures and have respect for our values, including the following:
	* They must not incite hatred, violence or call for the breaking of the law; they must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony.
	* They are not permitted to encourage, glorify or promote any acts of criminal activity or harmful public disorder including individuals, groups or organisations that support such acts.
	* They must not use their position as propaganda to enforce their views on to others and should be accepting of open discussion.
	* Within a framework of positive debate and challenge seek to avoid insulting or marginalising individuals or groups of people from any background.
	* Guests are not permitted to raise or gather funds for any external organisation.
	* Guests should note that any request for segregation based on protected characteristics at the event will not normally be approved, subject to to **Error! Reference source not found.** of this policy.

* 1. The Trustee Board will determine processes that help identify individuals and members of groups that might reasonably fall within the scope of the DSU Zero tolerance policy.
1. **External guest procedure**
	1. Student groups must notify the Union of any events that involve external guests or organisations that are not part of the De Montfort Students’ Union. As the DSU is a separate organisation this includes any group events involving DMU staff.
	2. Student groups must not promote any event or activity with an external guest without obtaining prior approval for the event in accordance with this policy.
	3. Where external organisations are involved all guests attending the event need to be reviewed under this policy whilst submitting an event, partnership working, affiliation and sponsorship form where required.
	4. Unless permission has been granted by the Union, no person other than the approved guest is able to deliver a presentation/speech or similar at the relevant event. This includes attendees at the event.
	5. Any failure to disclose full guest details may result in an event being cancelled (with or without prior notice) and could result in referral for disciplinary action by the Union.
	6. The following stages must be followed as applicable before approval for an external guest is given.

**Stage 1 – All Guest Requests**

* 1. All student groups must submit an external guest request for consideration through the DSU Student Leaders HQ section of the website giving 15 working days’ notice. ( https://www.demontfortsu.com/activities/hq/events/externalguests/) Prior to submitting a request, the student group should conduct and evidence their own initial research into the requested guest/s.
	2. If student groups wish to hold events where they feel there is a likely risk of causing offense towards others, it is advised they consult the SU Memberships team 30 working days prior to submitting their request, failure to do so could lead to a cancellation of the event. The student group and SU Memberships team can collectively discuss any measures that may be required to allow the event to go ahead.
	3. On receipt of the online form the Memberships team will conduct checks on all guests (including online research) and review the results. This information is then recorded for monitoring purposes along with the research conducted.
	4. The Memberships team will then decide on whether the guest(s) should be referred for further investigation on the basis of any concerns identified in relation to the proposed guest or the content of their likely materials.
	+ If no referral is made the event will be permitted to go ahead.
	+ If the guest is under consideration the student group will be invited to collaborate with the Memberships team in researching the guest further and discussing in more detail the potential outcomes of the event.
	+ If the guest is still to be referred the stages in the following section will apply and can take up to 30 working days to process.

**Stage 2 – referred guests (further investigation)**

* 1. If a guest is referred, all the information collated in stage one with the reason for referral will be provided and the discussion with the student group to the full time Executive Officer accountable on behalf of the Trustee Board, an investigator identified by the CEO, and the Head of Security at the University for further investigation.
	2. They will conduct an investigation into the guest and the event. A number of concerns will be taken into consideration relating to the event including the views of students, University officials and external bodies (e.g. National Unions of Students) where applicable.
	3. The Union when undergoing this process will be transparent and make recommendations assessing risks on the following basis:
	4. Limiting Freedom of Speech as per the University's Code of Practice in pursuance of the 1986 Education Act
	5. The event going ahead would cause the Union to be in breach of its Equality Diversity and Inclusion policy.[[24]](#footnote-24)
	6. The potential to cause the Union to not adhere to its wider legal duties
	7. The potential for the event going ahead breaching the Union’s values and Codes of Conduct.
	8. Reputational risk to the Union and University.
	9. The guest's presence on campus to cause fear or alarm to members of the student body and/or the general public.
	10. The guests presence on campus to give rise to breach of peace
	11. Once all of the information has been collated a discussion will take place (in accordance with DMU’s **External Speakers Policy** (Section 5) available on the University’s website. The outcome will then be communicated to the student group who made the initial request.
	12. The referral will result in one of the following recommendations:
	+ On the basis of the risks presented, the event with the external guest is not permitted to go ahead. (NB if any event or activity with an external guest is permitted to go ahead by the union, the university still reserves the right to stop all events if deemed to be in breach of their policies and procedures).
	+ On the basis of the risks presented, the event with the external guest is permitted to go ahead unrestricted.
	+ On the basis of the risks presented, the event with the external guest is permitted to go ahead with a range of control measures designed to reduce risks at the event.
	1. Control measures and conditions designed to reduce risk may include:
* The Union, the University or third party officials observing the event.
* The event to be stewarded or subject to security on the door.
* An event promoting a particular view includes an opportunity to debate or challenge that view. This may include inviting another guest to be present with a different viewpoint to ensure the audience hears a fair and balanced debate.
* For an event closed to society members only, to be opened to all members of the Union or general public.
* Asking for a copy of any speech/presentation to be delivered by the guest to be submitted to the union at least 10 working days in advance of the event date.[[25]](#footnote-25)
* Any other control/mitigating actions set out in the University’s External Speakers Policy.
	1. When recommending any control measures, the Union will also consider the potential impact of those control measures on attendees e.g. security presence, confidentiality and data protection of individuals who might be filmed etc.
	2. The recommendation will be put to the appropriate full time Executive Officer who will make a decision that is routinely communicated to the Trustee Board. Where members of the Trustee Board disagree with the decision they can resolve through appropriate means.

**Stage 3 – appealing a decision**

* 1. Where the student group in question disagrees with the decision made they shall have the right to appeal which will be considered by the Students’ Union Trustee Board. This should be made in writing, emailing voice@dmu.ac.uk within 10 working days of receiving the decision.
	2. The case will then be reviewed by the Trustee Board who will make the final decision. This decision should be communicated within 10 working days. If for any reason, this is delayed, the student groups should be notified at the earliest convenience.

**Appendix A**

1. When referring to ‘Memberships Team’ this includes anyone within the students’ union departments of Voice, Activities, Advice and Senior Leaderships Team.
1. DSU Zero Tolerance Policy [↑](#footnote-ref-1)
2. <http://www.dmu.ac.uk/documents/about-dmu-documents/equality-and-diversity/dmufreedom/equality-diversity-final.pdf> [↑](#footnote-ref-2)
3. <https://www.dmu.ac.uk/documents/dmu-students/hot-topics/student-charter-2017-2018.pdf> [↑](#footnote-ref-3)
4. https://www.legislation.gov.uk/ukpga/2010/15/contents [↑](#footnote-ref-4)
5. http://www.bbc.co.uk/news/uk-41648865 [↑](#footnote-ref-5)
6. The Equality Act, 2010 s.13 [↑](#footnote-ref-6)
7. n 1, s.19. [↑](#footnote-ref-7)
8. n 1, s. 26 [↑](#footnote-ref-8)
9. Racial and Religious Hatred Act 2006, s.29A and s.29B [↑](#footnote-ref-9)
10. Criminal Justice and Public Order Act 1994, s. 4A. [↑](#footnote-ref-10)
11. Criminal Justice and Immigration Act 2008, s. 74. [↑](#footnote-ref-11)
12. <https://www.demontfortsu.com/pageassets/yourunion/governance/documents/Code-of-Conduct.pdf> [↑](#footnote-ref-12)
13. <https://www.demontfortsu.com/pageassets/yourunion/governance/documents/Disciplinary-Procedure.pdf> [↑](#footnote-ref-13)
14. DSU Equality, Diversity and Inclusion Policy [↑](#footnote-ref-14)
15. DSU External Guest Policy [↑](#footnote-ref-15)
16. <https://www.dmu.ac.uk/Documents/DMU-students/Academic-Support-Office/Student-Code-of-Conduct.pdf> [↑](#footnote-ref-16)
17. <http://www.dmu.ac.uk/dmu-students/the-student-gateway/academic-support-office/student-regulations.aspx> [↑](#footnote-ref-17)
18. [http://www.dmu.ac.uk/documents/about-dmu-documents/equality-and-diversity/equality-information-january-2012/dignityandrespect(students).pdf](http://www.dmu.ac.uk/documents/about-dmu-documents/equality-and-diversity/equality-information-january-2012/dignityandrespect%28students%29.pdf) [↑](#footnote-ref-18)
19. https://www.demontfortsu.com/resources/9146/Policy-file/ [↑](#footnote-ref-19)
20. Education (No. 2) Act 1986 - <https://www.legislation.gov.uk/ukpga/1986/61/section/43> [↑](#footnote-ref-20)
21. <https://www.demontfortsu.com/activities/hq/policies/> [↑](#footnote-ref-21)
22. <https://www.equalityhumanrights.com/en/publication-download/gender-segregation-events-and-meetings-guidance-universities-and-students> [↑](#footnote-ref-22)
23. https://www.demontfortsu.com/resources/9146/Policy-file/ [↑](#footnote-ref-23)
24. <https://www.demontfortsu.com/activities/hq/policies/> [↑](#footnote-ref-24)
25. Please note the Memberships team can request this at any time throughout the process to help with their research into external guests. [↑](#footnote-ref-25)