

ENGAGING EXTERNAL SPEAKERS AT CRESS UK EVENTS POLICY AND PROCEDURES

Policy Statement

1. CRESS UK is committed to fostering inclusive, respectful, and lawful events that support our charitable aims. When engaging external speakers, the charity must ensure they are appropriate representatives, and that their content does not conflict with our values or legal obligations.
2. This policy establishes a framework to assess and manage risks associated with inviting external speakers to charity events, whether in person or online.

Purpose

3. The purpose of this policy is to:
 - a. Ensure that external speakers reflect the charity's mission and values
 - b. Protect the reputation and integrity of the charity
 - c. Comply with legal and regulatory responsibilities, including safeguarding, data protection, and charity law
 - d. Provide clear procedures for staff, trustees, and volunteers when engaging external speakers

Scope

4. This policy applies to all events organised by CRESS UK involving external speakers, including:
 - a. Conferences, panel discussions, or workshops
 - b. Public meetings, webinars, and community events
 - c. Educational or promotional activities hosted under the charity's name
5. It covers all staff, volunteers, and trustees involved in planning or managing these events.

Definitions

6. **External Speaker:** Any individual not directly employed by or acting on behalf of the charity, who is invited to speak or present at a charity-hosted event.
7. **Charity Event:** Any event organised, funded, or hosted by the charity, either online or in person.

Key Principles

All external speakers must:

- a. Support or be compatible with the charity's values, mission, and public benefit
- b. Avoid promoting discriminatory, illegal, or extremist views
- c. Not promote political parties or candidates (in line with Charity Commission guidance)
- d. Act respectfully and in accordance with charity safeguarding principles

Responsibilities

8. Event Organisers

- a. Ensure due diligence is conducted on all proposed speakers
- b. Complete and retain a speaker approval form
- c. Liaise with the communications and safeguarding teams (if applicable)
- d. Monitor content and conduct during the event

9. Trustees and Senior Management

- a. Oversee the implementation of this policy
- b. Review and approve speakers for high-profile or sensitive events
- c. Support staff in making risk-based decisions

Due Diligence Process

10. Before confirming an external speaker, the event organiser must:

- a. Review the speaker's background, affiliations, and public profile
- b. Check for past or current involvement in activities contrary to the charity's values (e.g. hate, speech political extremism, legal issues)
- c. Assess any potential reputational, legal, or safeguarding risks
- d. Complete a Speaker Risk Assessment

Speaker Agreements and Expectations

11. Approved speakers will be provided with:

- a. A written confirmation including date, time, and purpose of the event
- b. The charity's code of conduct and safeguarding policy
- c. Expectations regarding language, tone, and content
- d. A consent form if the event is recorded or publicised

12. The charity reserves the right to cancel speaker participation at any time if concerns arise.

Safeguarding and Content Control

- a. Events involving children or vulnerable adults must be subject to additional safeguarding checks
- b. Any presentation material must be submitted in advance for review
- c. A moderator or staff lead should be present to intervene if necessary

Complaints and Concerns

13. Attendees, staff, or volunteers may raise concerns about speakers or content during or after an event. All concerns will be logged and investigated promptly. If a breach of policy is confirmed, appropriate action will be taken, which may include cancelling future engagements.

Record Keeping

14. The charity will maintain records of:
- a. Speaker risk assessments and approvals
 - b. Event details and communications
 - c. Any issues raised or incidents occurring during events

Policy Review

15. This policy will be reviewed annually or following significant events, legal changes, or Charity Commission guidance.

CONTACT DETAILS

This policy has been approved and authorised by the Trustees:

Name:	Jeremy Metcalfe OBE
Position:	Chair of the Trustees
Date:	1 June 2025
Signature:	
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Date of Review:	June 2026
Contact:	info@CRESSUK.org