Clybiau Llywodraethwyr a Chylch Chwarae
Gresffordd Gresford
Governors' Clubs and Playgroup

Engaging External Speakers at Charity Events Policy

Equality Act Impact Assessment	YES	NO	Ionawr 2025
Last Review Date	May 2026		
Date to be reviewed	May 2027		
Date Adopted by Management Committee	10.06.2026		
Responsible Individual - Mr Richard Hatwood			
Chair of Management Committee – Mrs Jan MacDonald			

1. Purpose
This policy establishes guidelines for the engagement of external speakers at GGCP events to ensure that their presence aligns with GGCP's mission, values, and regulatory obligations. The purpose is to minimize

risks, protect GGCP's reputation, and ensure compliance with the requirements of the Charity Commission for England and Wales.

2. Scope
This policy applies to all GGCP-organized events, including in-person and virtual events, where external speakers may be invited. It covers all staff, trustees, and volunteers responsible for organizing or approving such events.

3. Objectives of External Speaker Engagement
GGCP may engage external speakers to:
- Educate and inform attendees on topics relevant to GGCP's mission.
- Inspire and motivate the community.
- Provide expertise or insights that align with GGCP's charitable purposes.

4. Principles

4.1 Charity Commission Compliance
- External speakers must adhere to GGCP's charitable purpose, avoiding content that could be seen as politically biased, discriminatory, or damaging to GGCP's reputation.
- Speakers must not promote their personal, political, or commercial interests in ways that conflict with GGCP's charitable objectives.

4.2 Values and Safeguarding
- External speakers should be respectful, inclusive, and consistent with GGCP's values.
- GGCP is committed to safeguarding all attendees, especially children and vulnerable individuals, and will ensure that speakers' content and conduct are suitable for the event audience.

5. Speaker Approval Process

5.1 Initial Assessment
- Any proposed external speaker must be assessed by the event organizer to ensure alignment with GGCP's mission, values, and safeguarding requirements.
- The event organizer should evaluate the speaker's background, expertise, and any potential reputational risks to GGCP.

5.2 Approval by Trustees
- For significant or high-profile events, or if there is any uncertainty about a speaker's suitability, approval must be sought from the Board of Trustees.
- The organizer must submit relevant information about the speaker, including:
  - The speaker's credentials and background
  - The purpose and content of their presentation or session
  - Any previous affiliations or public statements that could impact GGCP's reputation

5.3 Due Diligence
- A basic background check should be conducted on the speaker, including reviewing their public social media profiles, recent publications, or media appearances to identify any potential risks.
- If any concerns arise regarding the speaker's content or past statements, the event organizer must consult with the Chair of Trustees for further guidance.

6. Code of Conduct for External Speakers

6.1 Expectations for Behavior
- External speakers must adhere to GGCP's code of conduct, which includes:
  - Respecting GGCP's values of inclusivity, respect, and professionalism.
  - Avoiding any language or behavior that is discriminatory, offensive, or politically biased.
  - Avoiding any promotion of personal, commercial, or political interests that conflict with GGCP's charitable purpose.

6.2 Content Guidelines
- Speakers should provide a general overview of their content or materials prior to the event, allowing GGCP to ensure that it is appropriate for the audience.
- Content must be factual, educational, and aligned with GGCP's mission and values.

7. Safeguarding and Risk Management

7.1 Safeguarding
- GGCP is committed to the safety and well-being of all attendees, especially children and vulnerable adults. Speakers are expected to respect safeguarding procedures and to refrain from any activities that could endanger participants.
- All external speakers who will have direct contact with children or vulnerable individuals must have undergone a background check, including a DBS check, if applicable.

7.2 Risk Assessment
- The event organizer must conduct a risk assessment for the engagement of external speakers, considering factors such as the audience, location, and content.
- If any potential risks are identified, the event organizer must take steps to mitigate them or consider disinviting the speaker if necessary.

8. Event Management and Monitoring

8.1 Briefing for External Speakers
- GGCP will provide a briefing to external speakers before the event, outlining the charity's mission, values, and expectations for conduct.
- Speakers will be informed of the event's purpose, audience, and any specific topics or areas that are inappropriate to address.

8.2 Monitoring and Intervention
- During the event, GGCP staff or volunteers will monitor the speaker's presentation to ensure that it complies with the agreed guidelines.
- If a speaker deviates significantly from the approved content or engages in inappropriate conduct, GGCP staff have the right to intervene and, if necessary, end the speaker's session.

9. Feedback and Evaluation
After each event involving external speakers, GGCP will collect feedback from attendees and the organizing team to evaluate the success of the speaker engagement and identify any areas for improvement. This feedback will help inform future decisions regarding speaker engagement.

10. Procedures for Addressing Breaches

10.1 Reporting and Investigation
- Any concerns or complaints regarding an external speaker's conduct or content must be reported to the event organizer or a member of the Board of Trustees.
- The Board of Trustees will investigate all complaints, keeping records and ensuring that the process remains fair and impartial.

10.2 Consequences of Breaches
- If an external speaker is found to have breached this policy, GGCP reserves the right to disinvite them from future events.
- In cases of severe breaches, GGCP may take further action, including reporting the incident to relevant authorities if necessary.

11. Policy Review
The Board of Trustees will review this policy annually to ensure compliance with Charity Commission requirements, relevant laws, and best practices in charity governance. Updates will be made as necessary to reflect any changes in regulatory requirements or GGCP's activities.

12. Charity Commission Guidance Reference
This policy is created in accordance with the Charity Commission's guidance on protecting a charity's reputation and maintaining political neutrality, particularly for educational or public events. Trustees and staff are encouraged to familiarize themselves with relevant sections of Charity Commission guidance to uphold these standards.

13. Contact Information
For further information, questions, or to request approval for an external speaker, please contact the Chair of Trustees at GGCP on 01978 852342 or playgroup@allsaints-pri.wrexham.sch.uk