

## **Engaging external speakers to charity events policy and procedures**

### **Introduction**

When Ibberton, Belchawell & Woolland Village Hall invites speakers from the wider community to give talks to the community of benefit. IBW Village Hall recognises the enormous benefit gained from speakers from all walks of life. IBW Village Hall and the community greatly appreciate the time and effort that Visiting Speakers put in to their presentations.

The purpose of this Policy is to set out the IBW Village Hall legal obligations when using Visiting Speakers and to set out the standards of behaviour expected from Visiting Speakers.

This policy should be read in conjunction with the Village Hall's Safeguarding Policy.

### **Overview**

The Village Halls responsibility to the community is to ensure that they can critically assess the information that they receive as to its value to themselves, and that such information is aligned to the ethos and values of the Village Hall and British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

### **Guidelines for Visiting speakers**

All requests for outside speakers must be discussed with the Trustees. These checks will be undertaken as appropriate

- undertake a risk assessment before agreeing to a Visiting Speaker attending the Village Hall. This will take into account any vetting requirements considered appropriate in the circumstances and may include a DBS check if relevant.
- conduct research on the Visiting Speaker and/or their organisation, as appropriate. The Village Hall will not use a Visiting Speaker where any link is found to extremism, such as extremist groups and movements.
- an outline of what the speaker intends to cover in advance of the Visiting Speakers visit.
- will also request a copy of the Visiting Speaker's presentation and/or footage and any handouts in advance of the session and does not undermine British values or the ethos and values of the Village Hall. The Visiting speaker must complete the form in Appendix A.

### **Appendix A Speakers Use Only**

Information to receive prior to the proposed visit -

Name of Speaker/Organisation

Date of Proposed Visit

Reason for visit

Please outline below the information you wish to communicate to the community during your visit

Please sign below to confirm:

- That the information you have provided is true and accurate
- That you agree to the 'Guidelines for Visiting Speakers' in the policy
- That you understand that you will need to bring an original current identification document including a photograph such as a passport or photo card driving licence

Date:

### **Appendix B Checklist for Visiting Speakers**

Action Details

Details of the arrangements

1. Name of the person responsible for booking the Visiting Speaker.
2. Name of Visiting Speaker.
3. Visiting speaker contact details.
5. Audience details.

### **Checklist**

1. Visiting Speaker biography, to include speaker's organisation and other affiliations.
2. Details of presentation to be provided.

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3. Details of research undertaken on visiting speaker (i.e. check the internet for any recent published reports, statements or speeches made by the individual, any retractions or public apologies etc).

4. Are you satisfied that the content seen in response to 3 above is not in any way contrary to the village Hall's governing document.

8. Confirm the form and checklist for visiting speakers has been completed.

Signed Date

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**Appendix C (Staff use only) Risk Assessment for Visiting Speakers (if required)**

Date of Event:

Details of Event:

Organiser:

Date of assessment:

Hazard

List significant hazards which may result in serious harm or affect several people

Who might be harmed?

List groups of people who are especially at risk from the significant hazards identified

Is the risk adequately controlled?

List existing controls or note where the information may be found, i.e. information, instruction, training, systems or procedures).

What further action is needed to control the risk?

List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more