

# External Speakers at Charity Events Policy and Procedures for Reuse Littleborough

## 1. Introduction

At Reuse Littleborough, we value community engagement, education, and collaboration. Inviting external speakers to our events enhances the quality and diversity of our activities, strengthens partnerships, and helps us deliver on our mission to reduce waste and support those in need through the reuse of resources.

This policy outlines the procedures and expectations for engaging external speakers at charity events organized by Reuse Littleborough.

## 2. Objectives

- To ensure external speakers align with the values and mission of Reuse Littleborough.
- To safeguard the reputation and integrity of the charity.
- To promote a consistent, inclusive, and respectful experience for all participants.
- To comply with legal, safeguarding, and data protection obligations.

## 3. Scope

This policy applies to:

- All external speakers invited to participate in events hosted, sponsored, or co-hosted by Reuse Littleborough.
- All staff, volunteers, and trustees involved in the planning or delivery of such events.

## 4. Definitions

- **External Speaker:** Any individual or organization not directly employed or formally affiliated with Reuse Littleborough who is invited to speak, present, or lead a session at a charity event.
- **Charity Event:** Any public or private gathering, workshop, talk, or presentation organized in the name of Reuse Littleborough, whether in-person or virtual.

## 5. Criteria for Selecting External Speakers

When selecting or approving external speakers, the following criteria should be considered:

- Alignment with Reuse Littleborough's mission and values.
- Relevant experience and subject matter expertise.
- Commitment to respectful and inclusive dialogue.
- Non-partisan and non-commercial content, unless otherwise approved.
- No history of promoting discriminatory, offensive, or extremist views.

## 6. Approval Process

### 1. Speaker Proposal:

- Event coordinators or volunteers must submit a brief proposal including:

- Speaker's name and background
- Topic/subject matter
- Event details (date, audience, location)

## 2. Review & Approval:

- The Charity Manager or a designated Trustee will review all proposals.
- For sensitive or high-profile speakers, additional board review may be required.

## 3. Confirmation & Agreement:

- Once approved, speakers must be issued an **External Speaker Agreement**, outlining expectations, safeguarding responsibilities, and content guidelines.

## 7. Expectations of External Speakers

All external speakers are expected to:

- Respect the diverse backgrounds and views of attendees.
- Avoid political or religious proselytizing.
- Refrain from promoting products or services unless agreed in advance.
- Ensure content is appropriate for the intended audience and age group.
- Comply with Reuse Littleborough's safeguarding and health & safety policies.

## 8. Safeguarding & Safety Considerations

- External speakers must report any concerns relating to vulnerable individuals to the designated Safeguarding Lead immediately.
- Any materials to be used must be reviewed in advance by the event coordinator.
- No speaker should be left alone with children or vulnerable adults unless they have passed appropriate checks (e.g. DBS clearance).

## 9. Complaints or Concerns

If concerns arise about a speaker before, during, or after an event:

- The matter should be reported immediately to the event coordinator or Charity Manager.
- Reuse Littleborough reserves the right to cancel a speaker's participation or ask them to leave an event if they breach this policy.

## 10. Documentation and Record Keeping

- A record of all external speakers and their agreements will be maintained by the Charity Manager.
- Feedback forms may be distributed to assess the effectiveness and impact of the speaker's contribution.

## 11. Policy Review

This policy will be reviewed annually by the Board of Trustees or sooner if circumstances require. All staff and volunteers will be informed of any changes.

**Approved by:** Reuse Littleborough Board of Trustees