

Engaging external speakers at charity events policy - Battle Memorial Hall

Approved by: Trustees Management Committee 2025

Review date: 2028

Purpose

This policy applies to events organised directly by the charity, Battle Memorial Hall. The policy outlines the principles and procedures for engaging external speakers at events hosted by the Hall. It ensures that all speakers contribute positively to our charitable aims, uphold community values, and operate within legal and ethical boundaries.

Principles

- **Safety and respect:** All speakers must promote respectful dialogue and avoid content that is discriminatory, inflammatory, or harmful.
- **Alignment with charitable purpose:** Speaker content should support community benefit, education, wellbeing, or enrichment.
- **Inclusivity:** Events should be welcoming to all, regardless of background, belief, or identity.
- **Compliance:** All engagements must comply with safeguarding, data protection, and health and safety policies.

Speaker agreement

All approved speakers must confirm:

- Their commitment to respectful and inclusive communication
- Their understanding of the charity's safeguarding and conduct expectations
- That they will not promote commercial, political, or religious agendas unless explicitly agreed in advance

Complaints and concerns

Attendees may raise concerns about speaker content or conduct via the charity's complaints procedure.