

ENGAGING EXTERNAL SPEAKERS AT CHARITY EVENTS POLICY

Version control

Date	Action	Next review
	New policy	
	Policy reviewed and approved by Board	

1. Purpose

- 1.1 Cresconova welcomes external speakers to contribute to its events, programmes and activities, recognising the value that diverse expertise, perspectives and lived experience can bring to learning and public engagement.
- 1.2 This policy sets out how Cresconova selects, manages and supports external speakers, ensuring that events are safe, inclusive, lawful and aligned with Cresconova's purposes and values.

2. Scope

- 2.1 This policy applies to all events, talks, workshops and activities organised or hosted by Cresconova, whether delivered in person or online, and whether aimed at learners, families, supporters or the wider public.
- 2.2 It applies to trustees, employees, contractors and volunteers involved in inviting, approving or hosting external speakers.

3. Core Principles

- 3.1 Cresconova is committed to providing engaging, educational and respectful events that encourage curiosity, critical thinking and constructive dialogue.
- 3.2 External speakers are invited to contribute to discussion and learning, not to promote personal, commercial or political agendas.
- 3.3 Cresconova seeks to balance freedom of expression with its responsibilities relating to safeguarding, neutrality, inclusivity and reputation.

4. Selection and Invitation of Speakers

- 4.1 External speakers may be invited where their experience, expertise or perspective is relevant to the purpose of the event and consistent with Cresconova's aims.
- 4.2 Before confirming an invitation, Cresconova will consider the proposed topic, audience, format of delivery and any foreseeable risks, including safeguarding or reputational considerations.
- 4.3 Where an event involves children or young people, additional care will be taken to ensure that content is age-appropriate and suitable for the intended audience.

5. Safeguarding and Learner Protection

- 5.1 Cresconova is committed to safeguarding children and young people at all events.
- 5.2 External speakers must comply with Cresconova's safeguarding requirements and follow any instructions given by Cresconova staff or volunteers.
- 5.3 Cresconova reserves the right to supervise, interrupt or terminate a session if safeguarding concerns arise or if content becomes inappropriate.

6. Neutrality and Political Activity

- 6.1 External speakers must not use Cresconova events to promote political parties, candidates or party-political views.
- 6.2 Speakers may discuss issues of public interest where relevant to the event topic, provided discussion remains balanced, educational and consistent with Cresconova's Campaigns and Political Activity Policy.

7. Conduct and Content

- 7.1 External speakers are expected to act professionally and respectfully at all times.
- 7.2 Content must not be discriminatory, offensive, misleading or unlawful, and must respect the dignity and diversity of participants.
- 7.3 Cresconova does not endorse the personal views of external speakers, and responsibility for those views remains with the speaker.

8. Use of Cresconova's Name and Materials

- 8.1 External speakers must not imply endorsement by Cresconova of their views, products or services.

8.2 Any recording, filming or reuse of Cresconova event content by a speaker must be agreed in advance.

9. Concerns and Incidents

9.1 Any concerns arising in connection with an external speaker, including safeguarding issues or inappropriate content, must be reported promptly to the Chief Creative Officer or another authorised individual.

9.2 Serious concerns will be managed in accordance with Cresconova's Serious Incident Reporting Policy.

10. Oversight and Review

10.1 Cresconova retains discretion over whether to invite, continue with or withdraw an external speaker invitation.

10.2 This policy will be reviewed periodically to ensure it remains appropriate, proportionate and aligned with Cresconova's activities and values.