Presteigne Memorial Hall Engaging External Speakers to Charity Events Policy and Procedures

# Introduction

The purpose of this Policy is to set out the Presteigne Memorial 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 Memorial Hall’s Safeguarding Policy.

# Overview

The Memorial 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 Memorial Hall and 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 Memorial 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 Memorial 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 the ethos and values of the Memorial Hall.