

LOTUS CARING HANDS (LCH)

Engaging External Speakers Policy and Procedures

Charity Registration Number: 1132258

Registered Address: 40 Pomeroy Close, Amersham, Buckinghamshire, HP7 9BW

1. Purpose of the Policy

This policy outlines the procedures for engaging external speakers at events organised by Lotus Caring Hands (LCH). It ensures that all speakers align with the charity's values, objectives, and legal responsibilities.

2. Scope

This policy applies to all trustees, staff, volunteers, and organisers involved in inviting or managing external speakers at LCH events, including fundraising, awareness, educational, and community events.

3. Principles

LCH is committed to:

- Promoting inclusivity, respect, and diversity
- Ensuring events are safe, lawful, and aligned with charitable aims
- Protecting the charity's reputation and public trust

4. Approval Process

- All external speakers must be approved in advance by the Trustees or a delegated committee.
- A brief profile of the speaker, including background and topic, must be reviewed prior to invitation.
- Any potential conflicts of interest or reputational risks must be assessed.

5. Due Diligence

Before confirming a speaker, LCH will:

- Conduct basic background checks (public profile, affiliations)
- Ensure the proposed content aligns with LCH values and charitable objectives
- Assess any safeguarding or reputational risks

6. Speaker Agreements

Where appropriate, speakers may be asked to agree in writing to:

- Abide by LCH policies and codes of conduct
- Avoid political, discriminatory, or offensive content
- Respect confidentiality and safeguarding requirements

7. Safeguarding and Conduct

- Speakers must comply with LCH safeguarding policies when engaging with children or vulnerable adults.
- Any concerns or incidents must be reported immediately to the Safeguarding Lead.

8. Payments and Expenses

- Payment or reimbursement to speakers must be pre-approved.
- All payments must follow LCH financial procedures and be properly recorded.
- Expenses must be supported by receipts.

9. Complaints and Issues

Any complaints relating to a speaker's conduct or content must be recorded and handled in accordance with LCH's Complaints Policy.

10. Review and Monitoring

This policy will be reviewed annually or following any significant incident or regulatory change.

Approved by the Board of Trustees

Date: 26/12/2025

Review Date: 26/12/2025