

Alpha-1 UK - Engaging External Speakers at Charity Events

Policy and Procedures

1. Introduction

Alpha-1 UK regularly engages external speakers to support awareness-raising, education, fundraising, and community engagement. This policy sets out the principles and procedures for selecting, approving, and managing external speakers to ensure events are safe, inclusive, lawful, and aligned with the charity's objectives and values.

2. Purpose

The purpose of this policy is to:

- Ensure external speakers contribute positively to Alpha-1 UK's mission.
- Protect the charity's reputation and beneficiaries.
- Ensure appropriate governance, safeguarding, and financial controls.
- Provide clarity on approval, payment, and conduct expectations.

3. Scope

This policy applies to:

- All Alpha-1 UK events, whether in-person or online.
- All external speakers, including professionals, advocates, patients, and partners.
- Paid and unpaid speaking engagements.

4. Principles

Alpha-1 UK will:

- Act with transparency, professionalism, and respect.
- Promote accurate, evidence-based information.
- Ensure inclusivity, accessibility, and safeguarding.
- Avoid conflicts of interest and reputational risk.

5. Selection of External Speakers

External speakers should:

- Be relevant to the purpose of the event.
- Demonstrate appropriate expertise, lived experience, or professional standing.
- Share values consistent with Alpha-1 UK's mission and code of conduct.
- Communicate in a respectful, non-discriminatory manner.

Speakers will not be engaged if their views or activities:

- Conflict with Alpha-1 UK's charitable objectives.
- Risk causing harm, distress, or misinformation.
- Could reasonably damage the charity's reputation.

6. Due Diligence and Approval

6.1 Due Diligence

Before confirmation, the event lead must:

- Confirm the speaker's identity, background, and suitability.
- Check for potential conflicts of interest.
- Clarify the nature of their contribution and content.
- Assess safeguarding or health and safety considerations.

For clinical or medical topics, content must be:

- Evidence-based
- Within the speaker's competence
- Clearly distinguish personal experience from medical advice

6.2 Approval

- All external speakers must be approved by the Event Lead and either the CEO, Chair, or delegated Trustee.
- Paid engagements require prior financial approval in line with the Financial Policy.
- Any concerns must be escalated before confirmation.

7. Safeguarding and Welfare

Alpha-1 UK has a duty of care to event participants.

- Safeguarding considerations must be assessed for events involving vulnerable adults.
- Speakers must be briefed on appropriate language, boundaries, and conduct.
- Speakers must not provide personal medical advice or engage in one-to-one clinical guidance.
- Any safeguarding concerns must be reported immediately in line with the Safeguarding Policy.

8. Health and Safety

- Event risk assessments must include external speakers.
- Speakers must be informed of emergency procedures and venue requirements.
- Online speakers must follow platform safety and moderation guidance.
- Incidents or near misses must be reported using the Accident and Incident Reporting procedure.

9. Fees, Expenses, and Payments

9.1 Fees

- Fees must be agreed in advance and confirmed in writing.
- The charity will not pay fees that could be perceived as excessive or inappropriate.
- Trustees must not receive payment for speaking unless explicitly permitted by the governing document and law.

9.2 Expenses

- Reasonable expenses may be reimbursed if agreed in advance.
- All claims must comply with the Trustee Expenses Policy and Financial Policy.
- Receipts are required for reimbursement.

10. Contracts and Agreements

Where appropriate, a written agreement will be used to confirm:

- Date, time, and format of the event
- Scope and nature of the presentation
- Fees and expenses (if applicable)
- Use of recordings, slides, and materials
- Cancellation arrangements
- Data protection and confidentiality

11. Conduct and Expectations

External speakers are expected to:

- Act professionally and respectfully at all times.
- Avoid discriminatory, political, or promotional content unless agreed.
- Respect confidentiality and data protection requirements.
- Follow Alpha-1 UK's instructions during the event.

Alpha-1 UK reserves the right to:

- Interrupt or end a session if conduct or content is inappropriate.
- Decline future engagement.

12. Conflicts of Interest

- All potential conflicts of interest must be declared before engagement.
- Conflicted individuals must not be involved in approval decisions.
- Conflicts will be managed in line with the Conflicts of Interest Policy.

13. Recording and Use of Content

- Speakers must give consent for recording where applicable.
- Use of recordings or materials must comply with data protection and copyright law.
- Recordings will only be used for agreed purposes.

14. Complaints and Concerns

Any concerns relating to an external speaker must be:

- Reported to the Event Lead or CEO as soon as possible.
- Managed in line with the Complaints Policy and Safeguarding Policy where applicable.
- Recorded and reviewed to inform future events.

15. Review

This policy will be reviewed annually or sooner if required due to changes in legislation, guidance, or charity activity.

16. Approval

This policy is approved by the Board of Trustees of Alpha-1 UK.

This Engaging External Speakers at Charity Events Policy is approved by:

Karen O'Hara

Chair

1 February 2026
