



Engaging External Speakers Policy.

August 2024

Engaging External Speakers at Charity Events Policy and Procedures

Policy Statement

The West London Schools FA (WLSFA) is committed to delivering impactful charity events while maintaining the highest ethical standards. This policy provides guidance for engaging external speakers, including our ambassadors, who are sporting role models, at charity events, in accordance with the UK Charity Commission's guidance.

Scope

This policy applies to all charity events organized by West London Schools FA that involve external speakers, including our ambassadors.

Objective

The objective of this policy is to ensure that the West London School's FA charity events are conducted professionally, respectfully, and in compliance with the UK Charity Commission's guidance.

Procedures

Step 1: Speaker Selection

1. West London Schools FA will select speakers, including our ambassadors, for charity events based on their relevance to the event's purpose and the potential impact of their involvement.
2. Ambassadors will be invited to speak at events where their expertise or experiences align with the event's goals.

Step 2: Speaker Invitation

1. West London School's FA will formally invite selected speakers, outlining the event's date, purpose, and expectations.
2. Invitations will include a clear request for confirmation and availability.

Step 3: Speaker Agreement

1. Upon acceptance, West London Schools FA will enter into an agreement with the speaker or ambassador, detailing expectations, remuneration (if applicable), and any other relevant terms.
2. The agreement will outline the nature of the event, the speaker's role, and their responsibilities.

Step 4: Event Management

1. West London School's FA will provide clear event guidelines to speakers, ensuring they understand the event's objectives and expected conduct.
2. Speakers, including ambassadors, will be expected to act in a manner that aligns with the West London School's FA values and charity mission.
3. Speakers must agree not to include content that could lead to inciting hatred, unrest, offence, or political bias.
4. Speakers, due to the nature of our work with young people, should act as role models and safeguard young people. They should not encourage unhealthy lifestyles or conduct, including alcohol, drugs, or gambling.

Step 5: Feedback and Evaluation

1. West London School's FA will solicit feedback from event attendees regarding the performance of external speakers, including ambassadors.
2. Feedback will be considered for future event planning and speaker selection.

Step 6: Data Protection

1. West London School's FA will handle any personal data of external speakers in compliance with data protection laws.
2. Consent for the use of personal data will be obtained when required.

Step 7: Expenses and Remuneration

1. Expenses and remuneration for external speakers, if applicable, will be processed in line with West London School's FA Trustee Expenses Policy.

Step 8: Review and Compliance

1. This policy will be reviewed periodically to ensure its effectiveness and alignment with the UK Charity Commission's guidance.

Guidance Statement:

Speakers and ambassadors engaged by West London School's FA are expected to uphold the principles of promoting positive values, respect, and social responsibility. Content presented at West London School's FA charity events should not incite hatred, unrest, offense, or political bias or bring the work of the Foundation into disrepute.

West London School's FA reserves the right to address any breaches of this guideline to ensure the integrity of its events and mission is maintained.

Speakers should at all times conduct themselves as role models, safeguarding young people, and refraining from promoting unhealthy lifestyles or behaviours, including alcohol, drugs, or gambling.