

V-Aid (Virtual Aid)

Engaging External Speakers and Trainers Policy



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Policy approved by Trustees on 18/12/25

The policy will be subject to an annual review.

Signed: *CL* (Christin Lau on behalf of Trustees)



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1. Policy Statement

V-Aid (Victuals-Aid) recognises the value that external and outside speakers bring to its work through sharing lived experience, professional expertise, and specialist knowledge. External speakers play an important role in supporting learning, rehabilitation, and awareness within V-Aid's programmes, including the ViCeR (Veteran & Inmate Crisis Emergency Response) project.

This policy sets out how V-Aid safely, ethically, and consistently engages external speakers, ensuring that all activity aligns with safeguarding principles, Charity Commission guidance, prison and probation requirements, and V-Aid's values.

2. Scope

This policy applies to all external or outside speakers engaged by V-Aid across its activities, including custodial environments (such as HMP Swansea and HMP Parc), probation settings, community venues, and online sessions.

It applies to trustees, staff, volunteers, and partners responsible for inviting, hosting, or supervising external speakers on behalf of V-Aid.

3. Definition of an External Speaker

An external speaker is defined as any individual who is not a trustee, employee, or regular volunteer of V-Aid and who is invited to speak, present, facilitate, or deliver a session to beneficiaries, volunteers, or staff.

This may include professionals, veterans with lived experience, subject matter experts, representatives of partner organisations, funders, or guest contributors.

4. Principles for Engaging External Speakers

V-Aid will ensure that all external speakers:

- Support V-Aid's charitable objectives and values
- Contribute positively to learning, rehabilitation, or awareness
- Do not promote harm, discrimination, or unlawful activity
- Act in a manner consistent with safeguarding and professional boundaries

Engagements must always prioritise the safety, dignity, and wellbeing of children and adults at risk.

5. Approval Process

All external speakers must be approved in advance by the CEO or a delegated senior manager.

Where sessions take place in prisons or probation settings, approval must also comply with the relevant establishment's security, vetting, and access requirements. V-Aid will not engage any speaker who has not received the necessary permissions.

6. Safeguarding Requirements

Safeguarding is central to the engagement of external speakers. All speakers must:

- Be informed of V-Aid's Safeguarding Policy
- Understand expected standards of conduct and professional boundaries
- Be supervised at all times where required

External speakers must not have unsupervised access to children or adults at risk unless appropriate checks, permissions, and safeguards are in place.

7. Conduct and Content

External speakers are expected to conduct themselves respectfully and professionally at all times. Content delivered must be appropriate to the audience and setting and must not include material that is extremist, discriminatory, offensive, or otherwise inappropriate.

V-Aid reserves the right to stop or terminate a session if conduct or content raises safeguarding, safety, or reputational concerns.

8. Risk Management and Serious Incidents

Engaging external speakers forms part of V-Aid's overall risk management framework. Potential risks will be considered in advance, including safeguarding, reputational, and operational risks.

Any concerns or incidents arising from an external speaker engagement must be reported in line with the Serious Incidents Reporting Policy and, where appropriate, the Safeguarding Policy.

9. Confidentiality and Data Protection

External speakers may be exposed to sensitive or personal information during sessions. Speakers must respect confidentiality and comply with data protection requirements.

No personal information about beneficiaries, inmates, or participants may be shared without lawful authority and explicit permission.

10. Roles and Responsibilities

The Board of Trustees retains oversight of governance and risk. The CEO is responsible for ensuring this policy is implemented and that external speaker engagements are appropriate and safe.

Staff and volunteers hosting sessions are responsible for supervision, adherence to safeguarding arrangements, and reporting concerns promptly.

11. Linked Policies

This policy should be read alongside:

- Safeguarding Policy
- Serious Incidents Reporting Policy
- Internal Risk Management Policy
- Whistleblowing Policy
- Equality, Diversity & Inclusion Policy
- Data Protection (GDPR) Policy