[Name of Faith Institution]

Registered Charity Number:

Address:

***Visiting Speaker Policy***

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| --- | --- | --- | --- |
| **Version** | Ver 1 | **Approved by** | Trustees |
| **Dated** |  | **Next review due on** |  |

[Name of Faith Institution] (“the Charity”) has the tradition of regularly welcoming visiting speakers from around the world to its mosque. Such speakers bring knowledge, guidance and spiritually uplifting speeches, enriching our events and activities and enhancing the spirituality and knowledge of our worshippers and visitors.

The purpose of this policy is to ensure that this tradition, where knowledge, guidance and spirituality are disseminated, can continue safely within the bounds of law for everyone and community harmony and peace in the society are fostered. The trustees recognise the importance of protecting the Charity’s reputation and to protect it from abuse by anyone engaged with terrorism and to ensure that the activities or views of the Charity cannot be misinterpreted and do not place the Charity’s beneficiaries, funds, assets or reputation at undue risk.

**Booking an external speaker**

If you wish to invite an external speaker to the faith institution, please follow the visiting speaker protocol below.

The majority of visiting speaker requests will be straightforward and can be handled entirely by the management committee.

However, some requests may be complex and may require referral to the trustees for further consideration. The referral process will only apply in a minority of circumstances – to events or speakers deemed to be higher-risk.

**Visiting Speaker Protocol**

Prior to the confirmation of any external speaker, the event organiser will be responsible for the following:

* Carrying out appropriate due diligence into the speaker - An internet search and/or informal reference should be taken wherever possible or practicable to ensure suitability. The event organiser should specifically consider whether the speaker previously been prevented from speaking at the Charity’s mosque or another mosque or similar establishment or previously been known to express views that may be in breach of the Visiting Speaker Code of Conduct?

* Ascertaining that all information to be communicated by the speaker is appropriate and lawful. The visitor/speaker should be asked to provide clear information outlining the content of their speech. Does the proposed title or theme of the event present a potential risk that views/opinions expressed by speakers may be in breach of the Visiting Speaker Code of Conduct
* Considering whether the proposed speaker/theme likely to attract attendance from individuals/groups that have previously been known to express views that may be in breach of the Visiting Speaker Code of Conduct?

The event organiser will liaise with the management committee in relation to the above exercise and obtain their permission to proceed to invite the speaker. Once permission has been obtained, the speaker should be asked to read and sign the Visiting Speaker Code of Conduct at Appendix 1 which must be signed and returned to the charity at least 7 days in advance of the event.

If the answer to any of the questions within the External Speaker Protocol above is UNCLEAR OR YES the proposal must referred to the trustees at least three weeks prior to the proposed speech/event date for consideration and a decision.

**Notes**

1. This policy applies to speakers addressing people not only in person, but also by any other remote broadcast or recorded media.
2. This policy applies to all individuals, organisations and Charity projects using the facilities of the Charity.
3. It is a condition for use of the Charity’s facilities that any hirer or speaker must comply with this policy.
4. If anyone believes that there has been or is likely to be a breach of this Policy, they may make a formal written complaint in accordance with our Complaints Policy. This is available on our website or from the mosque secretary.

The Visiting Speaker Policy and approval process may be changed due to legal or other reasons. The event organiser must ensure that they are complying with the most recent version of the Policy available from the Charity’s office.

This Visiting Speaker Policy is approved and endorsed by the board of Trustees.

We are committed to reviewing this Policy and good practice annually. This Policy was last reviewed on:

…………………………………………….. (Date)

Signed:

………………………………………………(this should be signed by the most senior person within your organisation)

**Appendix 1 – Visiting Speaker Code of Conduct**

Thank you for your interest in being a speaker at this [Name of Faith Institution] (charity number:) event.

Our primary charitable object is to advance the Islamic religion as preached and exemplified by the Quran and Sunnah of the Prophet Mohammed and to advance the Islamic education.

By agreeing to speak at this event, you agree to abide by the following code of conduct. You:

* will not do anything which will bring the name of the Charity into disrepute or damage public trust and confidence in the Charity or charities;
* agree to respect the Charity’s compliance with UK law relating to terrorism and extremism and that your contribution must be consistent with the Charity’s objects and UK law;
* will not encourage, glorify or promote any acts of terrorism, including any individuals, groups and organisations that support such actions;
* will not spread hatred, violence or incite or encourage others to break the law;
* will not promote any view that runs counter to the values of freedom of speech, integration of minority ethnic and religious communities or democracy, particularly any view which incites hatred or intolerance of other cultures, religions, ethnic groups and age, sexuality or gender equality, or which is otherwise hateful, threatening or abusive;
* will not during the course of your engagement with the Charity raise or collect funds for any external organisation or cause at the event without the Charity’s prior permission;
* declare that you have not in the past made or supported statements (including tweets, retweets and other use of social media) that would be regarded as racist, hate speech or extremist views, nor have you been found to be extremist by any reputable authority.

NAME: ………………………………………………………………………………………..

SIGNATURE: ………………………………………………………………………………..

DATE: ……… / …………/ ………………

*This Code of Conduct is based on a policy produced by Citizens UK with their permission.*