

Factsheet

Know Your Policies

Introduction In this factsheet you will find out more information about some of the key policies organisations need to consider.

Safeguarding policy for children and young people and/or vulnerable adults (if relevant)

A Safeguarding policy is a document which states what your organisation or group will do to keep people safe from neglect, physical, emotional, or sexual abuse.

- What you should do if someone discloses something to you.
- What you should do if you have concerns about somebody you are in contact with.
- It explains the steps your organisation needs to take to keep people safe and what to do when there are concerns including who to inform.

Health & Safety

It is good practice to have a Health and Safety policy in place as it ensures that all activities are safe and that all risks to volunteers, members and visitors are reduced.

- It lays out what organisations are responsible for including assessing risk to health and safety, ensuring equipment is safe to use and making sure that organised activities are safe for people to take part in.
- The document further sets out who is responsible for Health and Safety and what staff and volunteers are responsible for including reporting of any incidents or accidents.

“Under the common law, voluntary organisations and individuals have a duty of care to each other and others who may be affected by their activities.” [How do civil law and health and safety law apply? \(hse.gov.uk\)](https://www.hse.gov.uk/civil-law/)

Equality and Diversity

An equality and diversity policy is simply a written agreement for your group about how you will avoid discriminating against people, and how you will create a safe and inclusive atmosphere for your members and service users.

- It will also help you to know how to manage a situation in which someone has been treated unfairly or disrespectfully within your group.



- It is important to think about equality and diversity because some individuals, groups and communities are more likely to face discrimination, harassment and exclusion in society.
- It helps Community groups to manage a process to not ignore or discriminate against disadvantaged groups unintentionally, without realising this is what is happening.
- It helps you create an environment which is as safe and inclusive as possible for anyone who would like to join and participate in your group.

Privacy and data protection

If your group/organisation collects any form of information from staff/customers and volunteers it will most likely be, in some way or another, subject to the provisions of the UK's data protection legislation, which includes the UK GDPR and the Data Protection Act 2018. In addition to data concerning customers, all businesses (with the exception of sole traders) will hold information about employees. The data protection legislation applies here too.

- Data protection policies greatly assist in complying with the requirements of the data protection legislation by setting out clear procedures to be followed both by businesses and by data subjects.
- It also assists in Keeping business IT systems secure and maintained is not only vital for the smooth-running of a business but also to complying with important data protection obligations. An IT Security Policy can provide invaluable guidance in this area.

Volunteering

A Volunteer Policy gives the organisation a consistent way to approach the involvement of volunteers across the whole organisation. It helps to ensure that everyone involved in the organisation including Board Members, funders, staff, and volunteers understand and value volunteers' involvement. Ideally the Volunteer Policy should be developed in consultation with staff and volunteers and be reviewed on a regular basis to ensure that it continues to be fit for purpose.

- Before writing a policy, it is important to identify why you want volunteers involved in your organisation. You may be a voluntary organisation who rely on volunteers to deliver your service or volunteers may enhance the services offered by paid staff because of their local knowledge or specialist skills.
- Other policies and additional information should be included in an Induction pack for volunteers or form part of your training and development plans.

Source:

For further guidance and support contact Action Together on Tel: 0161 339 2345 or Email: development@actiontogether.org.uk.



Action Together supports, advises and helps individuals, groups and organisations.
A registered charity (No. 1165512).
Tel: 0161 339 2345 Email: info@actiontogether.org.uk
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A joint venture to support
the local VCSE sector
in the ten boroughs of
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