

Policy Toolkit

The must have's and where to find templates to get you started.

Cal Chester TDC

calchester@trustdevcom.org.uk



Community Buildings Network



Policies – Why we need them.

In this short session we will briefly outline the most important policies for your building, give an idea of how you go about developing them to suit your organisation and where you can go for further help and support.

Our most fundamental policies are Equalities, Confidentiality/GDPR, Health and Safety and Risk Assessment.

These address the most essential elements of managing a building and the groups that you might be supporting. They act to.....

- Ensure there is a robust and effective way of addressing and preventing discrimination.
- Make certain peoples sensitive data is kept safe and secure.
- As much as possible to make people safe on our premises and in our work.
- And of course to meet funders requirements!

Equalities

- A fundamental policy requirement for any community group, employer or community building.
- 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 the users of your buildings.
- It will also help you to know how to manage a situation in which someone has been treated unfairly or disrespectfully within your group.
- As with all these policies it requires a discussion and a process where those involved can consider what is most relevant to their users, groups or building. Here it would be considering discrimination and how you might deal with it.
- Your equalities policy should be reviewed regularly to ensure it is working effectively

Equality Policy Resources:

The Community Works Policy Bank - <https://vai.org.uk/services/policies-resources-and-toolkits/Community Works Policy Bank>.

[VolResource](https://vr.volresource.org.uk/org/policieschecklist/) - information for voluntary and community organisations - <https://vr.volresource.org.uk/org/policieschecklist/>

Voluntary Action Islington <https://vai.org.uk/services/policies-resources-and-toolkits/>



Confidentiality/GDPR (General Data Protection Regulation)

- Organisations have long been responsible for keeping information secure and respecting and protecting information.
- Growth of data has meant recent changes in the law around gathering and keeping data.
- Community Groups and buildings need to be aware of requirements and as part of confidentiality they should have an effective GDPR policy.
- The requirements can be onerous for smaller groups.

GDPR Resources:

Community Works: www.bhcommunityworks.org.uk/voluntary-sector/resources/data-protection.

The Resource Centre: www.resourcecentre.org.uk/information/data-protection-for-community-groups/

Department for Culture Media and Sport

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/711162/2018-05-23_Factsheet_1_Act_overview.pdf



Health and Safety/Risk Assessments

Health and Safety.

- Community Buildings are Subject to 1974 legislation health and safety at work Act.
- Protecting the users of your buildings.
- It is of course preferable not to have a policy that is 'off the shelf', but to develop one which is based on your actual risks.

Risk Assessments.

- Risk Assessments comes out of Health and Safety requirements, where we
- Show that you have made reasonable preparations for potential risks.
- Again ensure that it meets your specific needs.
- Use your volunteers, staff and groups to help identify and address the nature of your risks.
- Use templates and examples to develop your policy.

Health and Safety/Risk Assessment Resources: Community Works

www.bhcommunityworks.org.uk/voluntary-sector/volunteering/good-practice-guide/planning/health-and-safety-for-volunteers/

Resource Centre: www.resourcecentre.org.uk/information/health-and-safety/#appendix1

www.resourcecentre.org.uk/information/risk-assessments/



Other Desirable Policies.

- Good next set of policies to have for your building.
 - Hire Conditions e.g. booking fees.
 - Child and Vulnerable Adult
 - Social Media.
- Policies to work towards having.
 - Computer policy
 - DBS (Disclosure & Barring Service)
 - Environmental/energy management
 - First Aid
 - Reserves policy
 - Security.
 - Volunteer

Help, Resources and Templates

Local help and support for formulating policies.

- Community Works
- The Trust for Developing Communities
- The Resource Centre,
- Ask your peers and of course CBN members!

For all types of resources, examples and templates please see:

- vr.volresource.org.uk/org/policieschecklist/
- bhcommunityworks.org.uk/wp-content/uploads/2015/09/Policy-Bank-June-2017-1.pdf
- www.bhcommunityworks.org.uk/voluntary-sector/resources/policies-and-procedures/
- www.resourcecentre.org.uk/information-category/making-your-group-work-well/policies-and-procedures/

What would you most like help with?

What policies would be most helpful to you?

- Please write down the three policies you could most do help with.
- We will gather them up and identify what seems to be the ones where people are most in need of help. We will then be able to see where we can give the most support in the future.
- Please see some of our sample policies – there are some to take away or if you have good examples please do let us know and we can make them available to all.
- Thank you.

