Policies and best practice

We have made every effort to ensure that external links are accurate, up to date and relevant, however we cannot take responsibility for pages maintained by external providers. Please note that not all websites are available in Welsh.

Why are policies so important?

Before we can award a group funding, we must ensure that they have the correct policies in place. This is so that we can continue to be responsible funders, and have assurance that the communities we support are, in turn, looking after those most in need.

You must attach a safeguarding and EDI policy with every application you submit. If your application is unsuccessful, it may be because we have asked you to strengthen your policies. We would suggest that you look at the information below to verify that your policies are satisfactory before you apply.

Please note: it is best practise for policies to be signed and reviewed every year.

Safeguarding policy

All organisations that work with vulnerable groups, children, or older people who may be at risk, should put in place a safeguarding policy stating how they intend to keep those people safe. There are excellent templates available on the **WCVA**, **Ann Craft Trust**, and **NSPCC** websites, depending on what type of vulnerable group you work with. It is extremely important that your organisation adapts this template to reflect the work that you do.

However, it is also imperative that all organisations have a safeguarding policy in place that provides a straightforward process to follow should there be a safeguarding concern. We would not expect it to be as detailed as those organisations working directly with vulnerable groups, but we would still need there to be clear procedures in place.

For example, if your committee looks after a community centre, you would need a safeguarding policy in place in case a community member or member of your organisation reports a concern to you. If we do not feel that your policy is up to the standard we require, we will ask you to strengthen it before we can award you funding.

It is important to note that all safeguarding policies require a named Safeguarding Officer with contact details. These details must also be displayed prominently within the policy, so that they can be easily found by anyone (staff, volunteer, or beneficiary) who may need to report a safeguarding concern.

Finally, we would strongly suggest that you keep up to date with any suggested adaptions of safeguarding policies. **WCVA** has a webinar dedicated to online safeguarding and keeping people safe whilst running projects remotely.

Equality, Diversity and Inclusion (EDI) policy

Equality, Diversity, and Inclusion policies cover discrimination on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief, sex or sexual orientation as set out in the Equality Act 2010.

They must all reference the Equality Act, the specific work your organisation does, and the **Ethical Principles** that best reflect your community and activities. NCVO has written a helpful guide on why it is particularly important within the voluntary sector, including how to **take action** on equity, diversity, and inclusion.

Everyone has a role to make sure organisations are inclusive spaces, and it is vital to acknowledge what power and privilege we have and how we can be active in addressing inequalities in our organisations.

You can find some tips on writing an equality, diversity, and inclusion policy on the **Resource Centre** website, **Charity Governance Code**, and **WCVA guidance**.

IT loan equipment policy

Changing the way you transport is a key area in reducing the effect on the environment. Here are some ideas you could try:

- Encourage your team to walk or bike to work.
- Consider flexible working so that not all staff are in the office at once and allow staff to work from home to avoid a commute in to the office one day a week for example.
- Video call rather than travelling to visit

GDPR and Data Protection

The European Union passed the General Data Protection Regulation (GDPR) in 2018. It is designed to regulate data privacy and security, and sits alongside the Data Protection Act (2018) in the UK.

Between July 1st and October 31st 2020, the ICO (the regulator for GDPR) received 2,594 breach notifications, and fines can be issued of up to £20 million or 4% of global annual turnover.

If your charity/organisation asks for, receives, or holds personal information from others, (e.g. you use a CCTV camera, or you store the phone numbers or email addresses of your service users) then you must ensure you are compliant.

Charity Commission has produced a **great overview** of GDPR law, with links to the ICO website. The Charity Finance Group have created a **guide for charities**. WCVA has a lot of webinars, toolkits, and information sheets regarding **GDPR here**.