



COMMUNITY ACTION

Bradford & District

Making a Positive Change

Getting Policies

Policies are there to help the organisation work consistently, in particular around areas that require legal compliance or that have significant risk, so what you need will to some extent depend on the organisation's activities.

Policies are a decision that the committee/trustees/directors make and are responsible for, *see our [Making Decisions guide](#)*.

If the committee or trustees or directors are discussing an issue frequently and need to be able to delegate their decision to staff or volunteers, you may find it useful to have a policy for that issue for example, a social media policy.

Other issues might become part of an existing document; for example, a password policy could be part of the data protection policy. You might also find that some funders require additional policies (stated in their application guidance notes).

Because every organisation is different, we can't give you a comprehensive list, but you don't need to start from scratch. These are essential policies for every group with links to templates you can adapt:

- If you employ people, you'll need employment policies. You can use the [ACAS templates for employers](#) as a starting point.
- Safeguarding policy. Use the [Safeguarding Board's](#) policies to help you start.
- Health and safety. Use the [Health and Safety Executive's policies](#) with their [risk assessment templates](#).
- Data protection (GDPR). Use the Information Commissioner's guidance.
- Financial policies and procedures e.g. internal financial controls, see the [WYCAS Frequently Asked Questions](#) for guidance.
- [Equality and diversity policy template](#) from ACAS.
- A complaints policy or procedure is always useful and often required by commissioners.

NCVO also have a number of [templates and example policies](#).



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Use your policies!

Remember, policies don't work if they're just in a folder. Think about how to make them easy to find and use:

- Explain policies to committees, trustees or directors and volunteers and staff during their induction.
- Store policies in one place that everyone can access, for example on your website.
- Always have a copy of policies to hand at trustee meetings, supervision and staff meetings. Refer to policies when making decisions.
- Consider a regular programme of training to remind everyone of important policies and what they need to do.

Other legal obligations

Do you need a licence? Some activities may require an additional licence or permit, you can find out using the [Gov.uk license finder](#).



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For more information, visit: www.cabad.org.uk