

Brief Introduction to Policies Procedures and Practice for Trustees

NB to date we have developed some key areas and policies but **further work is required**

Key documents and reports needed

1. Financial Management Procedures and Practice

Reporting to charity commission - 'annual report' Year end Accounts

(to work on) Trustees report / HMRC

2. Code of conduct

Staff or volunteers must have a clear code of conduct which sets out:

- charity's culture and values
- how people in charity should behave

[Read the Charity Governance Code](#)

[Read the example code of conduct produced by the Small Charities Coalition](#)

Read NCVO's [Charity Ethical Principles](#)

3. Policies

- Health and safety policy
- **First aid, fire safety and digital safety policies**
- **Welfare, discipline and whistle blowing policies for staff if you have them**
- Financial management (as above)
- Data Protection
- Bullying

Checking and reviewing documents

English for all Trustees must be assured that policies and procedures are checked and challenged to ensure they are fit for purpose and that

The Charity 'English for all'

- works within all relevant statutory guidance
- keeps accurate records
- stays aware of current affairs, trends and themes and how these can influence your policies and practices
- complies with its policies and procedures, as well as with good practice and legislation
- updates policies and procedures to reflect changes to statutory requirements, good practice and current issues

Trustees Checklist

| Trustees Should | Functions |
|--|---|
| Have clear oversight of how safeguarding and protecting people from harm are managed within charity. | Monitor performance using appropriate information ie. statistics and qualitative reports |
| Be aware of common themes | Identify and address risks and gaps |
| Should charity make changes in the way it works? Moving into a new area could present new situations or risks Do existing policies and procedures cover new situations or risks? | Review policies Add extra policies Record discussions /decisions (Be mindful of risk management procedures) |

Generic Trustees Checklist and Actions

| Trustees Could - check - review - assure | Notes |
|---|-------|
| record the risks faced by your charity and how these are managed | |
| speak to people in your charity to make sure they know how: <ul style="list-style-type: none"> • to raise concern • to get feedback on past experiences | |
| carry out checks on any sites your charity may work in see any necessary paperwork | |
| work with statutory agencies and partners | |
| plan training for trustees, staff and volunteers on safeguarding and protecting people from harm | |
| record any potential conflicts of interest at any level | |
| plan a standing agenda item on safeguarding and protecting people from harm at meetings | |
| review a sample of past concerns to identify any lessons to be learnt and make sure they were handled appropriately | |
| external reviews or inspections | |