

## Policies procedures and practice introduction

### Key documents and reports needed

#### 1. Financial Management Procedures and Practice

Reporting to charity commission

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 whistleblowing policies for staff if you have them

## Checking and reviewing documents

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

- 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

<b>Trustees Should</b>	<b>Functions</b>
Clear oversight of how safeguarding and protecting people from harm are managed within charity.	monitor performance using statistics and qualitative reports
Be aware of common themes	Identify and address risks and gaps
Should charity make changes in the way it works such as moving into a new area then existing policies and procedures may not cover new situations or risks	Review and add extra policies Record discussions /decisions (re- risk management procedures)
<b>Trustees Could - check - review - assure</b>	<b>Notes</b>
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"> <li>• to raise concern</li> <li>• to get feedback on past experiences</li> </ul>	
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	

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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	