

10. Other Policies:

Other policies that many voluntary groups require are:

Volunteer policy

This concerns how you support and manage volunteers.

Links:

- Volunteering England booklet ‘Get it right from the start’ on volunteer policies
Download from <http://www.volunteering.org.uk/NR/rdonlyres/868C6A49-6990-4380-918A-B0428888E9A5/0/PoliciesBooklet.pdf>
For more advice and support contact their helpline on 0800 028 3304

Financial Procedures

Ensuring that control loops are in place to protect all your volunteers who handle money. Also ensuring that you meet charity commission requirements.

Links:

See the section on ‘Financial Issues’ in this Information Pack

Data Protection

If you hold any personal information, e.g. names and contact details of your volunteers, then you need a simple statement and procedure of how you comply with the laws on keeping data.

Links:

- Information Commissioners Office. Helpline 01625 545745
Also see web pages for organisations:
http://www.ico.gov.uk/for_organisations.aspx

Confidentiality

An agreed statement about keeping confidential information private and secure.

Links:

A sample statement is included in this Information Pack

Further information:

Charity Commission Publications

CC27 Providing Alcohol on Charity Premises

Community Matters Information Sheets (available from Community Matters and Community Matters Bucks)

11. Food Safety and Food Hygiene

16. Data Protection Legislation

17. Disability Discrimination Legislation

55. Managing Employees

Village Hall Information Sheets (available from ACRE and Bucks Community Action)

Managing Your Hall Part I

10. Alcohol in Village Halls

22. Managing employees and volunteers

32. An Introductory Guide to the Disability Discrimination Act 1995

There may be a charge for information sheets, which are available to members and non-members from the above organisations