

Policy Overview

Mandatory Policies

Health, Safety, and First Aid Policy: Ensures everyone's safety by following safety rules, assessing risks, providing first aid training, having clear procedures for emergencies, and reporting any incidents.

Safeguarding Policy: Aims to protect everyone from harm, abuse, or exploitation by following the law and best practices, creating a culture of vigilance with clear guidelines for handling any safeguarding concerns.

Finance Policy: Ensures we handle money wisely and honestly. It includes rules for making budgets and approving spend, correctly buying goods and services, ensures we use resources responsibly and transparency on Cafe finances.

Complaints Policy & Procedure: Outlines a confidential and fair way to handle complaints through both informal talks and formal reviews, and escalation where needed, ensuring transparency, fairness and respect.

Equality and Diversity Policy: Commits us to treating everyone equally and with respect, regardless of race, gender, or other characteristics. It includes actions to ensure fairness and procedures to monitor respect and inclusion at all levels.

Data Protection and Confidentiality Policy: Focuses on the secure and private handling of personal information, complying with data protection laws, and outlining roles, security practices, and how to respond to data breaches.

Option Policies, but useful & best practice

Code of Conduct and Meeting Etiquette Policy: Promotes respectful and safe interactions during all activities and meetings, helping to create a positive community and setting expected standards.

Social Media Use Policy: Sets guidelines for respectful and proper online conduct, ensuring that all posts and communications align with our values, respect copyright laws and that we have appropriate consent to share people's information.

Volunteer Recruitment Policy: Details a fair and thorough process for selecting and supporting volunteers, ensuring equal opportunity and a supportive atmosphere, from advertising to training.

Trips & Excursions Policy: Ensures safety and enjoyment on outings through planning and risk assessments and clear instructions on emergency actions, who can accompany members, and how costs are handled.

Membership Policy: Sets the rules and expectations for members, creating a supportive space, covering how to join, expected conduct, resolving disputes, and, if needed, termination rules.

Volunteer Policy: This highlights the value of volunteers and ensures they have a safe and rewarding experience by setting clear guidelines on behaviour, communication, and opportunities for learning within our community.