

# Where can I find Policies for my group?



There are many policies that organisations can have. Some are required by law, some are commonly required by funders and others are chosen by the organisations themselves to help make sure that they fulfil their duties and that the organisation runs consistently, fairly and smoothly.

A very small voluntary organisation will often start with no more than two or three basic policies. However, most organisations need to adopt more policies as they expand and develop the work that they do, change how they do their work, and increase the scope of their good practice.

## Review and Update

It is important to keep your policies and procedures under review. Your needs as an organisation might change, or the law might change, either of which might mean you need to adopt new policies or to update existing ones.

In particular, when you begin to employ staff, there will be a lot of policies required by law, and several others it is wise to have.

## Who needs to know about them?

Policies and procedures are only effective if people know about them and know how to follow them. This means:

- Training people when a new policy is put in place
- Updating people when an existing policy is changed
- Making sure policies and procedures form part of the induction for all new people, whether trustees, volunteers or staff

## What Policies Might We Need?

The policies and procedures you need are mainly determined by what your organisation does and how it works.

Starting groups	Growing groups	Employing staff
<ul style="list-style-type: none"> <li>• Equality and</li> <li>• Financial Controls</li> </ul> <p><i>Organisations working with Children:</i></p> <ul style="list-style-type: none"> <li>• Safeguarding of Children</li> </ul> <p><i>Organisations working with Vulnerable Adults:</i></p> <ul style="list-style-type: none"> <li>• Safeguarding of Vulnerable Adults</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer policy</li> <li>• Health and Safety</li> <li>• Confidentiality</li> <li>• Data Protection</li> <li>• Conflict of Interest</li> <li>• User involvement</li> <li>• Reserves</li> <li>• Environmental</li> <li>• IT</li> <li>• Complaints</li> <li>• Diversity</li> </ul>	<ul style="list-style-type: none"> <li>• Grievance</li> <li>• Disciplinary</li> <li>• Health and Safety</li> <li>• Capability</li> <li>• Sickness and absence</li> <li>• TOIL (Time Off In Lieu)</li> <li>• Parental leave – maternity / paternity</li> <li>• Compassionate leave</li> <li>• Bad weather</li> <li>• Whistleblowing</li> <li>• Redundancy</li> </ul>

## Where To find your policies

### Charitable groups

**Small Charity Support** <http://www.smallcharitysupport.uk/Policies.html>

See their Policies page: <http://www.smallcharitysupport.uk/Policies.html>

### For sports clubs

**Club Matters** <http://www.sportenglandclubmatters.com/>

Their policies page: <http://www.sportenglandclubmatters.com/club-planning/governance/policies-procedures/>

Their resource page: <http://www.sportenglandclubmatters.com/a-z-resource-library/>

### Larger groups and charities

**Voluntary Action Islington** <http://www.vai.org.uk/>

Resources and model policies: <http://www.vai.org.uk/services/policies-resources-and-toolkits/>

**NCVO Non-profit Know How:** <https://knowhownonprofit.org/>

HR - Employing staff [Full set of HR policies](#)

**WCVA** <https://www.wcva.org.uk/home>

**Model policies for volunteers:** <https://www.wcva.org.uk/volunteering/working-with-volunteers/model-policies>

**Hunts Forum** <http://www.huntsforum.org.uk/>

Model policies for larger charities: <http://www.huntsforum.org.uk/policies-and-procedures-2>

### Other resources and information sheets at:

**NCVO** <https://www.ncvo.org.uk/>

(which is free to join for groups with incomes under £30K)