# Journey of a Group:

# Policies and Procedures

## Overview

It is important to ensure your organisation has the right policies and procedures in place. This factsheet provides an overview of policies and procedures. By adopting the appropriate policies and procedures, organisations can ensure a structured, compliant, and effective

## What are policies and procedures?

**Policies** are statements of how your organisation intends to conduct itself and they provide guiding principles to help with decision-making.

**Procedures** describe how your policies will be put into practice.
They will help you to comply with legislation, provide appropriate controls, provide evidence of accountability and help to manage risk.

## Why are they important?

Policies and their accompanying procedures help organisations to:

- Comply with the law and regulations
- Ensure staff and volunteers know their rights
- Make clear what is expected of staff and volunteers
- Ensure a consistent approach across the organisation
- Create transparency and accountability

# What policies and procedures are needed by my group/organisation?

## Core Policies and Procedures

Every organisation will have different policies and procedures which are relevant to their size, values and activities. The level of detail needed will also vary. Every organisation should put in place the following:

- Health and safety policy
- Safeguarding for children and young people and/or vulnerable adults (if relevant)
- Equality, diversity and inclusion
- Privacy and data protection

## Other Policies and Procedures

There are numerous other areas where it is common for organisations to have written policies and procedures, and it is for the board to decide which are required. For example:

- Rules / code of conduct
- Finance – including expenses
- Sickness absence and Annual leave policy and procedure
- Grievance and disciplinary
- Environmental
- Promotion and partnership
- Insurance
- Procurement
- Consultation and engagement
- Training and development
- Supervision and appraisal
- Harassment or bullying
- Social media

**Further Sources:**

NCVO: Developing policies and procedures
NCVO: Sample documents, templates and guides to help you create
policies and procedures

We have many sample policy templates we are happy to share and can signpost you to other resources. For further guidance and support contact Bolton CVS on 01204 546010 or e-mail info@boltoncvs.org.