



**Sustainable Tiverton (ST) policies are in place for the benefit of all affiliated community groups, projects and their volunteers. They are intended to provide a safe, simple framework for carrying out voluntary activities and events in a way that is consistent with relevant regulations and the protection of volunteers and the public.**

**There are five key areas for which we have a written policy, and each is summarised below.**

### **1. Health and Safety**

As long as activities have a recorded risk assessment setting out the ways you will prevent foreseeable mishaps, you will have public liability insurance cover through ST and Devon CAG. There are templates of safety measures suitable for different types of events to help with this. Volunteers should have clear instructions and information, and any relevant training and protective equipment needed.

Event leaders need to be familiar with risk assessments and maintaining safe conditions and equipment. They should record any incidents so they can be reviewed and learned from. Risk assessment templates and the incident form are in the full policy.

### **2. Data Protection**

Some types of information used in the course of running a group or event counts as personal data under legal rules, so this policy sets out how this data may be collected, used and kept without infringing privacy. It includes a statement for the public about this. Personal data can only be shared with any other individual or organisation with explicit consent or if required by law. Group/event leaders need to know how to keep personal data safe, for example by storing online (not on personal equipment) and use of passwords.

Signed permission needs to be obtained from all parents/guardians if taking photographs or films of children, and from anyone whose image may be shared in any public forum such as social media

### **3. Volunteering**

Please read the Volunteer Agreement and Code of Conduct as you are agreeing to abide by these when you take part in a ST group or event.

New volunteers should have some induction to the group/activity (ranging from a brief informal chat to a formal training session as appropriate) and know who to go to for advice and guidance. They should have access to relevant policies, and know how to claim out of pocket expenses. ST will provide documents online to assist with this.



#### **4. Safeguarding**

We all have a moral obligation and duty of care to do what we can to ensure the safety and wellbeing of any vulnerable people with whom we work. This depends on us being aware of the risks they face, knowing what help is available and responsibly reporting any concerns. Vulnerable people are defined as *Children and Young People* (any child up to their 18th birthday) or *Vulnerable Adults* (any adult at risk of abuse or neglect because of their needs for care and support).

If you see or hear anything that concerns you or feels wrong during a community activity, you should tell the event leader immediately after dealing with any urgent safety needs. ST has two nominated 'Safeguarding First Contacts' (SFCs) who are experienced enough to make a decision about what if anything needs to be done. The policy has details of safeguarding measures to make in advance and in response to concerns, which include:

- Details of a designated First Aid Contact person to be clearly displayed at all events with over 90 participants.
- Details of a named Safeguarding First Contact to be clearly displayed at all events.
- Volunteers who are supervising activities need to be familiar with the safeguarding policy and how to reach a SFC.

#### **5. Equality and Diversity**

Everyone has a contribution to make to our society and a right to equal treatment. We have to ensure ST and community groups' activities are available to all organisations and individuals in Devon without discrimination. This means that volunteers do not experience difficulties due to a characteristic (eg age, ethnicity), or victimisation or harassment. Specifically we should consider:

**Premises** - making every effort to ensure that premises used are accessible, inviting and welcoming for all members of the community.

**Access to activities/services** - Endeavouring to provide other reasonable adjustments to ensure people can access activities, for instance providing information in alternative formats when requested.

**Purchasing** - Reserving the right not to purchase goods and services from agencies whose practices are contrary to these principles.

**Travel** - Recognising that not everyone has access to personal transport or is able to use it and planning activities with this in mind.