



shivā

TRUST

CHARITY POLICIES

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Disciplinary Policy

The Shiva Trust aims to create a team who are passionate in achieving and maintaining effective standards of performance and conduct to meet the Shiva Trust's objectives.

The Shiva Trust aims to minimise the use of the formal disciplinary procedure by attempting to resolve problems through supervision and informal discussions between the manager and the employee as far as possible.

Where informal measures fail to achieve the required level of performance or conduct, this procedure aims to offer a clear and consistent way of dealing with such problems. It is recognised that formal disciplinary action should be used, but that both parties will have explored informal disciplinary proceedings before formal proceedings are undertaken.

Disciplinary Procedure

Introduction

It is necessary to have a code of conduct, and expected behaviours in the interests of the whole organisation. The code of conduct and equality and diversity policy help promote fairness and expectations for staff and volunteers. Shiva Trust aims for the disciplinary procedure to encourage and improve the conduct of individuals, where they are failing to meet the required standards, and not be a means of punishment.

Every effort will be made to ensure that any action taken under this procedure is fair, with the staff or volunteer being given the opportunity to state their case and appeal against any decision that they consider to be unjust.

The following rules and procedures should ensure that:

Staff and volunteers are fully aware of the code of conduct, standards of performance, action and behaviour required of them.

Disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner.

Employees will only be disciplined after careful investigation of the facts and the opportunity to present their side of the case. On some occasions temporary suspension on full pay may be necessary in order that an uninterrupted investigation can take place. **This must not be regarded as disciplinary action or a penalty of any kind.**

Other than for an "off the record" informal reprimand, employees have the right to be accompanied by a fellow employee, a trade union official or a trade union representative who may act as a witness or speak on their behalf, at all stages of the formal disciplinary process. Being accompanied by someone other than the above will be considered sympathetically by the Shiva Trust.

To exercise the right to be accompanied, an employee must first make a reasonable request. What is reasonable will depend on the individual circumstances.

Finance and Financial Payments Authorisation Policy

Policy Statement

It is the policy of the Shiva Trust to be financially responsible and accountable. Being financially responsible means that The Shiva Trust will not take on any responsibilities that it does not have the resources to meet.

It means that the organisation will endeavour to pay its bills on time and keep accurate records of all monies that come into and go out of the organisation.

Financial responsibility also means that the organisation will endeavour to collect all monies owed to it as promptly as possible.

Accountability means that The Shiva Trust will endeavour to provide accurate and up to date financial report to its stakeholders.

The Management Committee has a duty of responsibility to ensure that the organisation's finances are managed to the maximum advantage in the interest of the organisation.

Purpose of the policy

The purpose of this policy is to set out how the finances of The Shiva Trust are managed and ensure financial responsibility.

SCOPE This policy covers all financial transactions carried out by The Shiva Trust

Responsibilities

Management Committee:

The Management Committee / Trustees have ultimate responsibility for ensuring the effective implementation of this policy. The Treasurer has direct ultimate responsibility for ensuring the effective implementation of this policy and the effectiveness of The Shiva Trusts financial management system.

The Management Committee is responsible for approving all financial transactions except where authority has been granted to the Chief Executive or Project Manager in accordance with the Expenditure Authorisation Policy [or insert name of appropriate control document].

The Treasurer has direct responsibility for overseeing all financial transactions, including where authority has been granted to the Chief Executive/Project Manager by the Management Committee.

The Management Committee is responsible for approving the annual budget and all variations to the budget before presentation to Trustees for approval.

The Treasurer has direct responsibility for ensuring that proper budgets are prepared and any variations to an approved budget are properly evidenced before presentation to the Management Committee and subsequently the Trustees.

The cost of storage and retrieval is significant and many business records have little value beyond accountability purposes. However, directors/divisional heads may choose to retain records for longer than the indicative periods given in the retention schedule, for example if they consider records to be of significant historical value or if the issue with which they are concerned remains 'live'.

Disposal

Shiva Trust cannot retain all data indefinitely. This is due to the financial cost of data storage, the need for well structured records to aid information retrieval and legal challenges in retaining personal data about our customers for longer than there is a clear need to do so.

At the end of their useful life, records should be confidentially destroyed. In general, records will not be retained beyond the lifespan indicated in the retention schedule unless the director/appointed manager indicates otherwise.

Specialist storage

If there is a need for off-site storage we will ensure it complies with appropriate industry standards on archiving.

Retention Schedule

Information	Retention Period	Additional information
Strategic Plan and Business Plan	6 years from completion	
Trustee meetings / Board meetings minutes and paper	Permanent preservation	
Other board / trustee documents and emails of appointment, reports and agendas	6 years from creation	
Insurance : Public liability, product liability, employers liability	Life of organisation	
Correspondence with internal revenue	Review every three years	
Internal correspondence	1 year	
All other financial records	6 years from creation	
Property acquisition	Length of ownership	
Personal exposure to hazardous materials by identifiable employee	40 years	

Partnership Working Policy

In a tougher funding environment, charities are increasingly working collaboratively with other organisations to make resources go further and more effectively advance their purposes. Many commissioners now want to deal with fewer contractors which has pushed charities to work more closely together and with organisations from other sectors. There are many benefits of working in partnership, including increased reach and improved service delivery.

What is the purpose of the partnership?

Shiva Trust Charity wants to gain from the partnership working. This may be a mix of benefits, including furthering the aims of the organisation, gaining access to new skills and cost savings.

Making a partnership work takes time and resource and can often put pressure on an organisation. The potential advantages have been weighed against such disadvantages.

Shiva Trust Charity Management promises to consider whether we are in a position to enter into a partnership before agreeing to any formal arrangements.

Shiva Trust Charity Management will consider a potential partner's culture and try to see things through their eyes – are you aiming to achieve the same thing? If possible, we will work together on a pilot project before moving ahead with a more substantial partnership arrangement.

Work on a shared vision

For a partnership to work, all partners need to be clear at the outset about its purpose. We promise to consider what success will look like and how we are going to measure the impact of our collaboration. The partnership will then be evaluated as the project develops.

There will be discussions about the scope of the partnership and the roles of the partners.

Outlining our 'bottom line'. What we are prepared to compromise on?

What are the fundamental requirements for our organisation?

Identifying and managing risks

Partnerships are a valuable opportunity for a charity, but there are risks we will always consider. The risks include: poor quality work by a partner, loss of control and flexibility, a drain on resources, disruption to existing work, reputational damage and financial loss.

The risks must be managed at the start by doing our homework with appropriate due diligence and considering the financial situation of the partner in particular.

It is important to calculate the true costs of the partnership, both in terms of money and management time. Having an exit strategy in case things go wrong is also sensible.

The thing that makes or breaks collaborations is often communication. Good communication is fundamental to any successful partnership. We promise to put in place clear governance arrangements, such as a steering committee and regular reporting requirements.

Putting paperwork in place

3	Display screen equipment (DSE) / Discomfort or pain from overuse or improper use, or from poorly designed work stations or work environments.	Employees, New & Expectant Mothers & those with Disabilities.	Users must complete the DSE self assessment checklist. Management to action any issues raised on self assessment.	All Floors	2	2	4
4	Burns or scolds from hot drinks by children at activities	Children	Parents are made aware they are responsible for their child at all times during activities Children are never left alone Signs in place to remind people to be mindful of children	Ground floor	2	2	4
5	Electricity & electrical equipment / Shock, burns fatality, fires	Employees, New & Expectant Mothers & those with Disabilities.	Fixed installation inspected & tested by competent person System in place to carry out Portable appliances testing by a competent person. Staff trained to spot and report (to office administrator) any defective plugs, discoloured sockets or damaged cable/ equipment. Defective equipment taken out of use, marked as defective and promptly repaired or replaced.	All Floors	2	3	6
6	Products - Children consuming products, products being sold past the sell by date, stock boxes of products	Children	Parents are made aware that they are responsible for their own children at all times unless attending Vidya Kids or being cared for while attending a session. Vidya Kids risk assessment, children are never left unattended and supervised at all times System in place to regularly stock check	Ground and first floor	2	3	6
7	Fire/ Fatal injury, burns, smoke inhalation.	Everyone.	Fire risk assessment in place Fire procedure in place Staff trained and aware of emergency action to take. Equipment inspected to ensure safe Emergency equipment inspected & maintained as appropriate.	All Floors	2	3	6

8	Lone working/ Staff suffering injury or ill- health whilst working alone in the office. Second door to the next door property leads to ground floor .	Employees	Any work undertaken must be authorised by management and any equipment or substances used must be used in accordance with training and instructions given. A system should be in place to ensure that help can be summoned if necessary. E.g. landline or mobile phone. When working alone, external doors should be kept locked to prevent unauthorised access.	All Floors	3	2	6
9	Conflict / challenging behaviour	Employees Visitors Volunteers	Subcontractors responsible for their own safety and participants 2 members of staff / volunteers at the centre at any one time If lone working door remains locked Ensure telephone is working and staff to take with them into differing rooms to contact emergency contacts Any concerns regarding participants reported to management asap Facilitators to have keys with them at all times	All Floors	3	2	6
10	Hot Water in the ground floor toilet	Everyone	Signs warning about hot water Small children supervised while using the bathroom	Ground Floor	2	2	6

Personal Protective Equipment: (please select PPE Symbols from document number 3c and insert into the below boxes)

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Reated Assessments:

Assessment Type	Assessment Ref
Fire First Aid	

Action Plan:

Action	Person Responsible	Expected Completion Date

Sexual Abuse

Sexual abuse involves forcing or enticing a child or to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. Activities may involve penetrative or non penetrative acts or non contact activities such as forcing a child or adult at risk to look at or take part in the production of pornographic materials. For children it can also include encouraging them to behave in sexually inappropriate ways. Sexual abuse includes grooming a child in preparation for abuse, for example, via the internet.

Emotional Abuse

For children emotional abuse is the persistent emotional ill treatment of a child, such as to cause severe adverse effects on that child's emotional development. This may involve a lack of love and affection, telling a child they are worthless, serious bullying or being constantly shouted at. Emotional abuse also occurs when the child is only valued insofar as they meet the needs of another person. Also when the child is overprotected and unable to explore and learn on their own, or when they witness the ill treatment or abuse of another, for example domestic violence or animal cruelty. Other examples include serious bullying, including cyber bullying, making fun of what the child says and how they communicate.

Health and safety staff have a responsibility to:

- Provide specialist advice and awareness training on mental wellbeing.
- Train and support managers in implementing stress risk assessments.
- Support individuals who have been off sick with mental health and stress problems, and advise them and their management on a planned return to work.
- Refer individuals to workplace counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures to promote mental wellbeing.
- Inform the employer and the health and safety committee of any changes and developments in the field of stress at work.

Safety representatives must be:

- meaningfully consulted on any changes to work practices or work design that could precipitate stress
- able to consult with members on the issue of stress, including conducting workplace surveys
- involved in the risk assessment process
- able to conduct joint inspections of the workplace at least once every three months, to ensure that environmental stressors are properly controlled.

Workplace mental wellbeing policy: SAMPLE POLICY

Review and monitoring

The management staff (or an individual as appropriate) will be responsible for reviewing the workplace mental wellbeing policy and for monitoring how effectively the policy meets its aims and objectives.

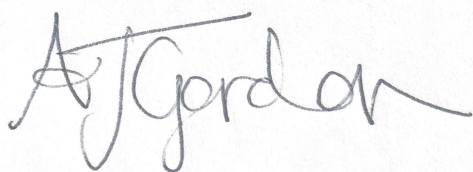
Indicators to measure effectiveness could include:

- working hours and patterns
- accidents at work
- staff complaints
- staff sickness levels
- staff turnover
- use of counselling services
- early retirement through ill health
- exit interviews.

The policy will be reviewed six months from implementation and then annually after that to ensure that i

Date

Sign:



This policy will be reviewed every



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