



Friends of Victoria Park, Stretford [FOVPS]

Volunteer Handbook

2015-2016





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FOVPS Structure

Committee Members

Best Friends

Friends

Young Friends

Each tier of the structure has the following properties / responsibilities:

Committee Members

These people are bound by the policies and procedures of the Friends of Victoria Park, Stretford. They have positions within the organisation that have specific roles to play with regards to the running of the group. They are expected to help out at events and attend the committee meetings.

Best Friends

These people are bound by the policies and procedures of the Friends of Victoria Park, Stretford, but do not have specific roles within the group. They are usually very involved in the group and often help out at events and are welcome at committee meetings.

Friends

These people are not bound by the policies and procedures of the Friends of Victoria Park, Stretford, in the same way that the general public are not bound by them. These people do not come to the committee meetings but are welcome at open meetings and the Annual General Meeting [AGM]. These are people who are interested in the group and wish to help out on an as and when they feel like it basis. They are under no obligation to the group.

Young Friends

These are people who are under 18 years of age who wish to be a part of our group. They are not bound by the policies and procedures of the Friends of Victoria Park, Stretford, in the same way that the general public are not bound by them. They are welcome at both committee meetings and open meetings. These are young people who are interested in the group and wish to help out on an as and when they feel like it basis. They are under no obligation to the group. Once they reach 18 they can progress either onto being a Friend, Best Friend or Committee Member as they see fit. All young people under 16 are required to get a consent form signed by their parent or guardian and give it to the chairperson to show that they are allowed to be part of the group, this forms part of the child protection policy.



FOVPS Committee Positions - 2015-2016

effective from April 2015

Chairperson	-	Shelly Quinton-Hulme
Secretary	-	Tom Ross
Treasurer	-	Cath Johnston
Committee Member		Ita Kirrane
Committee Member		Sarah Haughey
Committee Member		Barbara Hart
Committee Member	-	Gavin Brotherston
Committee Member	-	Christine Barry
Committee Member	-	Fiona McDonald
Committee Member	-	Kathleen Repper-Day
Committee Member	-	Steve Adshead
Committee Member		Jean Napier
Committee Member		Ben Tonge
Committee Member		Bernice Garlick
Committee Member		Heather Jones
Committee Member		Helen Moran
Committee Member		Nicky Bray
Committee Member		Geraldine Coggins
Committee Member		Winnie Maclean
Committee Member		Sarah Penny
Designated Person – Child Protection / Vulnerable Adults	-	Shelly Quinton-Hulme

Trustees / Cheque Signatories

Karen Sweeney; Shelly Quinton-Hulme

Jean Napier; Cath Johnston



FOVPS – Volunteer Policy

The Friends of Victoria Park, Stretford is a small local community group who formed to try and reverse the decline of our local park.

The group objectives (“the objects”) are:

- Improve leisure and sports facilities and recreational space within Victoria Park, Stretford.
- Improve security to provide a safe environment for the local residents and users of Victoria Park
- Promote the facilities and raise the profile of Victoria Park through public events and other appropriate methods.
- To work together with residents, park users, local authorities, voluntary and other organisations to continuously improve the park.

Recruitment

We will use appropriate means to advertise for volunteers locally that take into account the principles of our Equal Opportunities and Diversity Policies. The applicant will have to complete an application form, but help can be given with this if necessary. The applicant will be interviewed by the chairperson or other appointed committee member and if this is successful then the two references asked for will be taken up. A DBS check will only be made for any volunteer that works alone with children.

Induction and Training

There will be an induction prepared and delivered by the chairperson. This will include:

- The role of the volunteer
- A list of all staff members and volunteers
- A list of Management Committee members and sub-committees
- Copies of all the relevant policies including this Volunteer policy

There will be a trial period of 4 weeks to give the organisation and the volunteer time to discover if they are suited to each other.

Expenses

We value our volunteers and want to ensure that there are no barriers to volunteer involvement. All out-of-pocket expense will be reimbursed. In order to claim expenses, an expenses form [Appendix A] must be completed and given to the Treasurer.

Support

The Chairperson and other volunteers will offer support to the volunteers. The Chairperson will support all volunteers and will have regular meetings with the volunteers to discuss any problems or issues that may arise.

Insurance

The organisation has a valid insurance policy covered by Trafford Council.

Resolving Problems

Please see our Grievance policy.

This Volunteer policy is freely accessible to all. It will be reviewed on a yearly basis to adapt or improve it.



FOVPS - Problem Solving/Complaints / Grievance Procedure

1. Introduction

We value your willingness to volunteer with us and we do not expect there to be any problems. However, in case problems arise, we need a procedure to deal with these problems in a fair and consistent way. To ensure that this aim is fulfilled, Friends of Victoria Park, Stretford has adopted a problem solving procedure. This procedure is designed to help and encourage all our volunteers to achieve and maintain satisfactory standards of conduct and performance, and to provide the opportunity for improvement where necessary. We have a collaborative approach to problem solving. This procedure helps us work with closely with you if problems arise.

The following procedures will apply to allegations of unsatisfactory performance or conduct that may arise.

Informal procedure

Where minor problems of performance or conduct is alleged (e.g. poor timekeeping/unreliability, minor mistakes in the tasks being undertaken etc.), the Chairperson should hold an informal discussion with you to discuss this and decide on an appropriate course of action. the Chairperson should inform you of future expectations, set clear goals and tell you about future action that will be taken if expectations are not met.

Where the issue is related to your ability to undertake the role, the Chairperson will address this during supervision and support sessions. Appropriate expectations and goals will be set. Where there is no improvement, the Chairperson will hold an informal three-way meeting with you and the Vice-Chairperson. The following courses of action will then be available:

- Reasonable changes to your role to enable you to carry it out;
- Change of your placement, where appropriate and available;
- Developing a time-bound plan to address problems. The Chairperson will evaluate whether problems are addressed and carry out a review at the end of the time-bound period; and
- Following the formal procedures listed in section 3 below.

2. Formal procedure

Where more serious problems of performance or conduct are alleged, or there is no improvement in relation to any earlier issues dealt with informally, the following procedure will be followed:

2.1. Investigation

The Chairperson or another suitably appointed person will investigate the matter and prepare a report for the Vice- Chairperson (or another Committee Member of your choice).

2.2. Review meeting

The Vice- Chairperson / Committee Member will hold a review meeting with you and the Chairperson. You will be advised in advance of the allegations against you and given time to answer the allegations. You may, if you wish, be accompanied to the meeting by another person.

2.3. Action

If, following the review meeting, the Vice- Chairperson / Committee Member finds the allegations to be upheld then they will decide an appropriate course of action depending on the seriousness of the performance problems or misconduct. The following courses of action will be available, although they do not preclude other/alternative action:

- To issue a formal warning (to be confirmed in writing) advising you of future expectations, a specified review period if appropriate and an indication that the volunteering opportunity will be terminated if expectations are not met; and
- To terminate the volunteering opportunity with immediate effect and to confirm this in writing to you.

2.4. Very serious problems:

If a very serious problem is alleged, Friends of Victoria Park, Stretford, may suspend you from the group immediately while the case is being investigated. Where the Vice- Chairperson / Committee Member considers the allegation to be upheld, your volunteering opportunity will be ended with immediate effect.

3. Appeals

- You may appeal against formal action taken under this Procedure. If you wish to do so, you should put the grounds of appeal in writing to the Chairperson within one week of receiving notification in writing of the penalty.
- The Chairperson will identify a Committee Member (other than the one who took the original decision) to consider the appeal and issue his/her decision in writing. The Committee Member's decision will be final.

Examples of action that Friends of Victoria Park, Stretford classifies as general, serious and very serious problems:

Types of problems

While it is not possible to set down all the specific problems where action may be necessary, the examples listed below give some guidance. The list is neither comprehensive nor exclusive. We reserve the right to determine which breaches fall into which category.

General problems:

- (a) Poor timekeeping and unreliability;
- (b) Failure to carry out reasonable instructions;
- (c) Work below an acceptable standard where poor performance is considered to be attributed to a wilful disinclination of the volunteer to carry out the role effectively;
- (d) Wilful or negligent disruption of the work of other staff or volunteers;
- (e) Uncooperative/subordinate attitude or rudeness to managers, colleagues, volunteers or clients;
- (f) Any breach of our Code of Conduct

Serious problems:

- (a) Aggravated offences listed under general problems;
- (b) Action(s) of a nature that verges on very serious problems.

Very serious problems:

This list is neither comprehensive nor exclusive.

- (a) Acts of dishonesty;
- (b) Acts of violence;
- (c) Serious acts of discrimination or harassment;
- (d) Serious misuse of facilities, equipment or time;
- (e) Verbal abuse or extreme rudeness/discourtesy towards managers or other colleagues, clients or working contacts.
- (f) Being in an intoxicated and offensive or intoxicated and incapable condition whilst carrying out work for us, unless caused by drugs prescribed by a medical practitioner and properly administered.
- (g) Serious breaches of our Code of Conduct.
- (h) Serious breaches of confidentiality relating to Friends of Victoria Park, Stretford, its employees, volunteers, Committee Members or clients.
- (i) Acts of indecency in relation to volunteering work, work-related events, clients, colleagues or working contacts.



FOVPS - Health & Safety Policy

For the purposes of this policy:

The term Employee includes any volunteer, defined as any person who performs any activity that involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something for the benefit of someone (individuals or groups).

The term Employer refers to the Committee.

1: General Policy Statement

The Committee recognise their responsibility to ensure the health, safety and welfare at work of all employees; and further that a duty extends to all other persons whilst they are on Friends of Victoria Park, Stretford's premises or events.

It is Friends of Victoria Park, Stretford's policy to do all that is reasonable to prevent personal injury and damage to property and to protect all persons, including members of the general public, from foreseeable work hazards insofar as they come into contact with Friends of Victoria Park, Stretford.

The Committee recognise that it is their duty to:

- Provide and maintain safe and healthy working conditions, taking into account any statutory requirements;
- Provide appropriate instruction and training to enable employees to perform their work tasks safely and efficiently;
- Make available to employees all necessary safety devices and protective equipment and to supervise their use;
- Maintain a constant and on-going interest in health and safety matters which are applicable to Friends of Victoria Park, Stretford's activities; in particular by consulting and involving employees;
- Provide and maintain, so far as is reasonably practical, safe access and egress to the place of work;
- Provide and maintain a working environment that is, so far as is reasonably practical, safe, without risk to health and safety, and adequate as regards facilities and arrangements for welfare at work.

The Committee further recognise that employees equally have a duty under the law to exercise personal responsibility and to do everything practical to prevent injury to themselves and others by:

- Working safely and efficiently;
- Using the appropriate protective equipment provided and meeting all statutory obligations;
- Immediately reporting incidents that have led or may lead to injury of persons or damage to property;
- Strictly adhering to Friends of Victoria Park, Stretford's Policies and Procedures, directions and safety instructions for securing a safe work place or event;
- Assisting in the investigation of accidents with the objectives of upgrading existing measures or introducing new measures to prevent a recurrence;
- Fulfilling the duty to refrain from the wilful misuse or interference with protective equipment which has been provided by Friends of Victoria Park, Stretford in the interest of health and safety and welfare, and to take reasonable care in any action which might endanger themselves or others.

HEALTH AND SAFETY POLICY - DUTY OF CARE

2: Duties of Employer

As outlined in the Health and Safety at Work Act etc. 1974, it shall be the duty of Friends of Victoria Park, Stretford to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees. This duty requires:

- The provision and maintenance of plant and systems at work that are safe and without risk to employees health;
- Arrangements for ensuring the safety and absence of risks to health, in connection with the use, handling, storage and transport of articles and substances;
- The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of the employees;
- The maintenance of any place of work under Friends of Victoria Park, Stretford's control in a safe condition and without risk to health, and the provision of safe means of access to and egress from the place of work;
- The provision and maintenance of a working environment for employees that is safe, without risk to health, and is adequate as regards facilities and arrangements for their work.

3: Duties of Employees

It shall be the duty of every employee whilst at work to:

- Take reasonable care for the health and safety of themselves;
- Take reasonable care for the health and safety of other persons who may be affected by their acts or omissions at work;
- Cooperate with their employer, or any other person, or any of the relevant statutory provisions so far as is necessary, to enable that duty or requirement to be performed or complied with.

4: Duties of Other Persons

It is the duty of persons designing, manufacturing, importing or supplying articles or substances for use at work to:

- Ensure they are safe without risk to health when properly used;
- Carry out tests or examinations as may be necessary to ensure they are safe and without risk to health when properly used;
- Provide any information necessary to ensure they are safe without risk to health when properly used;
- Enable anyone erecting or installing articles for use at work to ensure they are safe and without risk to health when properly used.

5: Duties of the Committee

The duties of the safety officer include:

- Advising staff and volunteers in order to assist the fulfilment of the responsibilities for health and safety;
- Advising on safety aspects in the design and use of plant and equipment and where necessary, the checking of new equipment before commissioning;
- Carrying out periodic inspections to identify unsafe plant, unsafe working conditions and unsafe working practices, to report the results of such inspections and make recommendations for any remedial action;
- Promoting and, where appropriate, participating in safety education programmes to raise the level of safety awareness within the organisation;
- Investigating accidents, assessing possible causes of injury and circumstances likely to produce accidents, and the tendering of reports and advice to prevent recurrence;
- Developing, revising and, when necessary, updating the organisation's policies and procedures to ensure compliance with all relevant health, safety and environmental legislation.

6: Statutory Provisions

Under the Health and Safety at Work etc. Act 1974 there is a common duty on all persons at work to operate in a safe manner, and this duty is enforceable at law. The breach of the relevant statutory provisions is a criminal offence. Employees may be liable to prosecution as may other persons (e.g. manufacturers) who are in breach of any duty imposed upon them by such statutory provisions. Friends of Victoria Park, Stretford and any employee who endangers the health and safety of any other person is liable to prosecution, irrespective of whether their conduct is a breach of any specific rule or not.

7: Collective responsibilities

The effective implementation of the Friends of Victoria Park, Stretford Health and Safety Policy requires a participation of all employees although the overall responsibility lies with Friends of Victoria Park, Stretford's Committee. The Committee accepts that this accountability forms an integral and essential part of their

responsibilities, ranking equally with all other Friends of Victoria Park, Stretford's commitments and objectives.

HEALTH AND SAFETY POLICY - IMPLEMENTATION

8: Committee

The Committee of Friends of Victoria Park, Stretford are responsible for the effective implementation of the Health and Safety Policy by:

- Keeping themselves informed of all the incidents of accidents occurring on Friends of Victoria Park, Stretford's premises or events, both to Friends of Victoria Park, Stretford's employees and to other persons;
- Keeping under review all safety measures, instructions, training and to ensure the health and safety and welfare of all employees and other persons whilst on Friends of Victoria Park, Stretford's premises or on or about its vehicle(s);
- Being available to receive safety delegates and to attend safety meetings as required;
- Making available such resources as are required in order that Friends of Victoria Park, Stretford's may execute its statutory duties under all health and safety legislation.

9: Friends of Victoria Park, Stretford's H&S Officer

- Friends of Victoria Park, Stretford's H&S Officer is responsible for the effective implementation of Friends of Victoria Park, Stretford's Health and Safety Policy within his/her area of control by:
- Keeping himself/herself informed of all incidents and accidents within premises under his/her control and any other situation which involves staff on duty anywhere else;
- Inspecting the premises under his/her control to check that the safety measures are being maintained and that safe systems of work are being followed in the method of work and in the work place generally, as determined in Friends of Victoria Park, Stretford's Policies and Procedures;
- Instructing those under his/her control and within premises under his/her control, precisely and clearly as to their duties with regard to the safety of themselves and all other within their areas of control;
- Informing employees of any hazards to health and safety encountered in the course of their work, the precautions to be taken and their duties to safeguard their health and general well-being;
- Making himself/herself readily available to receive and discuss health and safety queries raised by employees under his/her control;
- Maintaining an up to date knowledge of legislative and statutory requirements relevant to his/her area of responsibility and ensure they are complied with;
- Ensuring that all new plant and equipment meets the acceptable safety standards prior to final purchase and commission;
- Ensuring that any Contractors employed are conversant with Friends of Victoria Park, Stretford's Safety Policies and Procedures and adopt safe methods of work, and see that all written commissions are correctly completed and signed.

10: Friends of Victoria Park, Stretford's Employees

All Friends of Victoria Park, Stretford's employees have a duty of care to themselves and to all other persons in the workplace and therefore must:

- Observe all health and safety rules at all times;
- Familiarise themselves with all safety operating procedures and instructions applying in any work place and in any job to which they may be allocated;
- Use appropriate safety devices and equipment to ensure compliance with statutory regulations and appropriate Friends of Victoria Park, Stretford's Policies and Procedures;
- Immediately upon detection report any defects or health hazard to their immediate manager or the Director;
- Assist in the maintenance of good housekeeping standards at all times;
- Report any accidents or plant damage immediately to their immediate manager or the Director, whether injuries are caused or not, and assist in the investigation of the accident;
- Co-operate in the work of the Committee and in the inspections of the work place as required.

11: Responsibilities of Contractors

All the tender documents and contracts for service that are agreed between Friends of Victoria Park, Stretford's and contractors will set out the contractors' responsibilities to Friends of Victoria Park, Stretford for the safety of its employees, those for whom Friends of Victoria Park, Stretford provides a service, and the public. The responsibility of the contractors when working on Friends of Victoria Park, Stretford's premises will be to provide adequate supervision and monitoring by:

- Ensuring reasonable care for the protection of their own employees;
- Ensuring that all reasonable care is taken for the protection of Friends of Victoria Park, Stretford's employees and those for whom Friends of Victoria Park, Stretford provides a service;
- Ensuring that their employees abide by any health and safety arrangements for the premises where the work is being undertaken;
- Ensuring safe access and egress;
- Providing that any such equipment, articles or substances provided for use at Friends of Victoria Park, Stretford's premises is safe and maintained as such;
- Ensuring that prior arrangements are made with Friends of Victoria Park, Stretford relevant to create a safe place of work.

12: Health and Safety Arrangements

The following arrangements are in place for Friends of Victoria Park, Stretford to ensure that all systems, procedures and policies in respect of health and safety are designed to ensure the provision of a safe working environment and to prevent any personal injury and damage to property, and to protect all persons, including employees and members of the general public, who may be present on Friends of Victoria Park, Stretford's premises.

12.1 Safety Inspections

These will be undertaken at regular intervals with the Committee.

12.2 Electrical Safety

This will be undertaken in accordance with the requirements of the Electricity at Work Regulations 1989.

12.3 Health and Safety Training

Friends of Victoria Park, Stretford will provide adequate and appropriate Health and Safety training for all employees including induction training and skills training.

12.4 Accident Statistics and Reporting Procedures

Friends of Victoria Park, Stretford will maintain all necessary accident statistics and monitor and, where appropriate, improve existing reporting procedures.

12.5 Waste Policy

Friends of Victoria Park, Stretford's will ensure that it's waste is dealt with according to the requirements of the Environmental Protection Act 1990.

12.6 Staff Medicals and First Aid Arrangements

Friends of Victoria Park, Stretford will ensure that all members of staff are provided with medical inspections where appropriate and that all the requirements of the Health and Safety (First Aid) Regulations 1981 are complied with.

12.7 Health and Safety Annual Review

Friends of Victoria Park, Stretford authorise the H&S Officer to undertake an annual review of all work currently undertaken in the workplace and to report findings and recommendations to the Committee.



FOVPS - Accident & Emergency Policy

Accident / Injury

If a person has an accident whilst with the Friends of Victoria Park, Stretford the situation will be assessed by a member of the Friends of Victoria Park, Stretford and if necessary the person will be taken to see a doctor immediately or the emergency services will be called. The parents/carers/guardian/next of kin will be contacted also.

At each event we will have at least one qualified first aider present.

In the event of an accident Friends of Victoria Park, Stretford volunteers will:

- Deal with any minor accidents using the first aid kits.
- Evaluate the incident and act appropriately or seek advice immediately from the chairperson / Vice Chairperson / H&S Officer
- Call for the emergency services if required.
- Evacuate the area if required using the nearest available park exits.
- Write all information, including names of witness(es), on the accident form / accident book
- Get parents/carers/guardians/next of kin, on picking up the person, to sign the accident form / accident book and read the information regarding the incident.

Emergency / Major Incident

In the event of an emergency situation such as a fire, bomb threat or other serious incident the following procedure will be adopted:

- The Chairperson or vice chair or H&S officer will take control of the situation instructing the committee members / friends.
- The immediate area will be evacuated if required by using the nearest suitable exits.
- The emergency services will be called as appropriate giving a clear, concise description of what has occurred and what is required.
- Ensure that any witnesses / park users are kept calm and available as required for the emergency services.



FOVPS - Environmental Policy

Friends of Victoria Park, Stretford will promote environmental awareness so that all committee members, staff, volunteers and park users are familiar with the commitments and objectives set out in this policy. The implementation of the policy will be the responsibility of the committee who will also ensure that it is reviewed every year.

Our key policy objectives are:

The use of Water and Energy: Wherever possible we will:

- Support the use of renewable energy sources
- Use energy efficient equipment and applications
- Seek ways to reduce water consumption and minimise waste
- Avoid using environmentally damaging substances, which will cause pollution to enter the drainage systems.
- Buy Fairtrade products wherever possible

Use of Resources and Materials: Wherever possible we will:

- Purchase products which are made from sustainable materials/sources
- Make use of and buy locally made goods and services
- Increase and encourage the use of electronics communications (e-mails) to reduce use of paper
- Promote the enhancement, protection and preservation of bio-diversity in the area

Waste and Recycling: Wherever possible we will:

- Reduce the production of material waste
- Encourage reuse, recycling, repair of materials and products

Travel: Wherever possible we will:

- Make every effort to avoid unnecessary travel by car and encourage car sharing
- Encourage the use of public transport, cycle or walking

Achieving Environmental Objectives:

We are committed to:

- Identifying ways in which this commitment to the environment can be developed into possible action in the community, and to discover ways of measuring the progress made.
- Developing and promoting more sustainable lifestyles within the community.
- Working with other local agencies and community projects to promote environmental awareness and to develop environmental policy.



FOVPS - Vulnerable Adult Protection Policy and Procedures

Purpose: A vulnerable adult can be defined as a person (over 18 years) who is, or may be, in need of community care services or support due to a mental illness/disorder or a physical disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation (definition adapted from the Law Commission Report 1995). The welfare of vulnerable adults is a concern of Friends of Victoria Park, Stretford, and we aim to provide an environment within which vulnerable adults are safe and secure.

Service Definitions: 'Abuse' can include:

Physical – hitting, smacking, nipping, force feeding, biting

Psychological – verbal abuse, threats to harm, humiliation, intimidation

Sexual – rape, sexual harassment, not consenting to sexual activities

Financial or material – theft, fraud, exploitation, possessions or benefits

Neglect – lack of physical, social and health care

Discriminatory – swearing and name calling which involve racist remarks or about a person's disability, age or gender

Procedures: This policy operates alongside the following:

Friends of Victoria Park, Stretford operates a Safe Recruitment policy to ensure, as far as possible, that staff and volunteers are suitable people to work with vulnerable adults.

Training: All staff and volunteers receive this procedure, so that they are better able to recognise signs of abuse, and are clear about action they must take.

Role of Designated Person: The duties of the Designated Person are:

1. To ensure that all staff and volunteers are aware of the requirement to report any suspicion of a vulnerable adult abuse to the vice-chairperson or designated person.

2. To report all cases of suspected abuse towards a vulnerable adult to Social Care and Health or the Police.

The name and contact details of the Designated Person (Shelly Quinton-Hulme) are 20 Moreton Avenue, Stretford, Manchester, M32 8BP, 0161 864 1174.

Responding to Disclosure – Advice for Staff/Volunteers:

1. When a vulnerable adult discloses abuse to any member of staff, the member of staff must inform the vulnerable adult that it may be necessary to share the information with someone else in order that further harm is prevented.

2. Keeping this confidential when a member of staff has been informed of an alleged abusive situation is not an option.

3. You can only promise to act in what you know to be in the best interests of the vulnerable adult, and that you will keep them informed of what is happening.

4. Listen carefully to what the vulnerable adult is saying.

5. Take seriously that the vulnerable adult is saying.

6. Do not ask detailed questions or press the vulnerable adult for more information as this will prejudice any investigation.
7. Do not make judgements or say anything about the alleged abuser.
8. Write down carefully what the vulnerable adult states as soon as possible including date, time, location and sign your record.
9. Any information shared with the Friends of Victoria Park, Stretford is confidential and will not be discussed with anyone not directly involved in the investigation.
10. Keep the vulnerable adult informed of any actions you are preparing to take.
11. Make sure the vulnerable adult is safe and supported whilst under your supervision.
12. Inform the Designated Person of the disclosure at the earliest opportunity. They will make a referral to either Social Care and Health or the Police.
13. In the event of Designated Person being unavailable, staff must report the disclosure to Social Care and Health, or the Police.



FOVPS – Child Protection Policy Code of Conduct

You should:

- Always put the care, welfare and safety needs of a child first
- Respect a child's right to be involved in making choices and decisions which directly affect them
- Respect a child's culture (e.g. faith and religious beliefs) and right to privacy and personal space
- Respond sensitively to children who seem anxious about participating in certain activities
- Speak to someone in charge immediately if you are worried about a child
- Be aware of and sensitive to the vulnerabilities of some children e.g. children with a disability; children from Gypsy and Traveller Communities; black minority ethnic children
- Avoid being alone with children. Ensure that when working with children you are at least within sight and hearing of other adults
- Listen carefully to any child who 'tells you' they are being harmed and report immediately to the person in charge/ Designated Person
- Never dismiss what a child tells you as 'lies' or exaggeration
- Always set an example you would wish others to follow
- Always give constructive feedback and not negative criticism
- Always ensure that first aid is administered by people who have relevant training and qualifications

You should not:

- Exaggerate or trivialise another member's concern about a child or ignore allegations or suspicion of abuse
- Discuss personal issues about a child or their family with others except the Designated Person where you are concerned about the child's well-being
- Make derogatory remarks, gestures or use inappropriate language in front of children
- Allow a child to be bullied or harmed by anyone in the organisation
- Allow children to swear or use sexualised language unchallenged

You must never:

- Hit, push or grab a child or young person
- Engage in sexually provocative games, including horseplay
- Allow others or yourself to engage in touching a child in a sexually provocative way
- Make sexually suggestive comments to a child, even in fun
- Engage in rough physical contact with a child unless it is permitted within the rules of the game, activity or conforms to guidance on appropriate physical restraint
- Form intimate physical or emotional relationships with children
- Harass or intimidate a child or worker/volunteer, particularly because of their age, 'race', gender, sexual orientation, religious belief, socio-economic class or disability
- Invite or allow children to stay with you at your home in the context of your role within the organisation



Child Protection Policy

Name of organisation: Friends of Victoria Park

Policy Statement

We are committed to practice which protects children from harm. Staff and volunteers in this organisation accept and recognise our responsibilities to develop awareness of the issues which cause children harm.

This policy is based on the following principles:

- The welfare of the child is paramount;
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- All staff (paid/unpaid) have a responsibility to report concerns to the Designated Person with responsibility for child protection.
- Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred.

We will aim to safeguard children by:

- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers.
- Sharing information about child protection and good practice with children, parents and carers, staff and volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Carefully following the procedures for recruitment and selection of staff and volunteers.
- Providing effective management for staff and volunteers through support, supervision and training.
- We are committed to reviewing our policy and good practice regularly.

This policy sets out agreed guidelines relating to the following areas:

- Responding to allegations of abuse, including those made against staff and volunteers
- Recruitment of Staff and volunteers
- Supervision of organisational activities
- Photography, publications, trips away and transportation
- Bullying

1. Definitions of abuse

These definitions are based on those from Working Together to Safeguard Children

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing harm to a child.

Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described as factitious illness, fabricated or induced illness in children or "Munchausen Syndrome by proxy" after the person who first identified this situation.

A person might do this because they enjoy or need the attention they get through having a sick child. Physical abuse, as well as being the result of a deliberate act, can also be caused through omission or the failure to act to protect.

Emotional abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe they are worthless or unloved, inadequate or valued only insofar as they meet the needs of the other person.

It may feature age or developmentally inappropriate expectations being imposed on children. It may also involve causing children to feel frequently frightened or in danger, or the exploitation or corruption of a child.

Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex, or non-penetrative acts such as fondling.

Sexual abuse may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Boys and girls can be sexually abused by males and or females, by adults and by other young people. This includes people from all different walks of life.

Neglect

Neglect is the persistent failure to meet a child's basic physical and or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or a carer failing to provide adequate food, shelter and clothing, leaving a young child home alone or the failure to ensure that a child gets appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

It is accepted that in all forms of abuse there are elements of emotional abuse, and that some children are subjected to more than one form of abuse at any time. These four definitions do not minimise other forms of maltreatment.

Note

Recent guidance notes other sources of stress for children and families, such as social exclusion, domestic violence, the mental illness of a parent or carer, or drug and alcohol misuse. These may have a negative impact on a child's health and development and may be noticed by an organisation caring for a child. If it is felt that a child's well-being is adversely affected by any of these areas, the same procedures should be followed.

2. Recognising and Responding to Abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

Physical signs of abuse

- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls or games
- Unexplained bruising, marks or injuries on any part of the body

- Bruises which reflect hand marks or fingertips (from slapping or pinching)
- Cigarette burns
- Bite marks
- Broken bones
- scalds
- Injuries which have not received medical attention
- Neglect-under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care
- Repeated urinary infections or unexplained stomach pains

Changes in behaviour which can also indicate physical abuse:

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example, wearing long sleeves in hot weather
- Depression
- Withdrawn behaviour
- Running away from home

Emotional signs of abuse

The physical signs of emotional abuse may include;

- A failure to thrive or grow particularly if a child puts on weight in other circumstances e.g. in hospital or away from their parents' care
- Sudden speech disorders
- Persistent tiredness
- Development delay, either in terms of physical or emotional progress

Changes in behaviour which can also indicate emotional abuse include:

- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Being unable to play
- Attention seeking behaviour
- Fear of making mistakes
- Self-harm
- Fear of parent being approached regarding their behaviour

Sexual Abuse

The physical signs of sexual abuse may include:

- Pain or itching in the genital/anal area
- Bruising or bleeding near genital/anal areas
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy

Changes in behaviour which can also indicate sexual abuse include:

- Sudden or unexplained changes in behaviour e.g. becoming withdrawn or aggressive
- Fear of being left with a specific person or group of people
- Having nightmares
- Running away from home
- Sexual knowledge which is beyond their age or developmental level
- Sexual drawings or language
- Bedwetting

- Eating problems such as over-eating or anorexia
- Self-harm or mutilation, sometimes leading to suicide attempts
- Saying they have secrets they can not tell anyone about
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way with adults

Neglect

The physical signs of neglect may include:

- Constant hunger, sometimes stealing food from other children
- Constantly dirty or smelly
- Loss of weight or being constantly underweight
- Inappropriate dress for the conditions

Changes in behaviour which can also indicate neglect include:

- Complaining of being tired all the time
- Not requesting medical assistance and/or failing to attend appointments
- Having few friends
- Mentioning being left alone or unsupervised

3. What to do if you suspect that abuse may have occurred

1. You must report the concerns immediately to the designated person **Shelly Quinton-Hulme**

The role of the designated person is to:

- Obtain information from staff, volunteers, children or parents and carers who have child protection concerns and to record this information.
- Assess the information quickly and carefully and ask for further information as appropriate.
- They should also consult with a statutory child protection agency such as the local social services department or the NSPCC to clarify any doubts or worries.
- The designated person should make a referral to a statutory child protection agency or the police without delay.

2. Suspicions will not be discussed with anyone other than those nominated above.

3. It is the right of any individual to make direct referrals to the child protection agencies. If for any reason you believe that the nominated persons have not responded appropriately to your concerns, then it is up to you to contact the child protection agencies directly.

Allegations of physical injury or neglect

If a child has a symptom of physical injury or neglect the designated person will:

1. Contact the Multi Agency Referral and Assessment Team (MARAT) on 0161 912 5125 for advice in cases of deliberate injury or concerns about the safety of the child. The parents should not be informed by the organisation in these circumstances.
2. Where emergency medical attention is necessary it will be sought immediately. The designated person will inform the doctor of any suspicions of abuse.
3. In other circumstances speak with the parent/carer/guardian and suggest that medical help/attention is sought for the child. The doctor will then initiate further action if necessary.

4. If appropriate the parent/carer will be encouraged to seek help from Social Services. If the parent/care/guardian fails to act the designated person should in case of real concern contact social services for advice.
5. Where the designated person is unsure whether to refer a case to Social Services then advice from the Local Children's Safeguarding Board will be sought.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse the designated person will:

1. Contact the MARAT duty social worker for children and families directly. The designated person will not speak to the parent (or anyone else)
2. If the designated person is unsure whether or not to follow the above guidance then advice from the Local Children's Safeguarding Board will be sought.
3. Under no circumstances is the designated person attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the designated person is to collect and clarify the precise details of the allegation or suspicion and to provide this information to Social Services whose task it is to investigate the matter under section 47 of the Children Act.
4. Whilst allegations or suspicions of sexual abuse should normally be reported to the designated person, their absence should not delay referral to Social Services.

4. Responding to a child making an allegation of abuse

- Stay calm, listen carefully to what is being said
- Find an appropriate early opportunity to explain that it is likely that the information will need to be share with others-do not promise to keep secrets
- Allow the child to continue at his/her own pace
- Ask questions for clarification only, and at all time avoid asking questions that suggest a particular answer
- Reassure the child that they have done the right thing in telling you
- Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the child's own words as soon as possible, note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated

Helpful statements to make

- I believe you (or showing acceptance of what the child says)
- Thank you for telling me
- Its not your fault
- I will help you

Do not say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure that this is true?
- Why? Who? When? Where?
- Never make false promises

5. What to do after a child has talked to you about abuse

The procedure

1. Make comprehensive notes as soon as possible (ideally within 1 hour of being told) you should write down exactly what the child has said and what you said in reply and what was happening immediately before being told (i.e. the activity being delivered) You should record the dates, times and when you made the record. All hand written notes should be kept securely.

You should use the form "Reporting allegations or suspicions of abuse".

2. You should report your discussion with the designated person as soon as possible. If this person is implicated you need to report to (second designated person) If both are implicated report to Social Services.

3. You should under no circumstances discuss your suspicions or allegations with anyone other than those nominated above.

4. After a child has disclosed abuse the designated persons should carefully consider whether or not it is safe for a child to return home to potentially abusive situation. On these rare occasions it may be necessary to take immediate action to contact Social MARAT to discuss putting safety measures into effect.

6. Recruitment and appointment of workers and volunteers

In recruiting and appointing workers we will be responsible for the following:

- Identifying the tasks and responsibilities involved and the type of person most suitable for the job.
 - Drawing up the Selection criteria and putting together a list of essential and desirable qualifications, skills and experience.
 - All applicants should apply in writing and their application will cover their personal details, previous and current work/volunteering experience.
 - We will always send a copy of our child protection policy with the application pack.
 - We will make sure that we measure the application against the selection criteria
 - All applicants need to sign a declaration stating that there is no reason why they should be considered unsuitable to work with children. The Rehabilitation of Offenders Act (1974) requires that people applying for positions which give them "substantial, unsupervised access on a sustained or regular basis" to children under the age of 18 must declare all previous convictions which are then subject to police checks. They are also required to declare any pending case against them. It is important that your applicant in this particular category understands that all information will be dealt with confidentially and will not be used against them unfairly.
 - We will ask for photographic evidence to confirm the identity of the applicant e.g. their passport
 - We will request to see documentation of any qualifications detailed by the applicant.
 - We will always interview our candidates.
 - We will have at least two people from our organisation on the interview panel.
 - The same principles apply to young people who have been involved with the organisation and have become volunteers.
- **ALL volunteers and or staff whose primary function within the group's activities is associated with children [such as youth work / groups] will be subject to DBS checking.**

7. Allegations against a member of staff

We will assure all staff/volunteers that we will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child. Where there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation,
- A child protection investigation,
- A disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

Action if there are concerns

1. Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice; this will be dealt with as a misconduct issue.

- If the allegation is about poor practice by the Designated Person or if the matter has been handled inadequately and concerns remain, it should be reported to the Chair who will decide how to deal with the allegation and whether or not the organisation should initiate disciplinary proceedings.

2. Concerns about suspected abuse

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Designated Person, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The Designated person will refer the allegation to MARAT who may involve the police, or go directly to the police if out-of-hours.
- The parents or carers of the child will be contacted as soon as possible following advice from MARAT.
- If the Designated Person is the subject of the suspicion/allegation, the report must be made to the appropriate Manager or Chair who will refer the allegation to MARAT.

3. Internal Enquiries and Suspension

- The Designated Person will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries the organisation will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the organisation must reach a decision based upon the available information which could suggest that on a balance of probability; it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout

8. Supervisory arrangements for the management of activities and services.

We will aim to protect children from abuse and our team members from false allegations by adopting the following guidelines:

- ❖ Our team members will record any unusual events on the accident/incident form.
- ❖ Written consent from a parent or guardian will be obtained for every unaccompanied child attending our ongoing projects/activities.
- ❖ Where possible our team members should not be alone with a child, although we recognise that there may be times when this may be necessary or helpful
- ❖ Team members should escort children of the same sex to the toilet but are not expected to be involved with toileting, unless the child has a special need that has been brought to our attention by the parent/guardian.
- ❖ We recognise that physical touch between adults and children can be healthy and acceptable in public places. However our team members will be discouraged from this in circumstances where an adult or child is left alone.
- ❖ All team members should treat all children with dignity and respect in both attitude language and actions.

9. Photographing, videoing and filming.

Publications and websites are a great way to promote the achievements of children, however, there is evidence that some people have used activities as an opportunity to take inappropriate photographs or film footage of children. Some children may be subject to statutory Child Protection measures and to reveal their whereabouts may place them at risk. The following measures are recommended as good practice and will contribute to a child's safe participation in your organisation:

- ❖ Consent should always be obtained from the parent and child
- ❖ Anyone wishing to photograph or film children must obtain permission from the Designated Person for the organisation
- ❖ No unsupervised access or one-to-one sessions are to be permitted unless this is absolutely necessary and has been approved in advance by the child, parent and Designated Person
- ❖ The organisation reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated

- ❖ People are made aware where they can report concerns about the use of photographs and films i.e. the Child Protection Officer for the organisation and/or the police
- ❖ Designate a child protection officer for the trip someone to co-ordinate the arrangements to safeguard the safety and welfare of children during the trip and to act as the main contact for dealing with any concerns about the safety and welfare of children whilst away from home

10. Publications and websites

Always obtain consent from the child and parent before displaying pictures or information

- Never include personal information that could identify a child or place a child at risk e.g. full name, home address, e-mail address, telephone number, dates, place and times activities take place. Instead give the contact details of a group leader who can deal with requests for information about the organisation
- Never depict children in a provocative, demeaning or tasteless manner.

11. Transporting children and trips away

- Request written parental consent and ensure vehicles are correctly insured.
- Inform another member of the organisation that you are transporting a child giving details of the route and the anticipated length of journey.
- Take all reasonable safety measures e.g. child in the back seat, seatbelts worn, booster seat where necessary. For further information visit: www.thinkroadsafety.gov.uk/
- Ensure, where possible, a male and female accompany mixed groups of children
- Always plan and prepare a detailed programme of activities and ensure copies are available for other members and parents
- Ensure the accommodation and sleeping arrangements are suitable
- Always have a list of emergency contacts and medical information available
- Ensure that there has been a thorough assessment of the risks and that appropriate adult-child ratios for supervision are in place

12. Bullying

Bullying is a form of abuse. It may be seen as particularly hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves. In some cases of bullying it may not be an adult bullying a young person. Children and young people may also be responsible for bullying. Bullying can take many forms including:

- **Physical** e.g. hitting, kicking, theft
- **Verbal** e.g. threats or name-calling
- **Emotional** e.g. isolating a child from the activities
- **Harassment** e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress.

Bullying can be difficult to identify because it often happens away from others and victims do not often tell. There may be some signs which indicate a child is being bullied:

The child or young person may:

- Hesitate to come to the group or is reluctant to be with particular individuals
- Often be the last one picked for a team or gets picked on
- Have clothing or personal possessions go missing or damaged
- Have bruising or some other injury, become uncharacteristically nervous/ withdrawn or aggressive

Helping the child or young person:

- Take bullying seriously. Ensure the child is safe
- Encourage all children to speak and share their concerns
- Reassure the victim that you can be trusted and will help, although you cannot promise to tell no one else.
- Keep records of what is said i.e. what happened, by whom and when.
- Report any concerns to the person in charge at the organisation where the bullying is occurring.

Action towards the bully:

- Try to help the bully to understand the consequences of his/her behaviour and seek an apology from the bully
- Inform the bully's parents/guardians and impose sanctions as necessary.
- Encourage and support the bully to change behaviour

13. Support and Training

We are committed to the provision of child protection training for all our team members.



FOVPS - Equality and Diversity Policy and Procedures

1 COMMITMENT

Equality and diversity are central to the work of Friends of Victoria Park, Stretford.

- Friends of Victoria Park, Stretford will treat all people with dignity and respect, valuing the diversity of all.
- It will promote equality of opportunity and diversity.
- It will eliminate all forms of discrimination on grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation, religion/ belief, irrelevant offending background or any other factor irrelevant to the purpose in view.
- It will tackle social exclusion, inequality, discrimination and disadvantage

For this policy to be successful, it is essential that everyone is committed to and involved in its delivery. Friends of Victoria Park, Stretford's goal is to work towards a just society, free from discrimination, harassment and prejudice. Friends of Victoria Park, Stretford aims to embed this in all its policies, procedures, day-to-day practices and external relationships.

2 AIMS

Friends of Victoria Park, Stretford aims to:

- Provide services that are accessible
- Promote equality of opportunity and diversity in volunteering, employment and development
- Create effective partnerships with all parts of our community.

3 OBJECTIVES

Friends of Victoria Park, Stretford's objective is to realise its standards by:

- Sustaining, regularly evaluating and continually improving its services to ensure equality and diversity principles and best practice are embedded in our performance to meet the needs of individuals and groups.
- Working together with the community to provide accessible and relevant service provision that responds to service users' needs / desires.
- Ensuring staff, volunteers and trustees are representative of the community served and the employment policies are fair and robust.
- Responding to volunteer's & employees' needs and encouraging their development to increase their contribution to effective service delivery.
- Recognising and valuing the differences and individual contribution that all people make to the organisation.
- Challenging discrimination.
- Providing fair resource allocation.
- Being accountable.

4 WHY HAVE THIS POLICY?

Friends of Victoria Park, Stretford recognises respects, and values diversity in its employees, volunteers and service users.

The Organisation has this policy because it is a people-led organisation that must always ensure it meets the needs of the community through fair and appropriate employment and development of the people who work and volunteer for Friends of Victoria Park, Stretford.

5 PROCEDURES

Responsibility for Implementation

This policy covers the behaviour of all people employed or volunteering in Friends of Victoria Park, Stretford or using the services and sets out the way they can expect to be treated in turn by the organisation. The overall responsibility for ensuring adherence to and implementation of this policy lies with the staff and the Committee.

Method of Implementation

Friends of Victoria Park, Stretford intends to implement this policy by:

- Ensuring that it is a condition of paid employment in the organisation.
- Ensuring that Committee members, volunteers and users are made aware, understand, agree with, and are willing to implement, this policy.
- All staff and volunteers will be given a copy of this policy as part of their induction.
- Actively encouraging staff, Committee members and volunteers to participate in anti-discriminatory training, and making time and resources available for such training.
- Monitoring the services, publicity and events provided by the organisation, to ensure that they are accessible to all sections of the population and do not discriminate, and taking active steps to ensure that participation is representative.

Monitoring and Reviewing

Friends of Victoria Park, Stretford has declared its commitment to establishing, developing, implementing and reviewing a policy of equality of opportunity. Effective record keeping and monitoring, and acting on information gathered, are essential in order to measure effectiveness and plan progress. The management committee will review this policy annually.



FOVPS - Equal Opportunities Code of Conduct

The Friends of Victoria Park, Stretford operates a non-discriminatory policy regarding the volunteering opportunities available.

No volunteer will be discriminated against on the grounds of:

- age
- HIV / antibody status
- ethnicity
- gender
- learning difficulty
- mental health difficulty
- physical or sensory impairment
- political belief
- nationality
- religion
- marital status
- sexual orientation
- unrelated criminal conviction or by conditions or requirements which cannot be shown to be justifiable.

Exceptions will be made only where such discrimination can objectively be justified.

Any volunteer is free to challenge a decision made via the Problem Solving/Complaints / Grievance Procedure.

What is a committee & how does it work?

What is a committee?

A committee is a group of people who take on the responsibility of managing a community group, voluntary organisation, charity, trust or social enterprise. Since Voluntary Sector organisations, as we would class all of the above, have a range of different legal structures (e.g. Registered Charities, Companies Limited by Guarantee, Unincorporated Organisations), committees can be described in different ways as follows:

- Board of Trustees (Registered Charity)
- Board of Directors (Company Limited by Guarantee)
- Committee / Management Committee (Unincorporated Organisation)

Whatever structure an organisation or group has, all committees have certain responsibilities in common. It is these common responsibilities we will outline in this guide.

How do committees work?

Committees are normally made up of between three and twelve people, and should meet regularly to make decisions about the direction of the organisation or group. It is possible to have more than twelve people on a committee, but the more people you have round the table, the more difficult it can become to reach agreement on decisions.

The committee is responsible for making sure that the organisation sticks to its aims and objectives as detailed in the Constitution (see the Constitution Information Leaflet). As committees have overall responsibility for the management of an organisation's affairs, committee members can face personal liability should things go wrong. That is why it is important to meet regularly and make sure that the correct information comes to meetings so that committee members can make informed decisions.

To summarise then, being on a committee involves:

- Having a shared sense of purpose (following aims & objectives)
- Providing direction and leadership
- Taking collective responsibility
- Dealing with compliance issues (e.g. Registered Charities must follow Charity Law requirements)
- Being accountable to stakeholders (e.g. members, funders, service users, the wider community)

For new organisations and groups, this can seem like a daunting list! However, being a committee member can add lots of additional skills and experience to your CV, as well as strengthening skills you already have. This is the case whether you are involved with a very small, volunteer-only group such as a local gala committee or if you are on the Board of a large service-providing charity employing staff and managing premises - you may gain/strengthen experience and skills in a range of areas including:

- Project management
- Budgeting/Financial management
- Fundraising
- Negotiation

- Communication
- Employment Law
- Organising events
- Community engagement
- Advocacy and networking

All committees need people with a mixture of skills to be able to meet their responsibilities. Many people choose to get involved because they want to give something back to their local community or support a good cause as well as recognising that committee work can bring benefits to the individual.

What makes a good committee?

Many of us know of examples of committees that don't work. These are committees where meetings drag on and no actions are agreed, committee members do not take part in discussion or are discouraged from doing so, personal differences make it difficult to focus on the business at hand and so on. To work well, committees rely on the following:

- Members who understand their responsibilities and role
- Having the right mixture of skills, abilities and experience around the table
- Commitment to the role and the aims and objectives of the organisation or group
- Having a sense of purpose which translates into leadership
- An understanding of the boundaries between overall direction and day-to-day management (for organisations with staff)

Often committees form with the aim of making something happen in their local area or community; members have a clear sense of purpose and a list of jobs to be done. However, as the organisation develops and new people become involved, committees sometimes forget to take a step back every now and again and check whether or not they are meeting the requirements listed above.

What makes a good committee member?

Now that we've covered what is required from the whole committee, it's time to think about what is needed from individual committee members. A good committee member:

- Commits to preparing for and attending meetings
- Has a good understanding of the organisation, what it does and how it does it
- Is not afraid to ask questions
- Agrees to stick to the majority decision
- Supports fellow committee members and staff
- Acts as an advocate for the organisation

Most of the things covered in the above list may seem very obvious, but many existing committees find that if they honestly assess themselves against this list then there are usually some areas for improvement. For example, if you are a committee or Board member, have a look at the statements below. Which one is closest to where you are?:

I always arrive on time for meetings, having read all the papers and considered any questions I want to raise. I also make sure that any action points assigned to me at the last meeting have been progressed
I usually rush in for the meeting just as it's about to start. I print off the papers but don't always have time to read them beforehand. I'm involved in a few committees or I have lots of work/family commitments and it can be difficult to keep up with the committee work

In all honesty, most committee members are likely to fall somewhere in between these two categories. This is another good reason for committees to stop what they are doing every now and again and take part in a review session as described in the previous section. By doing this, you can identify any problem areas before they grow. Committee members sometimes need some support to help them stay involved, and it's usually much easier to provide this support than to have to recruit a new committee member.

Roles within a committee

As well as having general committee member positions, most committees also have Office Bearer positions which come with specific responsibilities. The most common Office Bearer positions are:

- Chair
- Treasurer
- Secretary

Some organisations will choose to have additional positions such as Vice-Chair - the Constitution will provide guidance on this

Main duties of the Chair

The Chairperson of an organisation has three main elements to his/her remit as follows:

- Assisting with the managerial direction of the organisation
- Planning and running meetings
- Acting as spokesperson/figurehead

The way that these three areas of responsibility break down into individual tasks will depend a bit on the organisation. For example, in small, volunteer-only organisations, the committee tends to be responsible not only for setting the direction but also for carrying out much of the work. In this type of organisation, the Chairperson will probably manage things on a day-to-day basis. However, in a larger organisation with staff, the Chair's role will be to support the Manager, not to get involved in day-to-day work.

If you are looking to recruit a new Chairperson, consider pulling together a Role Profile (a bit like a job description) if you do not already have one. You can use the headings above to structure the role profile, thinking of the individual tasks that have to be carried out under each one. It is always easier to recruit someone if you can be clear what the role responsibilities are.

Main duties of the Treasurer

The Treasurer also has three main areas of responsibility:

Keeping an overview of the finances of the organisation
Reporting into committee meetings
Making sure the organisation has the right financial policies and procedures in place

Again, the exact duties will vary depending on whether or not the organisation employs staff. In addition, if an organisation is a Registered Charity or a Company (or both), it will have to comply with specific financial regulations which will have a bearing on the treasurer's role.

Good management of finances is vital to the smooth running of the organisation. However, it is important to remember that while the Treasurer has a specific role within the committee in relation to money matters, the overall responsibility for financial management lies with the whole committee. Therefore, a key part of the Treasurer's role involves reporting to the committee on finances and it is important that everyone around the table understands the financial information given.

Main duties of the Secretary

The Secretary's main responsibilities are:

Supporting the administration of the organisation
Facilitating and supporting committee meetings

In small, volunteer-only groups, the Secretary's role is often crucial as he/she will probably have to deal with most of the paperwork. In larger organisations with Company status, the Company Secretary is a formal position with specific legal responsibilities in relation to liaising with Companies House. For nearly all organisations, the Secretary also has specific duties in relation to notifying members about Annual General Meetings

And Finally

Our constitution will give guidance as to who is eligible to stand for membership of the committee. It is important for all committees to be thinking about how they will attract new members on an ongoing basis; as mentioned above, there can be lots of benefits to the individual in getting involved. Many organisations now advertise, using local newspapers and community websites, when looking to recruit.

Appendix A



Volunteer Expenses Claim Form



Volunteer Name: _____

Date: ____/____/____

This form is to be used to record those expenses, which you have incurred whilst volunteering for us. It must be supported by an appropriate receipt.

<i>Date of Expenditure</i>	<i>Description of Expenditure</i>	<i>Total Amount Claimed</i>

Total Amount Claimed:

Approved for reimbursement by	
Payment issued on	
Amount paid	
Cheque number	
Received by	

Appendix B



Accident/ Injury Report Form

Part 1 Personal Details of Injured Person:

Full Name: _____ Date of Birth: _____

Address: _____

Postcode: _____

Telephone No. (home): _____ Mobile No: _____

Name and Address of Organisation: _____

Part 2 Injury Details:

When did the accident occur? Date: _____ Time: _____ am / pm

Where did the accident occur? _____

Did the injured person continue to volunteer at the activity after the accident/ injury?

Yes

No

If not, was he/ she admitted to hospital?

Yes

No

What was the injured person doing at the time of the accident and how did it happen?

What injuries were received? (Brief description with details of any treatment given)

Where there any witnesses to the accident/ injury? Yes No

If YES, please give their name/s:

Did a First Aider attend the accident/ injury? Yes No

If YES, what is their name:

Who was the accident reported by? (Name):

Who was in charge at the time of the accident? (Name):

Signed: _____ **Print Name:** _____ **Date:** _____

Appendix C



Parental / Guardian Consent form

..... has expressed an interest in volunteering with the Friends of Victoria Park. The friends group organise events throughout the year for local people to enjoy their local park. Volunteering may include helping out with family activities run by the friends group and attending occasional meetings in the community park building. The following details will be kept confidentially by Shelly Quinton-Hulme (Chairperson of FOVP)

I (Parent / Guardian).....give my consent

for..... to be involved in the activities run by the Friends of Victoria Park.

Child's date of birth/...../..... Age.....

Are you happy for us to inform your child of events through their email or text message? Yes/ No
If 'No', how would you prefer us to inform them (please state)

.....
.....

Your contact telephone number Mobile
Home Address

.....
.....
.....

Please tell us of any medical conditions or allergies that your child has

.....
.....
.....

A 2nd telephone number in-case of emergencies

.....

Signed (Parent / Guardian)

Date.....

(Tear Here) -----

Keep this section for your records

Please be aware that the Friends of Victoria Park have drawn up and adhere to a Child Protection Policy, in order to try and protect young people under their supervision. If you would like to see a copy of this policy, or you would like to speak to us with regards to the activities that your child might be involved with, please don't hesitate to call Shelly Quinton-Hulme on 07718287131

Appendix D



Friends of Victoria Park, Stretford - Recruitment Checklist

Name of Volunteer/Employee:

This checklist and a Personal Profile Form must be completed for all new volunteers / employees in our organisation.

- | | Y/N |
|--|----------------------|
| 1. Have you explained the need for vetting to the volunteer / employee? | <input type="text"/> |
| 2. Have you given the volunteer/employee an opportunity to read your Child Protection Policy and discussed any issues arising out of this with him/her? | <input type="text"/> |
| 3. Have you set up a personnel file for the potential volunteer / employee? | <input type="text"/> |
| 4. Has the volunteer/employee completed a Personal Profile form? (please attach the completed form to this check list) | <input type="text"/> |
| 5. Have you carried out the appropriate vetting, including DBS checks where required | <input type="text"/> |
| 6. Were the results satisfactory? | <input type="text"/> |
| 7. Have you taken up two written references? (please attach the references to this checklist) | NOT REQUIRED |
| 8. Have you followed up these references with either a telephone call or conversation? (please attach a written record with full details including the date of the call or conversation to this checklist) | NOT REQUIRED |
| 9. Has the above individual been approved as a volunteer/employee with your organisation? (You must be able to answer YES to questions 1 – 8 before signing this form) | <input type="text"/> |
| 10. The individual has produced the following forms of identification (at least two forms, one of which must be photographic) | <input type="text"/> |
| 11. Has the individual completed a self disclosure check? | <input type="text"/> |

Print Name:Signature:

Position in Organisation:Date:

Appendix E



Personal Profile Form

Organisation's Name: **Friends of Victoria Park, Stretford**

Personal Details:

Title: Mr/Mrs/Miss/Ms

Forename:

Surname:

Date of Birth: / /

Tel No (incl STD code):

Address:

Occupation: Currently Employed **Yes / No**

Qualifications/Training – Please enter details of any qualifications or training courses you have attended which are relevant to caring for or training children or young people.

Date(s)	Title of Qualification/Training Subjects Studied	Length of Course	Name of Organisation

Experience – Please give details of experience of working with under 18's or vulnerable people.

Where previously have you worked with young people under the age of 18?	In what capacity?	Between which dates?

Other comments:



Declaration – I have read and understood the organisation’s Child Protection Policy and agree to a DBS check if required. I agree to inform the organisation of any change in circumstances. I can confirm that I am not on the PoCA list [The Protection of Children Act], England & Wales or List 99, England & Wales, The Disqualified from Working with Children List, Scotland & Northern Ireland, The Disqualified from Working With Vulnerable Adults list, Northern Ireland. I understand that deliberately giving false information in respect of this can lead to prosecution.

Signature:

Date: / /

Appendix F



Self-Declaration Form

Rehabilitation of Offenders' Act 1974

The provisions of the Rehabilitation of Offenders' Act 1974 makes it unlawful for employers, or prospective employers, to take into account offences in relation to which the person concerned is deemed to be rehabilitated.

All sections of this form must be completed. The completed and signed form should be returned in a sealed envelope separate to the Personal Profile. The envelope shall only be opened if you are considered for interview/discussion.

Section A

First Name:

Last Name:

Date of Birth:

Place of Birth:

Section B

(a) If you have no previous convictions and do not have a court appearance pending, please tick this box and go straight to the DECLARATION section below.

(b) If you have had a previous conviction, or if you have a court appearance pending, please supply details below.

Date	Court	Details of Offence	Sentence

DECLARATION

- I have not withheld any information that may affect my application for appointment.
- I understand that false information or omissions may lead to my dismissal/withdrawal of offer.
- The information supplied above may be verified by Friends of Victoria Park, Stretford
- I am not listed on the PoCA list [The Protection of Children Act], England & Wales or List 99, England & Wales, The Disqualified from Working with Children List, Scotland & Northern Ireland, The Disqualified from Working With Vulnerable Adults list, Northern Ireland.

Signature:

Date:

Appendix G



Policy on the recruitment of ex-offenders & DBS Checking

We will treat any applicant for any position (paid or voluntary) within our organisation fairly and not discriminate unfairly against the subject of a DBS check on the basis of conviction or other information revealed.

We will request a DBS check only where it is necessary and relevant to the position sought.

Where a position requires a DBS check we will make this clear on the application form, job advert, and any other information provided about the post.

At interview/discussion we will ensure that open and measured discussions can take place on the subject of offences.

Failure to reveal information at interview/discussion, that is directly relevant to the position sought, could lead to withdrawal of an offer of a position (paid and unpaid).

At interview/discussion or when receiving a DBS check which shows a conviction, we will take into consideration:

- Whether the conviction is relevant to the position being offered.
- The seriousness of the offence revealed
- The length of time since the offence took place
- Whether the applicant has a pattern of offending behaviour
- Whether the applicant's circumstances have changed since offending took place.

We will ensure that all our members (staff or volunteers) involved in the recruitment process are aware of this policy and have received relevant training and support.

All applicants for posts that require a DBS check will receive a copy of this policy



Appendix H



Policy on the secure handling, use, storage and retention of Disclosure & DBS information

The Friends of Victoria Park, Stretford [We] will ensure the following practice.

- DBS checks will only be requested when necessary and relevant to a particular post and the information provided will only be used for recruitment purposes.
- We will ensure that an individual consents before using disclosure information for any purpose other than recruitment.
- Disclosure information will only be shared with those authorised to see it in the course of their duties.
- Where additional disclosure information is provided to our lead signatory and not to the disclosure applicant, our designated signatory will not disclose this information to the applicant, but will inform them that additional information has been provided, should this information affect the recruitment decision.
- Disclosure information will be stored in a locked non-portable container, for a maximum of six months. Only those authorised to see this information in the course of their duties will have access to this container.
- Disclosure information will be destroyed by shredding.
- No image or photocopy of the disclosure information will be made however, the following details may be retained :-
 - Date of issue of disclosure
 - Name of subject
 - Disclosure type
 - Position for which disclosure was requested
 - Unique reference number of disclosure
 - Recruitment decision taken
- We will ensure that those with access to disclosure information are aware of this policy and have received relevant training and support.
- We will make a copy of this policy available to any applicant for a post (paid/voluntary) with us that requires a disclosure.

Appendix I



Reporting allegations or suspicions of abuse

If you have any concerns about a Child / Vulnerable Adult being abused you should inform the designated person detailed below.

Organisation

Friends of Victoria Park, Stretford

Name

Shelly Quinton-Hulme

Job/Role

Chairperson

Address

20 Moreton Avenue, Stretford, Manchester, M32 8BP

Tel no

0161 864 1174, 07718287131

Appendix J



CONSTITUTION

Adopted on the 5th day of March 2002.
Amended and re-adopted on the 6th day of May 2010

A. Name:

The name of the Association is The Friends of Victoria Park, Stretford [The Group]

B. Administration:

Set out below the Group and its property shall be Administered and Managed in accordance with this constitution by the members of the Executive Committee, constituted by clause G of this constitution [the Executive Committee”]

C. Objects:

- The Groups objectives [“the objects”] are:
 - Improve leisure and sports facilities and recreational space within Victoria Park, Stretford
 - Improve security to provide a safe environment for the local residents and users of Victoria Park, Stretford.
 - Promote the facilities and raise the profile of Victoria Park, Stretford through public events and other appropriate methods.
 - To work together with residents, park users, local authorities, voluntary and other organisations to continuously improve the park.

D. Powers:

In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:

Power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;

Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;

Power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;

Power to appoint and constitute such advisory committees as the Executive Committee may think fit;

Power to do all such other lawful things as are necessary for the achievement of the objects.

E. Membership:

Membership of the Group shall be open to any person over the age of 18 years interested in furthering the objects.

Membership of the Group shall be open to any person under the age of 18 years interested in furthering the objects. Those aged under 18 are not eligible to fill the role as honorary officer.

Every member shall have one vote.

The Executive Committee may by unanimous vote and for good reason terminate the membership of any individual; provided that the individual concerned shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.

F. Honorary Officers:

At the Annual General Meeting of the Group the members shall elect from amongst themselves a Chairman, a Secretary and a Treasurer, who shall hold office from the conclusion of that meeting.

G. Executive Committee:

The Executive Committee shall consist of not less than 4 members nor more than 20 members being : the honorary officers specified in the preceding clauses; not less than 1 and not more than 17 members elected at the Annual General Meeting whom shall hold office from the conclusion of that meeting.

The Executive Committee may in addition appoint not more than 6 co-opted members but so that no-one may be appointed as a co-opted member if as a result, more than one third of members of the Executive Committee would be co-opted members. Each appointment of a co-opted member shall be made at a special meeting of the Executive Committee called under clause J and shall take effect from the end of that meeting unless the appointment is to fill a place which has not been vacated. In which case the appointment shall run from the date when the post became vacant.

All members of the Executive Committee shall retire from office together at the end of the Annual General Meeting each year but they maybe re-elected or re-appointed.

The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.

No person shall be entitled to act as a member of the Executive Committee whether on first or any subsequent entry into office until after signing in the minute book of the Executive Committee a declaration of acceptance and of willingness to act as trusts of the Group.

H. Determination of Membership of Executive Committee:

A member of the Executive Committee shall cease to hold office if he or she;

Is disqualified from acting as a member of the Executive Committee by virtue of section 72 of the Charities Act 1993 [or any statutory re-enactment or modification of that provision].

Becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;

Is absent without apologies of the Executive Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated; or

Notifies to the Executive Committee a wish to resign [but only if at least three members of the Executive Committee will remain in office when the notice of the resignation is to take effect].

I. Executive Committee Members not to be personally interested:

No member of the Executive Committee shall acquire any interest in property belonging to the Group [otherwise than as trustee for the Group] or receive remuneration or be interested [otherwise as a member of the Executive Committee] in any contract entered into by Executive Committee.

J. Meetings and Proceedings of the Executive Committee:

The Executive Committee shall hold at least three ordinary meetings each year. A special meeting may be called at any time by the Chairman or by any two members of the Executive Committee upon not less than 4 days notice being given to the other members of the Executive Committee of the matters to be discussed. If the matters include an appointment of a co-opted member then not less than 21 days notice must be given. The Chairman shall act a Chair at meetings of the Executive Committee. If the Chairman is absent from meetings, the Vice Chair shall be Chairman of the meeting.

There shall be a quorum when at least one third of the number of members of the Executive Committee, are present at a meeting.

Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question but in the case of equality of votes the Chairman shall have a second casting vote.

The Executive Committee shall keep minutes, of the proceedings at meetings of the Executive Committee and any sub-committee.

The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.

The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purposes of making an inquiry or supervising or performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee;
Provided that all acts and proceedings of any sub-committees shall be fully and promptly reported to the Executive Committee.

K. Receipts and expenditure:

The funds of the Group, including all donations, contributions and bequests shall be paid into an account operated by the Executive Committee in the name of the Group at such bank, as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Executive Committee.

All funds belonging to the Group shall be applied only in furthering the objects.

L. Property:

Subject to the provisions of sub-clauses [2] of this clause, the Executive Committee shall cause title to; all land held by or in trust for the Group which is not vested in the official custodian for charities; and all investments held by or on behalf of the Group.

To be vested whether in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Executive Committee at their pleasure and shall act in accordance with the lawful directions of the Executive Committee, the holding trustees shall not be liable for the acts and defaults of its members.

2] If a corporation entitled to act as custodian trustee has not been appointed to hold the property of the Group, the Executive Committee may permit any investments held by or in trust for the group,

to be held in the name of a clearing bank, trust corporation or any stock-broking company which is a member of the international stock exchange [or any such stock-broking company] as nominee for the Executive Committee, and may pay such a nominee for the Executive Committee any may pay such a nominee reasonable and proper remuneration for acting as such.

M. Accounts:

The Executive Committee shall keep accounting records for the Group;

The Executive Committee shall prepare annual statements of account for the Group;
The Executive Committee shall, if necessary, arrange the auditing or independent examination of the statements of account of the Group.

N. Annual Report:

The Executive Committee shall prepare an annual report.

O. Annual General Meeting:

There shall be an Annual General Meeting of the Group which shall be held in the month of April in each year or as soon as practicable therefore.

Every Annual General Meeting shall be called by the Executive Committee. The Secretary shall give at least 21 days notice of the Annual General Meeting to all the member of the Group. All the members of the Group shall be entitled to attend and vote at the meeting.

Before any other business is transacted at the first Annual General Meeting the persons present shall appoint a Chairman of the meeting. The Chairman shall be the Chairman of the subsequent Annual General Meetings, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairman of the meeting.

The Executive Committee shall present to each Annual General Meeting the annual report and accounts of the Group for the previous year.

Elections for committee members will be held annually.

P. Special General Meetings:

The Executive Committee may call a Special General Meeting of the Group at any time. If at least 6 members request such a meeting in writing stating the business to be considered the Secretary shall call such a meeting. At least 21 days notice must be given. The notice must state the business to be discussed.

Q. Procedure at General Meetings:

The secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every General Meeting of the Group. There shall be a quorum when at least one tenth of the number of members of the group for the time being or 6 members of the group, whichever is the greater, are present at any general meeting.

R. Notices:

Any notice required to be served on any member of the Group shall be in writing and shall be served by the Secretary of the Executive Committee on any member. Whether personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

Subject to the following provisions of the clause the Constitution may be altered by a resolution passed by not less than two third of the members present and voting at a general meeting. The

notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

S. Dissolution:

If the Executive Committee decides that it is necessary or advisable to dissolve the Group, it shall call a meeting of all members of the Group, of which not less than 21 days notice [stating the terms of the resolution to be proposed] shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have power to release any assets held by or on behalf of the Group. Any assets remaining after the satisfaction of any property debts and liabilities shall be given or transferred to such other charitable institution or institution having objects similar to the objects of the Group as the members of the Group determine. Or otherwise shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the group must be sent to the commission.

T. Arrangements until first Annual General Meeting:

Until the first Annual General Meeting takes place this constitution shall take effect as if reference in it to the Executive Committee were references to the persons whose signatures appear at the bottom of this document.

This constitution was amended and re-adopted on the date mentioned above, by the persons whose signatures appear at the bottom of the document.

Signed: _____
S. Quintan-Hulme
Y. F. Hweay
T. Sweeney
J. McDonald
H. P. Law
Blomke
Jean Napier
D. N. Kirkby
B. B. B. B.
M
C.A.B.
S. Ashby

Appendix K



I

Have Read, understood and agree to comply with all the

Friends of Victoria Park, Stretford Procedures:

I agree that I will update myself as procedures become amended
or new policies come into affect and I am informed of them by the
group chairperson

Signed:

Date:



Appendix L

EVENT PLANNING

- a) Check paperwork and all applicable licences are completed and agreed – event application to Trafford, any equipment requests have been done to Trafford, press releases have been done and sent to our press contacts, Websites have been updated, Facebook is updated
- b) Have posters been done and distributed to all for display in the noticeboards, Library etc, schools, park gates
- c) Have we got enough volunteers to staff the event, incl setting up and taking down?
- d) Are any other partner organisations coming? Do they need any of our resources? Do they have all details regarding the event?
- e) Have we got all required resources? Eg refreshments / milk / raffle / tombola / tables etc.
- f) Does everyone know timetable for event – setting up time etc. and where to meet?
- g) Has a float been organised from the Treasurer?
- h) Have all expenses been claimed for on expense sheet and given to the Treasurer for reimbursement?
- i) Who's taking photo's and writing the press release about the event? Make sure they get full names and ages of any children in the event photo's for the press.
- j) Who is in charge of the event in the case of an emergency? Who is attending any dignitaries or the press contact.
- k) Who is the first aider available at the event – must have one. Ensure Mobile phone available also and don't forget the lost child and first aid post is set up.
- l) Comply with any other policies and procedures we have in place – eg. Accident and emergency policy.