

Grundisburgh Village Hall

User Group Policy Suggestions

The village hall has its own procedures and policies. All policies for the Hall are listed on our website and are updated either as needed or on an annual basis.

We would encourage all users of the hall to have their own policies in place especially in regard to:

Safeguarding policies and procedures

These are vital for all organisations to use in their commitment to protecting children and adults at risk of harm from abuse.

An organisation's safeguarding policy and procedure defines how it operates to safeguard children and adults at risk of harm in order to provide staff and volunteers with the overarching principles that guide the organisations approach to safeguarding and protect them from harm.

Health and Safety Policy

Organisations should have their own Health and Safety policy based on how they use the facilities. Risk assessments could also be carried out. Organisation should consult with volunteers or employees on matters affecting their health and safety and devote the necessary resources in the form of finance, equipment, personnel and time to ensure health and safety.

Organisations should have or be aware of First Aid Provision and Fire and Emergency exits etc.

GDPR

If an organisation maintains information about its users, volunteers or customers it must understand the Data protection Principles as outlined in the Data Protection Act 20128 and UK GDPR.

These principles guide organisations on how to collect, store, use and disclose personal data.

Equality and Diversity

This policy would be to encourage, promote and celebrate equality, diversity and inclusion in all the organisations activities and services and to ensure equal access to services, jobs and volunteer opportunities. It should also create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all volunteers or staff are

recognised and valued.

Insurance

While Public liability insurance is not legally required by UK law if an organisation interacts with the public or hold events it is worth considering an insurance policy that will protect individuals and the organisation. There are many specific insurance policies available for small organisations and for different types of activity.

Governance

The club or organisation should implement good governance principles such as structure, standards, conduct and implement policies and procedures to ensure that they meet the needs of their members and users and community.

There are many examples of policies and procedures that a club or organisation can look at for ideas to create policies. Templates are also available for organisations to use.

If you want to start with an organisation health check to see what you may need to do you can use the link below.

[CAS Organisation HealthCheck - Community Action Suffolk](#)