



Policies & Procedures Handbook

Version 1 (approved 21st November 2019)
Review due November 2020

Policies & Procedures Audit and Review

Baldernock Community Development Trust (BCDT) Board of Directors is responsible for ensuring that the organisation has appropriate policies and procedures in place to guide the work of the organisation and safeguard the interests of those who work for or on behalf of the organisation and of those the organisation works with.

BCDT policies and procedures will be reviewed annually and updated as required to ensure they remain adequate and relevant.

Policies & Procedures Implementation and Monitoring

All BCDT directors, staff and volunteers will work in accordance with BCDT policies and procedures.

It will be the responsibility of the Board of Directors to ensure that all directors, staff and volunteers are familiar with the policies and procedures in this handbook, monitor that they are being adhered to, and take appropriate action for any breaches of policy or procedure.

Named Contacts

Safeguarding Officer: Kate Currie, 01360620931 or 07980904792,
katemenzies1@yahoo.co.uk

Data Protection Officer: Lesley Wiseman, 01360620359 or
07810698678, lesley.wiseman@hotmail.com

Health and Safety Officer: Mark Hazell, 07880 690995,
mark@hazell.org.uk

Policies & Procedures Handbook Contents

Contents

Policy on Safeguarding Children, Young People and Vulnerable Adults	4
Safeguarding Procedure to be followed in cases of disclosure or concern....	8
Policy on Anti Bullying and Harassment	14
Policy on Confidentiality and Data Protection.....	16
Policy on Data Security.....	19
Policy on Health and Safety	21
Incident reporting procedure	21
Policy on Personnel	21
Policy on Equality and Inclusion	23
Policy on Environmentally Friendly Practice	24

Policy on Safeguarding Children, Young People and Vulnerable Adults

BCDT aims to provide a safe and secure environment for its activities and events which can be accessed by members of the local and neighbouring communities including children, young people and vulnerable adults. This policy covers expectations of directors, staff members and volunteers who participate in events or activities on behalf of BCDT. Safeguarding of all is a responsibility shared by all BCDT directors, staff members and volunteers who are expected to familiarise themselves with this policy and associated procedures.

In most cases children will be accompanied by an adult (a parent or carer) who will take responsibility for them. Young people (defined as secondary school age for the purposes of this policy) and vulnerable adults may attend activities independently. Any organised events/activities where unsupervised children, young people or vulnerable adults are present will have at least one BCDT director, staff member or volunteer with appropriate experience, training and (where appropriate) full PVG check in attendance. All directors, staff members or volunteers who are members of the Disclosure Scotland PVG scheme are responsible for ensuring that they keep their contact and employment details up to date (<https://www.mygov.scot/manage-pvg/>).

Expectations of everyone working with children, young people and vulnerable adults include:

- Respecting privacy and preserving dignity at all times;
- Having sufficient personnel so that there are no occasions where the worker is in an isolated situation with a child, young person or vulnerable adult other than in a public area;
- Fully understanding the expectations of staff working with that particular age group and having clear procedures for any intimate care (such as changing nappies);
- Avoiding physical contact other than that necessary for the care of individuals and being aware of what is acceptable for them;
- Knowing that all forms of verbal abuse, aggression or manipulative behaviour are totally unacceptable, refraining from such acts and reporting any infringements.

Additional Guidance on Safeguarding Children and Young People

The following additional guidance follows the National Guidance for Child Protection in Scotland/2014 (Scottish Government). For ease of reference we will use the term 'national guidance' when referring to this document throughout the policy.

The national guidance sets out common standards for child protection services in Scotland making it clear how all agencies should work together, where appropriate, to respond to concerns early and effectively, ensuring that practice is consistent and of high quality. It is supported by a suite of other policies and should be seen in the wider context of the Getting It Right For Every Child (GIRFEC) approach and United Nations Convention on the Rights of the Child. It is also supported by The Children and Young People (Scotland) Act 2014. Local Authorities are required by law to produce their own guidance procedures for the protection of children and young people and those published by East Dunbartonshire Council are part of the context in which this policy is set.

The national guidance states that everyone in Scotland has a part to play in preventing the abuse and neglect of children and young people. Child protection is the responsibility of all who work with children and families, and having a skilled and competent workforce, along with relevant guidance and procedures, ensures that children and young people can be protected. It is essential that everyone working with children and their families appreciates the important role that they play in child protection.

BCDT has a responsibility to recognise and actively consider potential risks to a child in all BCDT activities. Those working directly with children and young people on behalf of BCDT, whether as directors, staff or volunteers, are expected to identify risks and to share appropriate and relevant information and concerns with other agencies and work collaboratively to secure safe outcomes for children and young people.

In order to enable staff and volunteers to fulfil their obligations in this regard BCDT will:

- ensure that awareness is raised among relevant staff and volunteers and they are provided with appropriate training, as required;
- designate a named Safeguarding Officer with overall responsibility for child protection who will be responsible for ensuring all relevant policies and procedures are followed;
- protect confidentiality but where there is reasonable cause to believe that a child or young person may be at risk of harm relevant information will be shared with key partner agencies without delay.

Types of Abuse

Abuse and neglect are forms of maltreatment. In a child protection context, there are three different types of abuse that can be identified:

- Physical abuse is the causing of physical harm to a child.
- Emotional abuse is persistent emotional neglect or ill treatment of a child causing severe and persistent adverse effects on the child's emotional development.
- Sexual abuse is any act that involves the child in any activity for the sexual gratification of another whether or not it is claimed that the child either consented or assented.
- Child 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.

Other indicators of risk that may affect some children include domestic abuse, problem alcohol use and parental substance misuse and others noted on page 6.

Indicators of abuse

This list of indicators is not exhaustive and is not mutually exclusive. It is important to recognise that some of the signs and symptoms could arise from other causes: ask for explanations of any injury and consider the explanation in conjunction with the developmental age of the child.

Neglect

- constant hunger
- poor personal hygiene
- a constant tiredness
- inappropriate/inadequate clothing
- unkempt and general waif-like look
- untreated illnesses
- exposure to danger; lack of supervision
- destructive tendencies
- low self-esteem
- poor social relationships
- compulsive stealing or scavenging

Physical abuse

- unexplained injuries or burns - particularly if recurrent
- inconsistent and/or improbable excuses given to explain injuries; untreated injuries
- reports of punishment which seem excessive
- bald patches
- withdrawal from physical contact; over reaction to sudden movement of adults
- arms and legs covered in hot weather
- fear of returning home
- fear of medical help
- self-destructive tendencies
- aggression towards others
- site of bruise not normally associated with play
- failure to thrive
- untreated injuries

Sexual abuse

- itching in the genital area
- soreness in the genital area
- unexplained rashes or marks in the genital area
- pain on urination
- difficulty in walking or sitting
- stained or bloody underclothes
 - recurrent tummy pains or headaches
 - bruises on inner thigh or buttocks
 - frequent masturbation (many young children masturbate occasionally for comfort/ experimentation)
 - inappropriate language for a pre-school child
 - inappropriate sexual knowledge for a pre-school child

- making sexual advances to adults or other children
- wariness of being approached by anyone, possibly combined with a dazed look
- regression to younger behaviour
- distrust of a familiar adult; anxiety about being left with adults
- sexually explicit play with toys and other children

Emotional abuse

Emotional neglect is often difficult to detect and can occur by itself, or in conjunction with physical abuse. It may occur when a child is physically well cared for.

- overly withdrawn child
- overly aggressive child
- constant wetting or soiling
- frequent vomiting
- persistent rocking movement
- very poor language development
- inability to relate to peers or adults
- fear of new situations
- parental attitude to child

Other possible signs are:

- Significant lack of growth
- Weight loss
- Hair loss
- Poor skin and muscle tone
- Circulatory disorders
- Lethargy

Physical Contact

Physical contact between children, young people and vulnerable adults and those working with them should be appropriate, but excessive concern about being accused of abuse could have negative consequences for the kinds of caring relationships that should be modelled by those in responsibility. If physical contact is denied this could be interpreted as evidence that an individual is not liked or cared for. Ideally, touch should be initiated by the child, young person or vulnerable adult and should normally only happen in public. Nevertheless, touch can demonstrate care and provides reassurance when needed, and should be used appropriately for those purposes.

Parents should always be welcomed into places where their children and young people are involved in activities, which allows them to observe the ways in which a caring relationship is expressed.

Intimate Care

Intimate care encompasses areas of personal care which most people usually carry out for themselves, but some are unable to do so because of age, impairment or disability. They may require help with washing, dressing and toileting. Help may also be required to change colostomy or ileostomy bags, or rectal medication may need to be administered. Children, young people and vulnerable adults have the right to be treated with dignity, sensitivity and respect, and in such a way that their experience of intimate care is a positive one.

Constraint

Children, young people and vulnerable adults will not be constrained unless by not doing so would place them in danger e.g. running across a road without looking when a car is approaching.

Safeguarding Procedure to be followed in cases of disclosure or concern

All directors, staff and volunteers have a role in relation to child protection and it is imperative that the appropriate procedures are followed in relation to reporting, recording and external agency recording. Directors, staff and volunteers need to understand their own role and the roles of other services when they have or are responding to concerns about a child.

In an emergency or where a crime has been committed then the Police or relevant emergency service should be contacted immediately. All non-urgent disclosures or concerns should be reported immediately to the named Safeguarding Officer (currently **Kate Currie – see page 2 for contact details**). Causes for concern include: a child, young person or vulnerable adult indicates or discloses harm; third party discloses the possibility of harm; you are concerned that a child, young person or vulnerable adult is or may be being harmed; you have witnessed or heard something that causes you concern about a child, young person or vulnerable adult's safety

In every case of disclosure or concern:

- Don't promise to keep what you're told a secret, or make promises you cannot keep
- Tell the child, young person or vulnerable adult what you will do next

The named Safeguarding Officer has overall responsibility for receiving referrals and reporting any incidents or concerns to the relevant authorities when necessary, scrutinising records, monitoring incidents and identifying relevant patterns of behaviour.

Whether urgent or non-urgent, a record must be made of any disclosure or concern on the Safeguarding Protection Chronology Form which is used to record all relevant facts and procedures followed as well as agencies consulted as appropriate. This form should be used to record facts such as what has been observed or said (the actual words used must be recorded if possible) as well as details of the time and place and any other relevant information. Leading questions should not be asked but a clear factual record should be made of what has been disclosed or observed.

The Safeguarding Protection Report Form may be completed depending on the circumstances and sent to external agencies as deemed appropriate.

Where appropriate, responsible adults (parents, guardians and carers) should be informed unless such a disclosure would cause significant distress or threat to any individual involved: this decision will be made by the named Safeguarding Officer.

Confidentiality does not override the responsibility for disclosure if failure to do so may place any individual or others at risk of harm or abuse.

Once the matter has been referred to the named Safeguarding Officer, s/he will take responsibility for taking the necessary action and following up cases as required.

The BCDT Board of Directors will receive reports of any referrals but will not be given any details which break individual confidentiality or potentially interfere with an investigation by the authorities.

Safeguarding Protection Chronology Form

Subject's Name:

D.O.B.:

Carer's Name:

_____ / ____ / ____
Date Chronology started:

Signature/ Date	Observations and Discussions	Agreed actions/persons spoken to:

Signature/ Date	Observations and Discussions	Agreed actions/persons spoken to:

Safeguarding Protection Report Form

Please indicate what you are reporting:

I am concerned that abuse may be occurring	
I was involved in an incident with a subject	
I was witness to an incident with a subject	
I have received an allegation of abuse	
A subject has told me that he/she is being abused	

Important Information:

Your name:

Your contact details:

Name of subject concerned:

Capacity in which subject is known to you:

Date of birth of subject:

Home address of subject:

Name of subject's carer:

Is the subject already known to social work? (If yes, please enter name and contact details of social worker):

Is the main carer aware of this referral? (If no, please explain why):

Nature of concern or incident:

Signed: Date:

Print Name:Designation:

Safeguarding Protection Report Form (continued)

Action taken by Safeguarding Officer / BCDT Chairperson:

Please indicate which of the following actions have been taken:

- Concern/incident recorded in Safeguarding Protection Chronology Form
- Safeguarding Protection Record Form completed
- Safeguarding Protection Record Form kept on file – no referral made (please give reasons for decision)
- Safeguarding Protection Record Form passed to external agencies (please specify which agencies)

Signed:(Safeguarding Officer)

Print name:

Date:

Signed: (BCDT Chair)

Print name:

Date:

Policy on Anti Bullying and Harassment

BCDT recognises the problems associated with bullying and harassment of both children and adults and is committed to providing an environment in which all individuals can operate effectively and confidently. BCDT aims to develop and maintain an inclusive and positive ethos and climate of respect. Harassment and/or bullying among directors, staff, volunteers, partners and participants is not acceptable under any circumstances. The focus of this policy is to promote good relationships and positive behaviours that engender mutual respect and esteem.

Definitions and Forms of Bullying and Harassment

Bullying is the use of aggression with the intention of hurting another person which causes pain and distress for the victim. Bullying is an unacceptable form of behaviour through which an individual or group of individuals feel threatened, abused or undermined by another individual or group of individuals. Young children tend to be egocentric by nature and are still learning to appreciate the feelings of others and develop their sense of appropriate behaviours and fairness: it would be wrong to label every incident between children as bullying.

Harassment is defined as any conduct which is unwanted by the recipient, or any such conduct based on the grounds of bias or discrimination that affects the dignity of any individual, or group of individuals at work. Harassment may be repetitive, or an isolated occurrence against one or more individuals. Bullying and harassment can take many forms and there are a range of indicators of bullying and harassment, which are described below.

Forms of Bullying

Emotional - Being unfriendly, excluding, tormenting, ridiculing, humiliation

Physical - Pushing, kicking, hitting, punching, pinching, violence, threats

Verbal - Name-calling, sarcasm, spreading rumours, teasing

Racist - Racial taunts, graffiti, gestures

Sexual - Unwanted physical contact, sexually abusive comments

Homophobic - Because of, or focusing on the issue of sexuality

Mobile/Internet (Cyberbullying) - Abusive e-mails, telephone calls, text messages.

Forms of Harassment

Physical - Contact, assault or gestures, intimidation, aggressive behaviour

Verbal - Unwelcome remarks, suggestions, and propositions, malicious gossip, jokes and banter

Non-verbal - Offensive literature or pictures, graffiti and computer imagery, isolation or non-cooperation and exclusion from social activities

Bullying - Persistent, offensive, abusive, intimidating or insulting behaviour.

Abuse of power or unfair sanctions that:

- make the recipient feel upset, threatened, humiliated or vulnerable;
- undermine an individual's self-confidence;
- may cause an individual to suffer stress.

Recognition of bullying/ harassment

The following list highlights some indicators of possible bullying/harassment:

- Unwillingness to attend group
- Withdrawn, isolated behaviour
- Refuses to talk about the problem
- Easily distressed
- Lacking confidence, low self-esteem, anxious
- Becomes aggressive, disruptive and unreasonable
- Begins to bully others
- Changes in eating and sleeping patterns, stomach upset
- Starts stammering
- Has unexplained cuts and bruises

Expectations and Actions

All directors, staff and volunteers are expected to model behaviour that promotes wellbeing and a positive ethos, in line with this policy. Any instances of bullying or harassment should be dealt with quickly and sensitively and in a supportive manner. Parents'/carers' cooperation will be sought in relation to promoting positive behaviour. Any concerns regarding bullying and harassment among directors, staff and volunteers should be reported to any director of BCDT who must deal with it promptly and appropriately. That would include reporting immediately to Police Scotland any behaviour that breaches relevant legislation.

Policy on Confidentiality and Data Protection

BCDT is committed to being transparent about how it collects and uses personal data, and to meeting its data protection obligations. This policy sets out our commitment to data protection, and individual rights and obligations in relation to personal data.

This policy applies to the personal data of job applicants, employees, workers, contractors, volunteers, interns, apprentices and former employees, referred to as HR-related personal data. This policy does not apply to the personal data of clients or other personal data processed for business purposes.

BCDT has appointed a Data Protection Officer (DPO) (currently **Lesley Wiseman – see page 2 for contact details**) who has responsibility for data protection compliance. Questions about this policy, or requests for further information, should be directed to the DPO.

If you consider that the policy has not been followed in respect of personal data about yourself or others you should raise the matter with the DPO or with any director of BCDT.

Definitions

"Personal data" is any information that relates to an individual who can be identified from that information.

"Processing" is any use that is made of data, including collecting, storing, amending, disclosing or destroying it.

Data protection principles

BCDT processes personal data in accordance with the following data protection principles:

- We process personal data lawfully, fairly and in a transparent manner.
- We collect personal data only for specified, explicit and legitimate purposes.
- We process personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing.
- We keep accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
- We keep personal data only for the period necessary for processing.
- We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage.
- We tell individuals the reasons for processing their personal data, how we use such data and the legal basis for processing in its privacy notices. We will not process personal data of individuals for other reasons.
- We will update personal data promptly if an individual advises that his/her information has changed or is inaccurate.

Individual rights

As a data subject, individuals have a number of rights in relation to their personal data.

Individuals have the right to make a subject access request. If an individual makes a subject access request, BCDT will tell him/her:

- whether or not his/her data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from the individual;
- to whom his/her data is or may be disclosed, including to recipients located outside the European Economic Area (EEA) and the safeguards that apply to such transfers;
- for how long his/her personal data is stored (or how that period is decided);
- his/her rights to rectification or erasure of data, or to restrict or object to processing;
- his/her right to complain to the Information Commissioner if he/she thinks the organisation has failed to comply with his/her data protection rights; and
- whether or not the organisation carries out automated decision-making and the logic involved in any such decision-making.

BCDT will also provide the individual, on request, with a copy of the personal data undergoing processing. This will normally be in electronic form if the individual has made a request electronically, unless he/she agrees otherwise.

If the individual wants additional copies, we will charge a fee, which will be based on the administrative cost to the organisation of providing the additional copies. To make a subject access request, the individual should send the request to the DPO. In some cases, BCDT may need to ask for proof of identification before the request can be processed. BCDT will inform the individual if identity verification is necessary and the documents required. BCDT will normally respond to a subject access request within a period of one month from the date it is received.

If a subject access request is manifestly unfounded or excessive, BCDT is not obliged to comply with it. Alternatively, BCDT can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which BCDT has already responded. If an individual submits such a request, BCDT will notify him/her that this is the case and whether or not we will respond to it.

Other rights

Individuals have a number of other rights in relation to their personal data. They can require the BCDT to:

- rectify inaccurate data;
- stop processing or erase data that is no longer necessary for the purposes of processing;
- stop processing or erase data if the individual's interests override the organisation's legitimate grounds for processing data (where the organisation relies on its legitimate interests as a reason for processing data);
- stop processing or erase data if processing is unlawful; and

- stop processing data for a period if data is inaccurate or if there is a dispute about whether or not the individual's interests override the organisation's legitimate grounds for processing data

To ask BCDT to take any of these steps, the individual should send the request to the DPO.

Policy on Data Security

BCDT takes the security of personal data seriously and takes all reasonable organisational and technical steps to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed or used inappropriately.

Where BCDT engages third parties to process personal data on its behalf, such parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Impact assessments

Where processing of personal data would result in a high risk to individual's rights and freedoms, BCDT will carry out a data protection impact assessment to determine the necessity and proportionality of processing. This will include considering the purposes for which the activity is carried out, the risks for individuals and the measures that can be put in place to mitigate those risks.

Data breaches

If BCDT discovers any security breach that poses a risk to the rights and freedoms of individuals, it will report it to the Information Commissioner within 72 hours of discovery. It will record all data breaches regardless of their effect.

If the breach is likely to result in a high risk to the rights and freedoms of individuals, we will tell affected individuals that there has been a breach and provide them with information about its likely consequences and the mitigation measures it has taken.

Individual responsibilities

BCDT relies on individuals to help meet our data protection obligations. Individuals who have access to personal data are required:

- to access only data that they have authority to access and only for authorised purposes;
- not to disclose data except to individuals (whether inside or outside the organisation) who have appropriate authorisation;
- to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, and secure file storage and destruction);
- not to remove personal data, or devices containing or that can be used to access personal data, from the organisation's premises without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device; and
- not to store personal data on local drives or on personal devices that are used for work purposes.

Further details about the Company's security procedures can be found in our Data Security policy.

BCDT has put in place procedures and technologies to maintain the security of the personal data we hold and process. Data may only be transferred to a

third-party (for example, cloud-based back up of files) if they have security measures that comply with all GDPR requirements.

Maintaining data security means guaranteeing the confidentiality, integrity and availability of the personal data, defined as follows:

- **Confidentiality** means that only people who are authorised to use the data can access it.
- **Integrity** means that personal data should be accurate and suitable for the purpose for which it is processed and that all reasonable steps are taken to ensure that inaccurate personal data is rectified or deleted without delay.
- **Availability** means that authorised users should be able to access the data if they need it for authorised purposes.

Security procedures include:

- **Secure lockable desks and cupboards.** Desks and cupboards should be kept locked if they hold confidential information of any kind. (Personal information is always considered confidential.)
- **Methods of disposal.** Paper documents should be shredded. Floppy disks and CD-ROMs should be physically destroyed when they are no longer required.
- **Equipment.** Data users should ensure that individual monitors do not show confidential information to passers-by and that they log off from their PC when it is left unattended.

Policy on Health and Safety

BCDT aims to provide adequate control of any health and safety risks arising from our activities.

The Board of Directors of BCDT will share overall and final responsibility for health and safety in the organisation. However, all directors, staff and volunteers must take reasonable care of their own health and safety. Any health and safety concerns should be reported in the first instance to the Secretary of BCDT who shall communicate these to the Board of Directors.

Health and safety risks arising from our activities

Appropriate risk assessments will be undertaken by the individual leading any BCDT activity or event. Should any risks be identified these should be communicated to the Board of Directors and all actions required to remove/control risks will be agreed with the Board and implemented by the individual leading the activity/event.

Incident reporting procedure

If an accident (an event that results in injury or ill health), near miss (an event that has the potential to cause injury or harm) or hazard (a situation or object that has the potential to cause injury or harm) is identified, once any appropriate immediate action has been taken in the case of injury or risk of accident in the immediate future, any witness should be asked to complete a short written report which includes the information noted below. That report should be provided as soon as possible to the named Health and Safety Officer (HSO) (currently **Mark Hazell – see page 2 for contact details**). The HSO is responsible for using that information to mitigate hazards in the immediate future and for compiling information gathered over time to inform BCDT decisions in the longer term.

Information to be provided in writing by the incident witness, and managed by HSO:

- Name and contact details of person making the incident report
- Nature of incident (accident/ near miss/ hazard)
- Details of incident (date, time, description of incident, name(s) of any person(s) involved)
- Details of any action taken

Policy on Personnel

BCDT will provide appropriate public liability insurance cover for all directors, staff and volunteers engaged in delivering services on our behalf. Directors, staff and volunteers have a responsibility to notify the Chair of BCDT if circumstances occur which may invalidate this insurance.

BCDT directors, staff or volunteers with a Disclosure Scotland record (including PVG registration) are individually responsible for ensuring that it is kept up to date and must inform the Chair of BCDT immediately if circumstances occur that may affect their Disclosure status.

If any director, staff member or volunteer is the subject of a complaint BCDT will advise that individual of the complaint and the process that will be used to investigate it and respond.

If anyone wishes to make a complaint about any director, staff member or volunteer s/he should contact any BCDT director in the first instance who will communicate the complaint to the Board of Directors.

BCDT is committed to the highest standards in all our activities. If we believe a director, staff member or volunteer has acted in ways which are harmful to the public or to other directors, staff members or volunteers, or has acted in ways which are damaging to the reputation of BCDT, the Chairperson and a member of the Board of BCDT will investigate the circumstances and make a decision on what action is necessary to resolve the situation.

BCDT does not provide reimbursement to its directors or volunteers for travel or other incidental expenses, except with the prior agreement in writing of the Board of Directors.

Volunteers

BCDT very much welcomes the essential contribution of volunteers to its activities. Volunteers will be properly briefed about the activities to be undertaken and given all the necessary information to enable them to perform these with confidence.

Volunteers are fully protected by BCDT insurance cover whilst engaged in work with BCDT and should comply with any insurance requirements.

Volunteers will be asked to undertake a Disclosure Check where required to work with children or vulnerable adults.

All relevant BCDT policies should be observed by volunteers in order to maintain a high standard of service and a safe environment for everyone. BCDT may terminate a volunteering arrangement if the volunteer's conduct or performance is damaging to other volunteers, or to BCDT's reputation.

Policy on Equality and Inclusion

BCDT aims to promote social inclusion and celebrate diversity. It aims to encourage and support a safe, supportive and inclusive environment.

BCDT aims to provide opportunity equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins, being a Traveller)
- Disability
- Sexual orientation
- Age

BCDT is opposed to all forms of unlawful and unfair discrimination. All BCDT directors, staff, volunteers or other stakeholders will be treated fairly and will not be discriminated against on any of the above grounds.

Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

BCDT is committed to:

- Promoting equality of opportunity
- Promoting a good and harmonious working environment where everyone is treated with respect
- Preventing unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate

Meeting these commitments is the responsibility of all BCDT directors, staff and volunteers. Any concerns that these commitments are not being met should be raised in the first instance with any member of BCDT's Board of Directors which has responsibility for ensuring that appropriate action is taken in the case of any failure to apply this policy, including behaviour that breaches relevant legislation.

Policy on Environmentally Friendly Practice

BCDT seeks to minimise negative impacts upon the environment.

Low use of paper and consumables

When making written information available to stakeholders BCDT will use email as the preferred method. Where paper is required, we will use minimum quantities to reduce wastage.

Recycling and re-using

BCDT will aim to use 100% recycled paper when paper materials are required, and we will use recycled plastic products whenever possible and freecycle any relevant equipment. We will recycle and/or re-use all appropriate office waste, including paper, plastics, cardboard, printer cartridges and batteries.

Encourage sustainable (low carbon) travel

BCDT will encourage directors, staff, volunteers and other stakeholders to walk, cycle and use public transport wherever possible. We will encourage car-sharing as much as possible to reach distant meeting venues and events.

Promote environmentally friendly, sustainable living

In our work with our community we will try to raise awareness of environmental issues and encourage sustainable lifestyles. Events and meetings will be planned to minimise environmental impact and demonstrably encourage environmentally, sustainable living.

Purchasing

BCDT will seek to purchase goods and services that do not involve the abuse or exploitation of any person and have the least negative impact on climate change and the environment. We support Fair Trade principles.