

YORUBA COMMUNITY HULL AND EAST RIDING CIC SAFEGUARDING CHILDREN POLICY

Policy Title: Safeguarding Children Policy

Approved By: Board of Directors

Effective Date: 2nd June, 2025

1. Policy Statement

Yoruba Community Hull and East Riding CIC is committed to safeguarding and promoting the welfare of all children and young people who engage with our activities. We recognise our responsibility to provide a safe, supportive and inclusive environment where children are protected from harm.

The welfare of the child is paramount in all our decisions and activities.

2. Scope

This policy applies to:

- a) Directors and trustees
- b) Employees
- c) Volunteers
- d) Contractors
- e) Partner organisations working on our behalf

3. Our Commitments

We will:

- a) Place the safety and wellbeing of children at the centre of our work.
- b) Promote safe recruitment practices.
- c) Provide safeguarding information and training where appropriate.
- d) Listen to and respect the views of children and young people.
- e) Take all safeguarding concerns seriously.
- f) Work in partnership with statutory agencies when required.

4. Reporting Concerns

Any safeguarding concern must be reported immediately to the Designated Safeguarding Lead (DSL).

Where a child is believed to be at immediate risk of harm, emergency services and relevant safeguarding authorities will be contacted without delay.

5. Monitoring and Review

This policy will be reviewed annually or following any significant safeguarding incident.

YORUBA COMMUNITY HULL AND EAST RIDING CIC

SAFEGUARDING ADULTS POLICY

Policy Title: Safeguarding Adults Policy

Effective Date: 2nd June 2025

1. Policy Statement

Yoruba Community Hull and East Riding CIC is committed to safeguarding adults who may be at risk of abuse, neglect or exploitation.

We believe all adults have the right to live safely, maintain their independence and participate fully in community life.

2. Principles

We will promote:

- a) Empowerment
- b) Prevention
- c) Proportionality
- d) Protection
- e) Partnership
- f) Accountability

3. Responsibilities

The organisation will:

- a) Create safe and inclusive environments.
- b) Respond appropriately to safeguarding concerns.
- c) Respect people's dignity, choices and independence.
- d) Work with safeguarding agencies where necessary.

4. Reporting Concerns

All concerns relating to an adult at risk must be reported to the Designated Safeguarding Lead as soon as possible.

5. Review

This policy will be reviewed annually.

YORUBA COMMUNITY HULL AND EAST RIDING CIC
EQUALITY, DIVERSITY AND INCLUSION POLICY

Policy Title: Equality, Diversity and Inclusion Policy

Effective Date: 2nd June 2025

1. Policy Statement

Yoruba Community Hull and East Riding CIC is committed to promoting equality, embracing diversity and creating an inclusive environment where everyone is treated with dignity and respect.

2. Objectives

We aim to:

- a) Eliminate discrimination.
- b) Promote equal opportunities.
- c) Foster positive relationships between diverse communities.
- d) Remove barriers to participation.

3. Protected Characteristics

We will not tolerate discrimination based on:

- a) Age
- b) Disability
- c) Race
- d) Religion or belief
- e) Sex
- f) Sexual orientation
- g) Gender reassignment
- h) Marriage and civil partnership
- i) Pregnancy and maternity

4. Organisational Commitment

We will:

- a) Promote inclusive practices.
 - b) Ensure equal access to our services.
 - c) Challenge discriminatory behaviour.
 - d) Celebrate diversity within our communities.
- ## 5. Review

This policy will be reviewed annually.

YORUBA COMMUNITY HULL AND EAST RIDING CIC

HEALTH AND SAFETY POLICY

Policy Title: Health and Safety Policy

Effective Date: 2nd June 2025

1. Policy Statement

Yoruba Community Hull and East Riding CIC is committed to providing a safe and healthy environment for everyone involved in our activities.

2. Responsibilities

2.1 Directors

The Directors will:

- a) Ensure health and safety arrangements are in place.
- b) Carry out risk assessments.
- c) Provide safe venues and equipment.
- d) Monitor incidents and accidents.

2.2 Staff, Volunteers and Participants

All individuals are expected to:

- a) Work safely.
- b) Follow instructions.
- c) Report hazards promptly.
- d) Take reasonable care of themselves and others.

3. Accident Reporting

All accidents, incidents and near misses must be reported and recorded.

4. Review

This policy will be reviewed annually.

YORUBA COMMUNITY HULL AND EAST RIDING CIC

DATA PROTECTION AND GDPR POLICY

Policy Title: Data Protection and GDPR Policy

Effective Date: 2nd June 2025

1. Policy Statement

Yoruba Community Hull and East Riding CIC is committed to protecting personal information and complying with UK GDPR and Data Protection legislation.

2. Principles

We will ensure personal data is:

- a) Processed lawfully, fairly and transparently.
- b) Collected for legitimate purposes.
- c) Accurate and up to date.
- d) Stored securely.
- e) Retained only for as long as necessary.

3. Individual Rights

Individuals have the right to:

- a) Access their personal information.
- b) Request corrections.
- c) Request deletion where appropriate.
- d) Raise concerns regarding data processing.

4. Data Security

Appropriate security measures will be implemented to prevent unauthorised access, misuse or loss of personal information.

5. Review

This policy will be reviewed annually.

YORUBA COMMUNITY HULL AND EAST RIDING CIC

COMPLAINTS POLICY

Policy Title: Complaints Policy

Effective Date: 2nd June 2025

1. Purpose

Yoruba Community Hull and East Riding CIC welcomes feedback and is committed to resolving complaints fairly and promptly.

2. Complaints Procedure

a) Stage One: Informal Resolution

Where possible, concerns should be raised directly with the relevant person to seek an informal resolution.

b) Stage Two: Formal Complaint

Complaints may be submitted in writing to the Directors.

c) Stage Three: Review

The complaint will be investigated and a written response issued within 20 working days.

3. Principles

We will ensure complaints are:

- a) Treated seriously.
- b) Handled fairly.
- c) Managed confidentially.
- d) Used to improve services.

YORUBA COMMUNITY HULL AND EAST RIDING CIC

VOLUNTEER POLICY

Policy Title: Volunteer Policy

Effective Date: 2nd June 2025

1. Purpose

This policy outlines how volunteers are recruited, supported and recognised within the organisation.

2. Our Commitment

We will:

- a) Provide induction and support.
- b) Promote equality of opportunity.
- c) Ensure volunteers work in safe environments.
- d) Value and recognise volunteer contributions.

3. Volunteer Responsibilities

Volunteers are expected to:

- a) Follow organisational policies.
- b) Respect confidentiality.
- c) Act professionally.
- d) Support the aims and values of the organisation.

4. Review

This policy will be reviewed annually.

YORUBA COMMUNITY HULL AND EAST RIDING CIC

RISK ASSESSMENT PROCEDURE

Policy Title: Risk Assessment Procedure

Effective Date: 2nd June 2025

1. Purpose

Risk assessments help identify hazards and implement measures to reduce the likelihood of harm.

2. Procedure

For each activity we will:

1. Identify hazards.
2. Identify who may be affected.
3. Assess the level of risk.
4. Implement control measures.
5. Record findings.
6. Review regularly.

3. Responsibility

Directors and activity leads are responsible for ensuring risk assessments are completed before activities commence.

YORUBA COMMUNITY HULL AND EAST RIDING CIC

LONE WORKING POLICY

Policy Title: Lone Working Policy

Effective Date: 2nd June 2025

1. Purpose

This policy aims to protect staff and volunteers who may undertake work alone.

2. Lone Working Arrangements

Individuals working alone must:

- a) Inform someone of their location.
- b) Carry a charged mobile phone.
- c) Follow agreed check-in procedures.
- d) Leave situations that feel unsafe.

3. Emergency Situations

Any worker feeling unsafe should remove themselves from the situation and contact emergency services if required.

YORUBA COMMUNITY HULL AND EAST RIDING CIC

CODE OF CONDUCT

Policy Title: Code of Conduct

Effective Date: 2nd June 2025

1. Purpose

This Code of Conduct outlines the standards expected of everyone involved in the organisation.

2. Expected Behaviour

All individuals must:

- a) Treat others with dignity and respect.
- b) Promote equality and inclusion.
- c) Act honestly and professionally.
- d) Maintain confidentiality.
- e) Represent the organisation positively.

3. Unacceptable Behaviour

The following will not be tolerated:

- a) Bullying
- b) Harassment
- c) Discrimination
- d) Intimidation
- e) Abuse
- f) Violence

4. Breaches

Breaches of this Code may result in disciplinary action or removal from organisational activities.

YORUBA COMMUNITY HULL AND EAST RIDING CIC

RECRUITMENT AND SELECTION POLICY

Policy Title: Recruitment and Selection Policy

Effective Date: 2nd June 2025

1. Policy Statement

Yoruba Community Hull and East Riding CIC is committed to recruiting staff and volunteers fairly, transparently and safely.

2. Principles

We will:

- a) Promote equal opportunities.
- b) Use fair recruitment practices.
- c) Recruit based on skills and suitability.
- d) Carry out DBS checks where required.
- e) Obtain references where appropriate.

3. Recruitment Process

- 1. Identify vacancy.
- 2. Advertise role.
- 3. Shortlist candidates.
- 4. Conduct interviews where appropriate.
- 5. Undertake checks and references.
- 6. Offer appointment.
- 7. Provide induction.

4. Safer Recruitment

Roles involving children or adults at risk will follow safer recruitment procedures and safeguarding checks.

5. Review

This policy will be reviewed in future.