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| This document will help any group to plan ahead. Download the whole document and use it on your desktop.  Take each area in turn, look at the samples, ideas and guides (many of which will be old) along website links.  Bear in mind that these documents are provided to start you on the journey but will all need adapting and double checking by your board, management committee, experts and lawyers (if you prefer to buy them straight from lawyers, go to getlegal.bwbllp.com, to buy all policies).  **How to open each document**  To open any document, double click on the relevant icon  Save onto your desktop / computer immediately.  Make changes to the saved document  **Further notes**  This template was produced for members of CVA. It’s meant as a guide and does not constitute legal advice.  If treated as a piece of paper, they will not be much good.  If treated as part of a process where you get everyone in your group to understand their responsibilities, it will help you deliver very good practice.  If you’d like other areas or information provided e.g. environmental policies (or have better samples), please email [grassroots@cvalive.org.uk](mailto:grassroots@cvalive.org.uk)  You can also look at a very good explanation on how and why for all policies at : <https://vr.volresource.org.uk/org/policieschecklist/>  Developed by Claudia Demuth for Croydon Voluntary Action – Croydon Community Fund – 2019 June |

| **Policy area** | **Why included** | **Sample 1** | **Sample 2** | **Useful websites that explain further** |
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| Accounts | CFG slides show you accounting requirements for different size groups  Charity commission trustee annual template also attached  Use CC15 a b and c from Charity Commission to get fuller help. |  |  | <https://vr.volresource.org.uk/services/accountancy-payroll/>  <https://cash-online.org.uk/>  <http://smallcharityfinance.org.uk/community-accountants-network/>  [www.gov.uk/government/organisations/charity-commission/about/publication-scheme](http://www.gov.uk/government/organisations/charity-commission/about/publication-scheme) |
| Bus plan | Small unfinished Business plan to show you the things that could be in a Business plan  Basic project plan used in ‘fundraising made simple’ workshops which breaks down one project into sections. Use alongside year budget. |  |  | [https://knowhow.ncvo.org.uk/how-to/how-to-write-a-business-plan-for-your-charity#](https://knowhow.ncvo.org.uk/how-to/how-to-write-a-business-plan-for-your-charity) |
| Consultation | Sample consultation process shows you one of the many ways to present your findings to a funder  Croydon Key Craig Ferguson shows statistics on Croydon, useful for showing gaps |  |  | These sites all link to Croydon statistics [www.croydonobservatory.org](http://www.croydonobservatory.org)  www.croydon.gov.uk/business/support/economic -intelligence  [www.nomisweb.co.uk](http://www.nomisweb.co.uk)  [data.london.gov.uk](http://www.london.gov.uk) |
| Evaluation | When you are planning your project, you will need to show lessons learnt. ‘Overview of evaluation methodology’ explains it in a chatty way.  ‘How to make evaluation’ is an old BLF post with basic useful pointers. |  |  | <https://www.ncvo.org.uk/practical-support/consultancy/ncvo-charities-evaluation-services>  <https://www.inspiringimpact.org/> -  <https://www.smallcharities.org.uk/resources-evaluation-impact/> <https://esmeefairbairn.org.uk/useful-sector-resources#evaluation> <https://www.goodfinance.org.uk/> - (measuring social impact) |
| Data protection | Blackbaud wrote a helpful piece on dealing with GDPR (pdf)  The sample Data protection policy is older (2011) but a very useful starting point. Use websites to update this to match GDPR |  |  | <https://ico.org.uk/for-organisations/in-your-sector/charity/>  <https://www.smallcharities.org.uk/783/>  <https://www.civilsociety.co.uk/news/free-guide-to-gdpr-and-data-protection-for-charities-published-today.html> |
| Environmental policy | Will be added next month |  |  |  |
| Equality and diversity | There are two samples here, both old but useful, one for smaller groups and one for more established groups. Use the websites to check and update where applicable. |  |  | <https://www.gov.uk/government/organisations/charity-commission/about/equality-and-diversity>  <https://www.mind.org.uk/about-us/our-policy-work/our-commitment-to-equality-diversity/>  <https://diversityuk.org/useful-links/organisations/> |
| Financial policy | A sample Financial policy sample is included as well as a sample statement to funder on reserves. Use Charity Commission link for all guides. |  |  | [www.gov.uk/government/publications/managing-charity-assets-and-resources-cc25/managing-charity-assets-and-resources](http://www.gov.uk/government/publications/managing-charity-assets-and-resources-cc25/managing-charity-assets-and-resources) |
| Governing your organisation | ‘Legal checklist’ done by NCVO gives your trustees good overview of things you need to watch out for.  ‘CGC for smaller charities’ is more formal process (similar) which Charity Commission hopes charities will use to build good practice. |  |  | If you have not got legal document, use BWB website as decision-making tool: <https://getlegal.bwbllp.com/decision-tool>  You can also read <https://www.gov.uk/guidance/how-to-set-up-a-charity-cc21a> |
| Health and safety | ‘Model H&S policy’ from LVSC 2008 is set out for you to complete and use. It is old. Read websites and adapt.  ‘Health-work’ is a guide from ACAS for employee well-being (stress) |  |  | <https://knowhow.ncvo.org.uk/your-team/hr/health-and-safety>  <https://www.russell-cooke.co.uk/news-insight/briefings/2019/health-and-safety-for-charities-what-happens-when-it-goes-wrong-and-how-to-prevent-it/>  <https://vr.volresource.org.uk/org/admin/health-and-safety/> |
| Insurance links | Basic v old guide from Business Link which explains the different types.  Use websites to find the best options. |  |  | <https://vr.volresource.org.uk/org/admin/insurance-and-risk/>  <https://www.smallcharities.org.uk/resources-insurance-risk/> |
| Job descriptions | Both DLA Piper and Plunkett Foundation show you two versions of employment contracts. Also look at ACAS for terms and conditions etc. |  |  | <https://www.charitycomms.org.uk/my-career/job-descriptions>  [www.acas.org.uk](http://www.acas.org.uk) |
| Risk | You will want to assess major risks. Use ‘Sayer Risk Assessment’ to work out what might affect your organisation this year. Sample (incomplete) attached in word. |  |  | <http://vr.volresource.org.uk/org/admin/insurance-and-risk/>  <https://www.gov.uk/government/publications/charities-and-risk-management-cc26/charities-and-risk-management-cc26>  <https://www.theirm.org/media/1238690/CharitiesGuidanceV6FINAL.pdf> |
| Orgn chart | It’s easier to provide websites for the organisational chart. You need to work out decision making approach and then draw it out on paper. |  |  | <https://knowhow.ncvo.org.uk/organisation/strategy/structure>  <https://www.imindq.com/blog/how-to-simplify-decision-making-with-flowcharts> |
| Safeguarding | Hugely complex area in which CVA offers much training. One sample and Croydon pre birth guide attached. |  |  | <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>  <https://www.croydon.gov.uk/healthsocial/families/childproctsafe/cscb/infocscboard>  <https://www.henrysmithcharity.org.uk/explore-our-grants-and-apply/important-information/safeguarding/> |
| Trustees | Two things that are worth having – to show good governance – Code of code and Board recruitment pack. Old samples of both attached. CC3 on CC site is v good starting point. |  |  | <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>  <https://charitycommission.blog.gov.uk/2017/07/13/the-new-charity-governance-code-essential-reading-for-all-trustees/> |
| Volunteers | Use the sample Vol policy (one from Plunkett Fdn and one from the excellent Hilary at Volunteer Centre) to support volunteers better. |  |  | <https://www.cvalive.org.uk/volunteering/>  <https://reachvolunteering.org.uk/>  <https://iiv.investinginvolunteers.org.uk/about> |
| Budget and cashflow | The budget sample (linked to project plan under B P section) in Excel can be used to set up your financial plans for year. Cashflow blank from LCF is useful for seeing how income is spent over year. Lots of websites too. |  |  | ​<http://smallcharityfinance.org.uk/wp-content/uploads/2016/06/budgets.pdf>  ​<https://knowhow.ncvo.org.uk/how-to/how-to-set-up-a-cash-flow-forecast-in-a-spreadsheet>  <https://knowhow.ncvo.org.uk/organisation/financial-management/planning-and-budgeting/project-budgeting-and-full-cost-recovery> |