



Concord

LEEDS INTERFAITH FELLOWSHIP

www.concord-leeds.org.uk

Concord Policies Agreed by the AGM, 14th May 2014

Equal Opportunities Policy

Concord will work to ensure equality of opportunity, and to enable all its members, volunteers and participants to achieve their full potential in carrying out their activities, in furtherance of our mission and objectives.

Concord acknowledges and respects the cultural and religious diversity that exists within the United Kingdom.

Concord affirms that it will not tolerate:

- any unlawful acts of discrimination
- any form of harassment
- any unjustifiable acts of discrimination

on any grounds including: colour, race, nationality, ethnic and national origin, sex, marital or parental status, sexual orientation, disability, religious beliefs, social class or age.

Every possible step will be taken to ensure that each individual is treated equally and fairly.

Concord is committed to developing a programme of activities to promote diversity and equality, to monitoring and reviewing achievements in this area, and to sharing this information with members.

Concord believes that by drawing on and valuing diversity, communities will be enriched and everyone will benefit from a safe and harmonious society.

Policy aims:

1. To ensure that the organisation fulfils its obligation to act in accordance with the Aims and Objectives.
2. To make genuine equality of opportunity a natural and integral part of our practices and activities.
3. To strengthen our reputation as an organisation that brings diverse communities together.
4. To help build common purpose, common values and a shared identity.
5. To ensure that the organisation is genuinely open to individuals from all groups in the community, and to increase recruitment from currently under-represented groups.
6. To remove barriers which directly or indirectly restrict equality of opportunity.

Health and Safety Policy

A Health and Safety risk assessment will be made on any potentially hazardous new activity using the Risk Assessment form.

It will highlight the risks and hazards, recommend actions to be taken to minimise risks and actions to take if an accident occurs.

If the location where the activity is taking place is not appropriate, do not commence/continue. If a new room is appointed a new safety check must be made.

An appropriate Health and Safety talk will be given at the start of new activities in/at new venues.

An organiser will check First Aid equipment, First Aid personnel and emergency telephone number at the start of each activity.

All accidents, incidents or near misses should be reported to the Co-ordinator on the same day, whether or not there is an injury.

Reporting an incident:

An incident may result in an accident or injury or may be a case of verbal abuse: these need to be recorded.

Details to record:

1. Full name and address of the person involved
2. Date and time of incident.
3. Time & location of incident.
4. Brief description of what happened
5. Potential or actual injury.
6. Steps taken
7. Name and address of any potential witnesses

Child Protection Policy

Concord believes that everyone who comes in contact with children has a responsibility to promote their welfare and provide protection from abuse.

Children who attend Concord events and activities do so under the control of parent/guardian.

Event organisers must ensure that parents/guardians keep their children with them at all times.

Members and volunteers must avoid one-to-one situations with children.

Members and volunteers must avoid any unnecessary physical contact with children.

Vulnerable Adult Policy

Everyone has the right to feel safe when attending Concord events and activities.

Vulnerable adults can be at risk of mistreatment and abuse. Volunteers and staff who organise Concord events must be sensitive to the needs of vulnerable people.

Any concerns about the well being of vulnerable adults attending Concord activities will be taken seriously.

If volunteers or members are worried about anyone, they should tell an Executive Committee member who will arrange for appropriate action to be taken.

It is not the responsibility of Concord volunteers to carry out investigations.

All information about the concerns will be accurately and clearly recorded at the time and kept confidential except to those who need to know the details to support the investigation.

Concord will work in partnership with other agencies to ensure the safety of vulnerable adults.

DATA PROTECTION POLICY Added May 2018

A new EU General Data Protection Regulation (GDPR) came into force on 25th May 2018. It governs the information that organisations may hold about individuals and how it may be used, and requires organisations to have policies for gathering, holding, protecting, sharing, updating and eliminating information no longer required.

As a small charity that holds contact data only for membership and mailing purposes, Concord is exempt from most of the requirements of the Regulation. However, we do have obligations under the Data Protection Act to protect privacy.

The Data We Hold

The Membership Secretary maintains a database of members and other persons to whom Concord mailings are sent. It contains names, addresses, email addresses, telephone numbers, religion where known, and it records payments of subscriptions and donations. In most cases this information was obtained from the person concerned when they joined Concord, or asked to be put on the mailing list, or when they provided it by signing an attendance list. In the other cases the data was obtained from public sources, such as the websites or directories of places of worship.

Cynthia Dickinson holds a list of the names and email addresses of people who have asked to receive her regular circular of forthcoming events of interfaith interest.

Respecting Privacy

These lists are used only for the purposes of managing subscriptions and sending information to the individuals about events and activities relating to Concord's aims and purposes. We do not share this information with anyone else. It is available only to the officers of Concord.

Right to Access and to Withdrawal

If you wish to know what information we hold about you, we will supply it on request.

If you wish us to amend or eliminate any or all of the contact data we have about you, we will do so immediately on request.