



## Developing Policies

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## Session outline

In this session we'll consider:

- What are policies?
- Why are policies important?
- How do we develop policies?
- Which policies should we have in place?



## What are policies?

- Simple statements about how our organisation intends to run its services or business. They provide a framework, or a set of principles, within which the organisation's activities take place.
- Simple is a key word here – policies don't need to be long and complicated, it's more important that they are clear and easily understood.
- Policies will often have associated procedures which describe how the policy will be put into action.



## Why are policies important?

- Compliance – with the law, requirements of regulators eg The Charity Commission and of funders/commissioners
- Clarify expectations - for staff, volunteers, service users, other stakeholders
- Consistency across the organisation
- Transparency and accountability
- Risk limitation



## How do we develop policies?

- Who should be involved in developing policies?
- Who has overall responsibility for ensuring policies are in place and are complied with?
- How do we get started on writing policies and what should they include?
- Who needs to know?
- When do we review / when do they need to be changed?



## Which policies do we need?

The range and scope of policies you need will vary depending on the size and activities of your organisation, but there are some all organisations should have in place:

- Health and safety
- Equality, diversity and inclusion
- Data protection
- Financial policy and procedures
- Reserves policy



## Which policies do we need?

In addition, you may need a range of other policies:

- If you employ staff, HR policies including grievance, disciplinary, whistleblowing, pay, leave
- If you involve volunteers, volunteer policy and volunteer problem solving procedure
- If you work with children or with adults at risk, safeguarding
- Governance related policies eg risk management, conflict of interest
- Finance eg anti-bribery, anti-money laundering
- Funding / fundraising eg acceptance of donations policy
- Other, eg environmental policy, social media



## Which policies do we need?

There is potentially a huge range of policies that you could put in place- the list on the previous slide could have gone on and on – but it's important to be proportionate; a large charity with a large workforce, multiple projects and big budgets is likely to need more policies than a small organisation offering one or two services.





## Further information

[Developing policies and procedures | NCVO](#)

[Charity Excellence Framework](#)

[Guidance for volunteer-involving groups - Kent Volunteers](#)

[Resource Centre](#)

[ACAS](#)

[Information Commissioner's Office \(ICO\)](#)



**Thank you**

**Any questions?**

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