

THE ASSOCIATION OF TEESDALE DAY CLUBS

Policy Document Number 05 Issue 06

Protection of Members

Introduction

The Association of Teesdale Day Clubs (hereafter referred to as the Association) is aware of the duty of care to its members and will accordingly take every practical measure and/or precaution to protect them.

Policy

It is the policy of the Association to do everything that is reasonably practicable to protect our members from harm whilst in our care. The Association will comply with all relevant legal obligations.

Principles

- The Strategic Manager will maintain an awareness of current legislation and guidelines relating to safety of members including volunteers and bring these to the attention of the Board of Trustees and the Finance and General Purposes (F&GP) committee as appropriate.
- The Strategic Manager will ensure that Disclosure Barring Service (DBS, formerly CRB) checks are or have been carried out on all Club Leaders and those staff or volunteers who regularly work unsupervised with members (e.g. volunteer drivers).
- Where staff, or volunteers have already been DBS-checked in connection with another activity, and that check is current, a further check on behalf of the Association is not required.
- Records of individuals who have had DBS checks performed will be retained at the Association's office.
- The Club and Community Services Manager will periodically consult with staff and volunteers to ensure actions necessary to continue to provide safe working practices are identified and pursued.
- The Association will have in place the following policies with supporting procedures or guidelines where appropriate.
 - Incident Management
 - Safeguarding and Protection of Members at Risk
 - Health and Safety
 - Confidentiality/ Data protection
 - Hygiene and Food Safety
 - Whistle Blowing

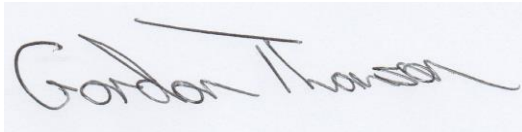
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- Regular health and safety risks assessments of venues will be conducted annually by a nominated experienced person and will include fire evacuation practice. Any issues will be reported and rectified.
- Transport of members to and from Club sessions organised by the Association will be by DBS checked volunteer drivers or by registered taxi companies.
- Staff are required to comply with all policies and will hold a current first aid certificate.
- Action will be taken in respect of any misconduct on the part of staff, volunteers or members that could give rise to a risk to others.
- All staff, volunteers and members will be encouraged to report any concerns regarding venue and transport safety.
- This policy will be reviewed on a regular basis and changes instituted as necessary.

Approved by the Board of Trustees and signed on their behalf by the Chairman:

A handwritten signature in black ink, appearing to read 'Gordon Thomson', is written over a light blue rectangular background.

Date: 15th April 2021

Review due: April 2024