



Third Sector Guide

Governance, Policies and Procedures

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Introduction

This guidance is designed to help third sector groups understand governance, compliance, and policy development. It combines best practice, legal requirements, and practical tools for self-assessment and implementation.

Definitions

The terms used to describe a governing body can vary depending on the legal structure of the organisation.

Trustees	The term trustees will be used throughout this document to refer to the committee or management board of a Third Sector group or organisation. These are the people responsible for the governance of that group. Depending on the type of group or organisation, the management board can be referred to as committee members, boards or board members, directors or trustees .
governing document	the term governing document will be used throughout this document to refer to your group's constitution, memorandum and articles of association, or deed of trust .

Section 1: Understanding Governance, Policies & Procedures

Governing documents, policies, and procedures establish a framework for how a group operates. They define roles, responsibilities, and compliance requirements, and demonstrate accountability to funders and stakeholders.

The type of governing document, policies and procedures you need will depend on the size, legal structure and operations of your group.

This document is intended to provide a foundation for the core policies and procedures most groups require. The documents referenced are not exhaustive, and you may need additional policies and procedures depending on your organisation's activities.

- **Governing Document:** Sets out the rules for running the organisation
- **Policy:** Explains how the organisation will act in line with legislation and good practice.
- **Procedure:** Details the steps for carrying out activities (who, what, how).

Trustees hold ultimate responsibility for ensuring the organisation maintains an up-to-date governing document and a comprehensive suite of policies and procedures. These policies must be consistent with the governing document **and** all applicable legal obligations—they should never supersede or conflict with them.

When developing policies, it is best practice to reference relevant legislation to demonstrate compliance. All policies and procedures should be formally approved by the appropriate authority within the organisation, clearly communicated, version controlled, regularly reviewed and readily accessible. Staff and volunteers must be aware of these policies, understand their purpose, and know where to locate them.

Section 2: Your Governing Document

A third sector governing document is the formal set of rules that outlines how a voluntary or community group is run. It defines the organisation's purpose, structure, and decision-making processes, and acts as the legal foundation for its activities. These documents are essential for transparency, accountability, and compliance with legislation and best practice.

At the very least a governing document should include:-

- **Name and purpose of the group** - clearly stating what the organisation is called and why it exists.
- **Powers and activities** the group can be involved in - outlining what the group is allowed to do to achieve its purpose.
- **Who will benefit** from the group's work - defining the beneficiaries (e.g., local community, specific groups).
- The **geographic area** the group will operate within - specifying the location or region where the group will deliver its activities.
- **Qualifications and application for membership** – explaining who can join, how they apply, and any conditions for membership.
- **Election, retirement and termination** of the management committee and office bearers - setting out how committee members are appointed, removed, or step down.
- **Powers of the management committee** - describing what decision-making authority the committee has.
- **Rules for running meetings** (board and members) – including how meetings are called, notice requirements, quorum, and voting procedures.
- **Conflicts of Interest** – stating how conflicts will be identified & managed to ensure transparency.
- **Financial requirements** - covering how funds are managed, reporting obligations, and audit arrangements.
- **Winding down the organisation** – setting out the process for closing the group and what happens to remaining assets.

The type of governing document your group needs will depend on its legal structure.

For example, an unincorporated association will usually have a **constitution**, while a Company Ltd by Guarantee will have **articles of association**, and a Scottish Charitable Incorporated Organisation (SCIO) will have a constitution specific to SCIO requirements.

Further Guidance and sample

constitutions:- The Scottish Council for Voluntary Organisations has useful templates for most types of governing document on their website. These can be tailored to your own group's aims and objectives, agreed powers & activities, beneficiaries etc.

[Templates, model policies & checklists - SCVO](#)

Section 3: Legal & Regulatory Framework

This section outlines the key legislation that govern how community organisations (with or without charitable status) operate. Trustees have a legal duty to ensure compliance with these requirements, covering governance, health and safety, data protection, fundraising, equality, safeguarding, and security. Understanding these obligations helps protect your organisation, its people, and the communities you serve.

HUMAN RIGHTS AND EQUALITIES	
APPLICABLE TO: - everyone- Human Rights and Equalities should underpin everything your group does.	
Adopting a person-centred human rights approach should include everything your organization does – from recruitment of trustees and governance through to services. Applying the PANEL principles of PARTICIPATION- ACCOUNTABILITY NON-DISCRIMINATION – EMPOWERMENT and LEGALITY means looking at how to eliminate barriers and making your group, your activities and services more inclusive. Good practice includes anti-discrimination, but it also goes beyond the protected characteristics of equality legislation and takes into consideration things like poverty and the experience of unpaid carers – i.e all forms of discrimination should be eliminated. Equalities legislation is regulated by the Equalities and Human Rights Commission	Legislation: - • Human Rights Act 1998 • Equality Act 2010 Read more Equalities and Human Rights Further Guidance:- THRE (The Third Sector Human Rights and Equalities) project Related to • Equality Diversity and Inclusion Policy • Fair Work Policy

CHARITY LEGISLATION

APPLICABLE TO: - groups with charitable status – or groups seeking to register for charitable status.

Scottish charity law provides a robust framework that ensures organizations with charitable status operating in Scotland are accountable and efficiently run, with strict rules for trustees and reporting. The legislation includes provisions that set out the criteria for registering as a charity in Scotland (the Charity Test) the core duties and responsibilities for Trustees of charities registered in Scotland, charity accounting etc.

Legislation: -

- Charities and Trustee Investment (Scotland) Act 2005
- Charities (Regulation and Administration) (Scotland) Act 2023
- The Charities Accounts (Scotland) Regulations 2006
- Statement of Recommended Practice (SORP)
- The Charities References in Documents (Scotland) Regulations 2007
- The Charities Reorganisation (Scotland) Regulations 2007

- [The Scottish Charitable Incorporated Organisations Regulations 2011](#)
- [The Scottish Charitable Incorporated Organisations \(Removal from Register and Dissolution\) Regulations 2011](#)
- [The Charities Restricted Funds Reorganisation \(Scotland\) Regulations 2012](#)
- [Charities and Benevolent Fundraising \(Scotland\) Regulations 2009](#)

Read more: [Charity Legislation](#)

Charity legislation in Scotland is regulated by **OSCR (Office of the Scottish Charity Regulator)**

Related to:

- Trustee Policy
- Register of Interests and Conflict Management
- Trustee Induction & Training Programme

BEING INCORPORATED

APPLICABLE TO:- Third Sector organisations or groups with an incorporated legal structure (such as Company Ltd by Guarantee)
The Companies Act 2006 is the primary source of UK company law and a comprehensive piece of legislation that governs almost all aspects of how companies are formed, managed, and dissolved.

Legislation:-

[Companies Act 2006](#)

Further Guidance:

[Companies House - GOV.UK](#)

Related to:

Your groups governing document

HEALTH AND SAFETY

APPLICABLE TO: - All organizations have a legal responsibility to ensure a safe and healthy environment for employees, volunteers, committee members and service users.

Legislation:- [Health and Safety at Work etc. Act 1974](#)

Read more: [Health & Safety](#)

Further guidance: -
[Health and Safety Executive](#)

Related to:

- Health & Safety Policy
- Fire Safety and Emergency Response Plan
- Accident & Incident Reporting Procedure
- COSHH Compliance
- Lone Worker Policy
- Adverse Weather & Travel Disruption Policy
- Use of Own Office/Own Equipment Policy
- Risk Management Framework
- PAT testing
- PVG Scheme

FOOD HYGIENE: - if your group is making and selling food as part of an event you need to ensure that you are handling food safely. Some halls and venues do require you to have completed a food safety course as part of their letting criteria although there is currently no legal requirement for your group to have a formal food standard qualification to make or sell food. **Further Guidance:** - [Food Standards Agency Scotland](#)

DATA PROTECTION

APPLICABLE TO: -

- All organisations must comply with UK Data Protection legislation
- If your group collects personal data for any purpose beyond personal or household use, you must follow GDPR requirements.
- PECR legislation applies to most groups (if your group uses emails, texts, phones, has a website and/or compiles a public directory)

Read more: [Data Protection & Communications](#)

Legislation: -

- [Data Protection Act 2018](#)
- [UK General Data Protection Regulation \(UK GDPR\)](#)
- [Data Use and Access Act 2025 \(DUAA\)](#).
- [Privacy and Electronic Communications Regulations \(PECR\) 2003](#)

Further Guidance: [ICO \(Information Commissioners Office\)](#) The ICO website includes comprehensive information guidance and advice for small organisations.

Related to:

- Data Protection Policy
- Privacy Notice
- Electronic Communications Policy
- Photography & Filming Policy
- Social Media and Communications Policy
- Use of Artificial Intelligence (AI) Policy

PROTECTING CHILDREN & VULNERABLE ADULTS

Children - individuals under the age of 18 years old

Vulnerable adults - individuals over the age of 16 years who are provided with care, health, community care or welfare services

APPLICABLE TO: - Organisations working with children or 'protected adults' and anyone working in a 'regulated role' with children or 'protected adults'

The **UN Convention on the Rights of the Child (UNCRC)** outlines the fundamental rights of every child, regardless of their race, religion or abilities. The UNCRC is the most widely ratified human rights treaty worldwide. Among the rights included in the UNCRC are the rights to education, health, play, fair treatment, protection from exploitation and the right to be heard

The **Protection of Vulnerable Groups (Scotland) Act 2007** established the PVG Scheme to identify people not suitable for working with children or protected adults. Anyone working with children or protected adults is required to register with the PVG scheme - if your organisation or group works with children or protected adults, PVG Scheme membership is a legal requirement for **all regulated roles** including the role of directors, trustees, or board members.

Legislation: -

- [Protection of Vulnerable Groups \(Scotland\) Act 2007](#)
- [Disclosure \(Scotland\) Act 2020](#)
- [United Nations Convention on the Rights of the Child \(Incorporation\) \(Scotland\) Act 2024](#)

Read more: [Safeguarding & Vulnerable Groups](#)

Further Guidance: -

- [Disclosure Scotland](#)
- [Volunteer Scotland Disclosure Services \(VSDS\)](#)

Related to: -

- Safeguarding Policy (Children and Vulnerable Adults)
- Recruitment and PVG Checks Policy
- Reporting Procedure for Concerns

BEING A RESPONSIBLE EMPLOYER

APPLICABLE TO: - Organisations or groups that employ paid staff and those who engage volunteers

Employment legislation in Scotland largely mirrors UK laws, covering fundamental rights like minimum wage, working hours, paid holidays, rest breaks, and protections against discrimination. It applies to paid workers - so if your organization employs people on a paid basis you must comply.

In most cases volunteers (unpaid) are not covered by employment legislation but they *are* protected under health & safety laws and data protection with specific duties falling on your organization to provide a safe environment and to handle data correctly.

NOTE: Where 'volunteers' have a working relationship that looks more like that of an employee i.e. if they receive more than just expenses (e.g., fixed payments) or if they are expected to turn up to work, receive training, or promises of future work – then the Employment Rights Act 1996 (and the new 2025 Act) **does** apply.

The Equality Act 2010 applies to paid employees (and in most cases work experience placements). Most of the Equality Act 2010 does not directly protect volunteers under its employment provisions, however your organization **must** comply with the anti-discrimination parts of the Act and prevent discrimination. Volunteering can be seen as a service provision, meaning volunteers *are* protected from unfair

Legislation:

- [The Employment Rights Act 1996](#) and the new [Employment Rights Act 2025](#) (passed Dec 2025 this will be phased in during 2026 and 2027, with some April 2025 changes already in place).
- [Equality Act 2010](#)
- [Protection from Harassment Act 1997](#)
- [Employment Relations Act 1999](#)
- [Trade Union and Labour Relations \(Consolidation\) Act 1992](#).
- [Trade Union Act 2016](#)
- [Carers Leave Act 2023](#)
- [Health and Care \(Staffing\)\(Scotland\) Act 2019](#) applicable organisations that engage volunteers in the delivery of regulated care services

Remember that the [Health and Safety at Work etc. Act 1974](#), and Data Protection legislation apply to all workers paid or unpaid.

See also Protection of Vulnerable People.

Read more: [Volunteers & Staffing](#)

Further Guidance: -

- [Advisory, Conciliation and Arbitration Service \(ACAS\)](#)
- [Volunteer Scotland](#)
- [Fair Work Convention Scotland](#)

Related to:

- Employment Policies
- Volunteer Policy
- Disciplinary & Grievance Policies

treatment and discrimination against them is considered bad practice. Volunteers may also be protected under the Protection from Harassment Act 1997	
Scottish Government Fair Work Policy The Scottish Government Fair Work provides a framework for organisations to become better employers. A commitment to operate the Fair Work principles of EFFECTIVE VOICE, SECURITY, OPPORTUNITY, FULFILLMENT, RESPECT is often a criterion of public funding Further Guidance: • The Fair Work Framework - The Fair Work Convention	The Scottish Government Fair Work Policy relates to employment and Equalities and Human Rights. Read more: Fair Work Statement Related to: - • Fair Work Policy • Equality Diversity and Inclusion Policy
FUNDRAISING	
APPLICABLE TO :- the fundraising activities of any Third Sector organization.	
Any fundraising carried out on behalf of a group or organisation (with or without charitable status and whether by staff, volunteers or paid fundraisers) should meet the rules in the Code of Fundraising Practice to ensure it is done in a legal, open, honest and respectful manner.	Legislation: - • Gambling Act 2005 • Gambling (Licensing and Advertising) Act 2014) • Charities and Benevolent Fundraising (Scotland) Regulations 2009 – specific to the fundraising carried out by registered charities in Scotland
The Code of Fundraising Practice itself is not a single piece of legislation, but it outlines standards that reflect legal requirements and expectations for ethical fundraising across the UK, and is enforced through a self-regulatory system overseen by bodies like the Fundraising Regulator and OSCR. Read more: Fundraising	Further Guidance: - see the OSCR website charity fundraising and OSCR Fundraising for charity trustees: Guidance Related to: • Financial Management Policy • Fundraising Policy

HOLDING EVENTS

APPLICABLE TO: - any group or organisation organizing and holding events of any size and particularly if you are looking at the sale of alcohol, playing music and/or expecting over 200 attendees. Holding an event of any size will entail consideration of people's safety and accessibility. If your event is being held outside, it involves alcohol, or involves a large number of people you will most likely be required to speak with the emergency services, and The Highland Council.

Alcohol Licensing:

If your event includes the sale of alcohol, you will require a Licence – either an Occasional Licence (or possibly a Premises Licence).

Applications are made online on [The Highland Council website](#)

Stewarding: - Stewarding plans are a critical part of any event's overall risk assessment and safety management. The Highland Council's requirements for event stewarding are primarily governed by event licensing conditions and general health and safety legislation.

In the UK, stewarding roles fall under the regulation of the **Security Industry Authority** (SIA), which requires specific licensing for "door supervisors" and "event stewards" If your organisation employs professional security personnel for your event (e.g., "door stewards" or "bouncers") the **Private Security Industry Act 2001** makes it mandatory for them to be licensed and it is an offence to employ unlicensed individuals for these roles.

Most organisations and groups will choose to use volunteers for general stewarding duties such as directing people to seats, toilets, or first-aid facilities and – provided these volunteer stewards are genuinely unpaid they do not typically require a licence. However, a volunteer steward may

Legislation:-

- [Terrorism \(Protection of Premises\) Act 2025](#) - also referred to as Martyn's Law
- [Licensing \(Scotland\) Act 2005](#)
- [Private Security Industry Act 2001 \(PIA\)](#)
- [Civic Government \(Scotland\) Act 1982](#)
- [Safety of Sports Grounds Act 1975](#)

Public Entertainment Licence (PEL)

In accordance with the **Civic Government (Scotland) Act 1982**, a public entertainment licence, issued by The Highland Council (as licensing authority) is required for the use of premises or land to provide certain types of entertainment to members of the public. The conditions of the PEL will specify safety requirements including capacity, stewarding, first aid, and toilet facilities.

Further Guidance: -

- The Highland Council [Civic Government Licensing | PEL Guidance Notes](#)
- [Organising events — Communities Channel Scotland](#)
- [Notify Police Scotland if you're organising an event - Police Scotland](#)

require a licence if they are involved in other duties such as searching people's bags, physically intervening against or ejecting people; refusing entry or making people leave the event. .	• Organising a voluntary event: a 'can do' guide - GOV.UK • Events health and safety VisitScotland Business Support For details on Martyn's Law, see the Home Office Factsheet, Practical Guide for Charities, and Government Guidance
Related to: - • Health and Safety Policy • Insurance and Risk Management • Environmental & Sustainability Policy • Public Liability Insurance Read More: Events health and safety VisitScotland Business Support	

Human Rights and Equalities Legislation

In the UK The [Human Rights Act 1998](#) is one of the principal ways that internationally recognized human rights (set out in **the Universal Declaration of Human Rights**) are given legal effect in the UK. In Scotland, human rights protections are also built into the devolution settlement by the **Scotland Act 1998** and The Scottish Government regards the Human Rights Act as one of the most important and successful pieces of legislation ever passed by the UK Parliament. In addition to this, the [United Nations Convention on the Rights of the Child \(Incorporation\) \(Scotland\) Act 2024](#) incorporates the articles of the United Nations Convention on the Rights of Children (UNCRC) into devolved domestic law in Scotland within the limits of devolved competence. This means that children, young people, and their representatives can use the courts to enforce the rights in the act.

Human Rights encompass the principles of: - **FAIRNESS – RESPECT – EQUALITY – DIGNITY – AUTONOMY**

These fundamental human rights apply no matter where you are from, what you believe in, or how you choose to live your life. They include our freedoms to life, liberty, equality, expression, belief, education, work, and a standard of living, ensuring all people are born free, equal, and treated with dignity, with protections against discrimination, slavery, and torture, rights to nationality, family, property, privacy, fair trials, and participation in government.

Related closely to Human Rights are Equality laws. The UK [Equality Act 2010](#) protects individuals from discrimination based on defined **protected characteristics**: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The legislation applies to all employers, service providers, and associations in Scotland.

Read More: - created under the Scottish Commission for Human Rights Act 2006, the [Scottish Human Rights Commission](#) (SHRC) promotes and protects the human rights of everyone in Scotland.

Read More <https://www.gov.uk/guidance/equality-act-2010-guidance>

*The **Universal Declaration of Human Rights (UDHR)** was agreed by the General Assembly of the United Nations following World War Two. The UDHR outlines 70 rights and freedoms that belong to all of us. It forms the basis of all international human rights legislation.*

Further Guidance:-

The **Third Sector Human Rights and Equalities THRE** project supports third sector organisations towards taking a human rights and equalities first approach to their organisational development and delivery. THRE is a partnership project between HTSI and Glasgow Council for the Voluntary Sector (GCVS) funded by The Scottish Government Equality and Human Rights Fund managed by Inspiring Scotland. **More information, guidance and training options** <https://thre.org.uk/>

They offer free online training modules including *Governance – A Human Rights Risk Approach*

Further Guidance:- The [Equality and Human Rights Commission](#) is the regulator of the Equality Act in Scotland, England, and Wales. Their website includes helpful guidance and a Code of Practice for small organisations

Charity Legislation

The **Charities and Trustee Investment (Scotland) Act 2005** sets out the core responsibilities of charity trustees, including four general duties and five specific duties. Trustees must act in the interests of the charity, ensure it operates in line with its stated purposes, exercise reasonable care and diligence, and manage conflicts of interest. Specific duties include maintaining charity details on the Scottish Charity Register, reporting to OSCR, keeping accurate financial records, ensuring fundraising compliance, and providing information to the public. **An organisation can only call itself a charity in Scotland once it has been registered by OSCR and put on the Scottish Charity Register.**



The Office of the Scottish Charity Regulator (OSCR) are the independent regulator and registrar for charities in Scotland. Their website includes comprehensive guidance. Visit [the OSCR website](#)

Health and Safety

All organisations have a legal responsibility under the **Health and Safety at Work etc. Act 1974** to provide a safe and healthy environment for employees, volunteers, committee members, and service users. Ultimately, this responsibility sits with the trustees, but it can be delegated to a member of staff or a volunteer.

Ensuring a safe and healthy environment includes:

- Safe operation and maintenance of the workplace, plant, and systems
- Safe access to and from the workplace
- Safe handling and storage of dangerous substances
- Adequate staff training on health and safety
- Adequate welfare provisions for staff

Health and Safety obligations also require your group to:

- Carry out risk assessments
- Provide liability insurance
- Meet fire safety regulations
- Ensure staff and volunteers are aware of your Health and Safety Policy, First Aid requirements, and display the Health and Safety Law poster.

Further guidance and templates are available from the [Health and Safety Executive \(HSE\)](#).

Data Protection

All organisations, including charities and community groups, must comply with the [UK General Data Protection Regulation \(UK GDPR\)](#) and the [Data Protection Act 2018](#) including the changes made to these legislations under the [Data Use and Access Act 2025 \(DUAA\)](#). They must also comply with the [Privacy and Electronic Communications Regulations \(PECR\) 2003](#) which sits alongside GDPR and refers specifically to privacy rights in electronic communications.

If your group collects personal data for any purpose beyond personal or household use, you must follow GDPR requirements. The Information Commissioner's Office (ICO) regulates data protection in the UK, offering advice, audits, and enforcement.

The [Privacy and Electronic Communications Regulations 2003](#) covers privacy rights in electronic communications. PECR applies if you:

- Market by phone, email, text, or fax
- Use cookies or similar technologies on your website
- Compile a public directory

Specific rules cover:

- Marketing calls, emails, texts, and faxes
- Use of cookies
- Security of communication services
- Customer privacy (traffic data, billing, line identification, directories)



The Information Commissioner's Office (ICO) regulates data protection in the UK.

Their website contains comprehensive information and guidance including specific information and advice for small community groups: [Getting started with data protection and the UK GDPR | ICO](#)

Further Guidance:

More info: [ICO guide to PECR](#).

Protecting Children and Vulnerable Adults

The [Protection of Vulnerable Groups \(Scotland\) Act 2007](#) is designed to protect individuals under the age of 18 (children) and individuals over the age of 16 who are provided with care, health, community care or welfare services (protected vulnerable adults). The legislation sets out duties for Scottish Ministers to keep a list of people identified as being not suitable to be working (in a paid or unpaid capacity) with vulnerable groups.

The Act established the **PVG Scheme** to identify those people and it devolved powers to **Disclosure Scotland** to run the scheme. Overall, the legislation is designed to ensure that people who are barred from working with vulnerable people are not able to do so. The membership registration scheme **PVG Scheme** is for anyone who carries out work (paid or unpaid) with vulnerable groups in Scotland.

PVG membership is a legal requirement for all regulated roles with children and protected adults. This includes the role of directors, trustees, or board members of organizations serving children/protected adults. Check the Disclosure Scotland website for more information about [regulated roles](#).

Disclosure Scotland and Volunteer Scotland Disclosure Services

Disclosure Scotland is a Scottish Government executive agency acting on behalf of Scottish Ministers in receiving information about people who may be unsuitable to work with children or protected adults. They maintain a list of people who are barred from working with children and a list of people who are barred from working with protected adults. They continually check the criminal history information of PVG Scheme members.

Read More [About Disclosure Scotland - Disclosure Scotland](#)

Volunteer Scotland Disclosure Services (VSDS) are funded by Disclosure Scotland to provide free support to voluntary organisations requiring PVG scheme disclosures. You can enroll with them and access free PVG checks for volunteers. More information on their website [Disclosure Services - Volunteer Scotland](#)

The **Disclosure (Scotland) Act 2020** made membership of the PVG Scheme **mandatory** for all regulated roles with children and protected adults. This legislation also recognizes the for people to move on from offending and removed some of the barriers for people with convictions as they seek employment or other opportunities. The Act also replaces lifetime PVG membership (from April 2026) with time limited membership of 5 years.

In Scotland the rights of children, young people, and their representatives are also protected by the [United Nations Convention on the Rights of the Child \(Incorporation\) \(Scotland\) Act 2024](#).

Employment Legislation and Being a Good Employer

From the moment a candidate applies for a job, they are protected by employment laws. It keeps them safe from discrimination based on a set of 9 protected characteristics (as outlined in the Equality Act 2010). When they move on to employment, they are further protected by health and safety laws (as per the Health & Safety at Work Act 1974).

Employment laws such as the [Employment Rights Act 1996](#) identify the minimum requirements for types and areas of employment in Scotland. They cover things like working hours, statutory sick pay, annual leave, and maternity pay. They also protect against discrimination based on gender, age, disability, race, sexual orientation and religion or belief. Legislation also includes specific acts like the National Minimum Wage Act and GDPR compliance.

ACAS

Acas offer advice on employment law and good practice. for employers and workers across England, Scotland and Wales. Their services also cover problems at work, discipline and grievance and employment tribunals

Scottish Government Fair Work Policy

Fair Work is relevant for all employers and all workers – although the context in which it can be applied will vary depending on factors such as the type and size of the organisation and the sector and location in which it operates.

The Scottish Government's Fair Work Action Plan sets out ways to promote fair and inclusive workplaces across Scotland – including actions to tackle the gender pay gap, the disability employment gap, and an anti-racist employment strategy, driving fair work practices for all.

Read more:- [1. Ministerial foreword - Fair Work action plan: becoming a leading Fair Work nation by 2025 - gov.scot](#)

The Fair Work Convention is an independent body which advises government on Fair Work. The convention's '[Fair Work Framework](#)' underpins the Scottish Government's Fair Work policy and approach. It outlines what employers can do to build fairer working practices into their organisations.

There are 5 dimensions in the framework:

- security – secure jobs with fair pay and conditions
- opportunity – for workers to progress
- fulfilment – supporting workers and creating a sense of community

- respect – recognising the value and contributions of all workers
- effective voice – giving workers the chance to speak out and be listened to

The dimensions of Fair Work should be visible in the attitudes, behaviours, culture, policies and practices within an organisation – demonstrating the value placed on fair work and equal opportunity in work. Fair Work is an agenda for all and asks employers to go beyond statutory minimum employment rights and protections. Scottish Government apply Fair Work First criteria to grants, other funding and public contracts being awarded by and across the public sector, where it is relevant and proportionate to do so. It applies to discretionary grants awarded by and across the public sector, but not to non-discretionary funding, such as grant-in-aid funding to public bodies, or to local government general revenue funding. Through Fair Work First the Scottish Government ask employers in receipt of public sector grant funding to adopt identified criteria including: - mandatory payment of at least the real Living Wage and providing appropriate channels for effective workers' voice, such as trade union recognition.

Read more

- [Fair Work First - Guidance](#)
- Skills Scotland The Employers Guide to Inclusive Recruitment [Employer's Guide to Inclusive Recruitment | Rise 360](#)

Fundraising

All fundraising carried out by Third Sector groups (with or without charitable status and whether by staff, volunteers or paid fundraisers) should meet the rules in the **Code of Fundraising Practice** to ensure it is done in a legal, open, honest and respectful manner.

The **Code of Fundraising Practice** sets the standards that apply to fundraising conducted by all charitable institutions and third-party fundraisers in the UK (Scotland, England, Wales and Northern Ireland). It covers behaviour, duties and responsibilities, processing donations and volunteers as well as specific standards for different types of fundraising.

Read More: -Code of Fundraising Practice <https://www.fundraisingregulator.org.uk/code>

If your group organises and holds raffles or prize draws, 100 clubs, sweepstakes or tombolas these are classed as lotteries. Whilst most of the lottery activities held by community groups to fundraise are likely to be small scale and will not require a licence or registration, it is important that your community group is aware and complies with any relevant regulations. The [Gambling Act 2005](#) specifies regulations relating to each of the permitted types of lottery with some amendments made by the [Gambling \(Licensing and Advertising\) Act 2014](#)).

The legislation sets out the role of the **Gambling Commission** in regulating most types of gambling in Great Britain. The Gambling Commission website includes information and guidance on [Fundraising, raffles and lotteries](#) and specific guidance on

- [Lotteries at events](#)
- [Bingo, casino, and poker nights](#)
- [100, 200, and 500 clubs](#)
- [Types of lotteries that don't require a licence](#)

The HTSI website also includes helpful information on [Holding Raffles and Prize draws](#)

Fundraising as a Charity in Scotland

In Scotland [the Charities and Trustee Investment \(Scotland\) Act 2005](#) and the [Charities and Benevolent Fundraising \(Scotland\) Regulations 2009](#) set out specific requirements for charity fundraising. This means that if your organisation has registered charitable status with OSCR you must comply with these requirements (as well as the Code of Fundraising Practice).

There is more information and guidance on charity fundraising on the OSCR website [OSCR | Fundraising](#)

REMEMBER: - it is against the law for an organisation to call itself a charity in Scotland unless it has been registered by OSCR and put on the Scottish Charity Register.

Further Information

The **Scottish Fundraising Adjudication Panel** oversees enhanced self-regulation of fundraising in Scotland, is responsible for fundraising standards in Scotland and handles fundraising complaints related to Scottish registered charities.

The **Good Fundraising Guarantee** is a positive statement about values, culture and practices and outlines to the public how they can expect to be treated by fundraisers and charities. While the standards for fundraising are set out in full within the Code of Fundraising Practice, the guarantee gives the public an understanding of the principles of fundraising and by displaying the statement on your website, this outlines your commitment to donors in Scotland. Apply to use of the [Good Fundraising Guarantee](#) logo.

Section 4: Core Policies, Procedures and Supporting Documents

Every organisation needs a strong foundation of policies and supporting documents to ensure clarity, accountability, and compliance with legal and best practice standards. These core documents set out how your group operates, what is expected of trustees, members, and volunteers, and how you manage key areas such as safeguarding, data protection, health and safety, and fundraising.

Having clear policies helps protect your organisation, builds trust with stakeholders, and provides guidance for consistent decision-making.

The following section outlines **essential** policies and documents, what they should include, and where to find templates and guidance to help you develop them. For templates and further guidance, visit the Scottish Council for Voluntary Organisations <https://scvo.scot/support/templates>

Governance & Trustee Responsibilities

Trustee Policy

A Trustee Policy sets out the expectations and responsibilities of trustees, ensuring they understand their duties and operate in line with governance standards. It builds on the governing document by providing practical detail about how the Board functions and what the organisation expects of its trustees.

The policy should cover:

- Appointment and recruitment of trustees, including induction and training
- Roles and responsibilities, including office bearer roles (with separate role descriptions if needed)
- Commitment of trustees and Trustee Code of Conduct
- Register of interests and managing conflicts of interest
- Expenses and remuneration
- Meeting arrangements
- Serious incidents and risk management
- Trustee plans and appraisals
- Delegation of authority to volunteers or sub-committees, and retained authority of trustees

Members Policy

A Members Policy clarifies the rights and responsibilities of members, including voting rights and participation in organisational decisions. It helps maintain transparency and fairness in how members

engage with the organisation. This policy builds on the governing document by providing practical detail about what the organisation expects from its members and what members can expect in return.

The policy should include:

- Overview of the organisation's activities and purpose
- Appointment, withdrawal, and termination of membership
- Members register and data protection requirements
- Voting rights and decision-making processes
- Membership benefits
- Details of trustees and staff for reference

Register of Interests & Conflict Management

This document records any personal or financial interests that a committee member has that could influence decision-making. It outlines how conflicts of interest will be identified and managed to protect the integrity of the organisation.

Trustee Induction & Training Programme

A structured programme to ensure new trustees understand the organisation's purpose, policies, and legal obligations. It supports ongoing development so trustees can fulfil their roles effectively and confidently.

Complaints Policy (Internal & External)

This policy outlines how the organisation handles complaints from both internal stakeholders (staff, volunteers, members) and external parties (service users, partners, or the public). It provides a transparent process for raising concerns, investigating issues, and resolving complaints fairly and promptly. A clear complaints policy helps maintain trust, accountability, and continuous improvement within the organisation.

Successions Plans

Succession plans ensure leadership continuity, stability, and long-term mission sustainability by proactively preparing for transitions in boards and senior staff. Effective plans involve identifying critical roles, cultivating internal talent, and creating contingency plans for unexpected vacancies. A well-structured approach involves mentoring, defining future needs, and maintaining transparent, ongoing discussions to avoid operational disruption.

Further Guidance [Succession Planning | Rural Social Enterprise Hub](#)

Equality, Diversity & Inclusion

Equality Diversity and Inclusion Policy

Equality, Diversity, and Inclusion (EDI) policies help us build an environment where everyone is treated with fairness, respect, and dignity, regardless of their background, identity, or characteristics. It demonstrates that your group is adopting a human rights and equalities first approach.

Refers to international Human Rights laid down in the Universal Declaration of Human Rights through UK legislation - Human Rights Act 1998 and the Equality Act 2010.

An EDI policy written with the Human Rights **PANEL** principles of **PARTICIPATION, ACCOUNTABILITY, NON-DISCRIMINATION, EMPOWERMENT** and **LEGALITY** will set out your organisation's commitment to promoting equality and preventing discrimination across all activities. It ensures compliance with the Equality Act 2010 and Human Rights principles it but should go beyond the protected characteristics set out in the legislation, to include anyone who may be disadvantaged.

- The Third Sector Human Rights and Equality (THRE) website includes helpful guidance and assistance with writing and adopting Equality Diversity and Inclusion policies <https://thre.org.uk/equality-diversity-and-inclusion-policies/>
- The ACAS website has a good section and templates for creating an equality and diversity policy <https://www.acas.org.uk/equality-policy-template>
- There is also a template with guidance on the SCVO website [Templates, model policies & checklists - SCVO](#)

Fair Work Statement

Having a Fair Work Statement demonstrates your organisation's commitment to fair work principles, including respect, security, opportunity, and effective voice for staff and volunteers. It supports ethical employment practices and aligns with national fair work standards. Fair Work First criteria are applied to public sector funding, contracts, and grants.

Further Guidance and template statements can be found on the Scottish [Government website](#)

Health & Safety

Health & Safety Policy

A Health and Safety Policy sets out your organisations general approach to health and safety. It should include the responsibilities of staff and volunteers, risk assessment procedures, first aid arrangements, and measures for lone working. It ensures compliance with legal requirements and promotes a safe environment. It should clearly say who does what, when and how, and include information about:

- Health and Safety Responsibilities and duties, and reporting arrangements
- Provision and use of equipment e.g. workspace, display screens etc
- First aid
- Health and safety risk assessments
- Personal safety (lone working, visits/off site working, violence and aggression, key holders)

*Your policies relating to Health and Safety refer to the legal requirements set out in the **Health & Safety at Work etc. Act 1974***

Sample policies

Health and Safety policies and templates can be found on the Health and Safety Executive website <http://www.hse.gov.uk/simple-health-safety/index.htm>

Fire Safety & Emergency Response Plan

Details how the organisation will prevent fire risks and respond in an emergency, including evacuation procedures, designated fire marshals, and communication protocols to keep everyone safe during incidents. This policy must also address compliance with the Terrorism Protection of Premises Act (Martyn's Law), which introduces a legal requirement for organisations operating public premises or hosting events to have measures in place to prepare for and respond to a terrorist attack.

Accident/Incident Reporting Procedure

Provides a clear process for reporting and recording accidents or near misses. Ensures timely investigation, corrective action, and compliance with health and safety regulations.

COSHH Compliance

Sets out how the organisation manages hazardous substances under the Control of Substances Hazardous to Health (COSHH) regulations. Includes safe storage, handling, and disposal procedures to protect staff and volunteers.

Lone Worker Policy

Defines how the organisation supports and safeguards individuals working alone. Covers risk assessments, communication protocols, and emergency procedures to reduce risks associated with lone working.

Adverse Weather & Travel Disruption Policy

Explains how the organisation will operate during severe weather or travel disruptions. Includes guidance on safety, remote working arrangements, and communication with staff and volunteers.

Use of Office/Own Equipment Policy

Clarifies expectations for using organisational equipment and personal devices for work purposes. Covers security, maintenance, and responsibilities to ensure safe and appropriate use.

Safeguarding & Vulnerable Groups

Safeguarding Policy (Children and Vulnerable Adults)

This policy sets out the organisation's commitment to protecting children and vulnerable adults from harm. It provides a clear statement of intent and outlines principles, responsibilities, and procedures for prevention, reporting, and responding to safeguarding concerns in line with legislation and best practice. If your organisation regularly works with children, vulnerable adults, their carers, parents, or families, you must comply with safeguarding legislation and recommended standards.

A safeguarding policy should include:

- Policy statement – your commitment to safeguarding
- Recruitment and selection – safe recruitment practices
- Training and induction – ensuring staff and volunteers understand their responsibilities
- Staff and volunteer responsibilities – clear roles and expectations
- Reporting procedures – how concerns are raised and managed
- Useful contacts – key safeguarding agencies and support resources

Further Guidance Foundation Scotland's Safeguarding Guide:

<https://www.foundationscotland.org.uk/sites/default/files/2022-07/Foundation%20Scotland%27s%20approach%20to%20safeguarding.pdf>

Recruitment & PVG Checks Policy

Explains how the organisation ensures safe recruitment of staff and volunteers, including carrying out appropriate background checks through the Protecting Vulnerable Groups (PVG) scheme. This policy helps prevent unsuitable individuals from working with vulnerable groups.

Staff/Volunteer Training & Induction

Details the organisation's approach to training and induction for staff and volunteers, ensuring they understand safeguarding responsibilities, reporting procedures, and how to create a safe environment for service users.

Reporting Procedures for Concerns

Provides clear guidance on how to report safeguarding concerns or disclosures. Includes steps for escalation, designated safeguarding leads, and record-keeping requirements to ensure timely and appropriate action.

If your organisation regularly works with children, vulnerable adults, their carers, parents, or families, your group's safeguarding policies should refer to the **Protection of Vulnerable Groups (Scotland) Act 2007**, **Disclosure (Scotland) Act 2020** and recommended standards

Data Protection & Communications

Data Protection Policy

A Data Protection policy should explain how the organisation collects, stores, and processes personal data in compliance with UK GDPR and the Data Protection Act 2018 and the Data Use and Access Act 2025 (DUAA). It should set out principles for data security, accuracy, retention, and individuals' rights to ensure lawful and transparent handling of information.

It should include:

- How personal data is processed
- How data is kept accurate and up to date
- Data retention periods and procedures
- Individuals' rights under data protection law
- How data is secured and protected from breaches

Privacy Notice

Explains to service users, members, and stakeholders what personal data the organisation collects, why it is collected, how it is used, and their rights. This notice ensures transparency and builds trust by clearly communicating data practices.

Electronic Communications Policy (PECR Compliance)

Sets rules for using electronic communications such as email, SMS, and marketing messages in line with the Privacy and Electronic Communications Regulations (PECR). It covers consent, opt-out processes, and responsible use of digital channels.

Your Data Protection & Communications policies should refer to legal compliance with **Data Protection Act 2018, UK General Data Protection Regulation (UK GDPR), Data Use and Access Act 2025 (DUAA)** and **Privacy and Electronic Communications Regulations Act 2003 (PECR)**

Further Guidance: -

The Information Commissioner website has guidance and templates relating to Data protection, electronic communications and privacy notices:-

Templates and guidance

<https://ico.org.uk/for-organisations/>

Help with electronic communications policies

<https://ico.org.uk/for-organisations/guide-to-pecr/what-are-pecr/>

Help with Privacy Notices

<https://ico.org.uk/for-organisations/sme-web-hub/how-to-write-a-privacy-notice-and-what-goes-in-it/>

Photography & Filming Policy

Provides guidance on taking and using photographs or videos of individuals during events or activities. It addresses consent, safeguarding considerations, and data protection requirements to ensure respectful and lawful use of images.

Social Media & Communications Policy

Defines how the organisation and its representatives use social media and other communication platforms. It includes guidelines for tone, confidentiality, safeguarding, and protecting the organisation's reputation while engaging online.

AI Policy

An AI policy should cover Purpose & Scope, define Ethical Guidelines (transparency, fairness, accountability, dignity), outline Usage Rules (approved tools, data privacy, IP), detail Roles & Responsibilities, mandate Training, and establish Monitoring & Review processes, emphasizing responsible use for staff, volunteers, and service users, often focusing on protecting sensitive beneficiary data and ensuring AI aligns with mission and values. Key areas include human oversight, data security, bias mitigation, and clear communication to beneficiaries.

Cyber Incident Response Plans

Cyber Incident Response plans should be part of your organisation's policies and procedures.

Your board, staff and volunteers should **all** be in a position where they can feel confident in detecting a cyber threat and know how to respond when an incident takes place.

A robust cyber incident response plan should cover 5 areas:-

Preparation: Containment: Eradication: Recovery: Lessons Learned (Post-Incident)

Read more on the SLCVO website [Cybercrime and Online Fraud Awareness Resources](#)

Further Guidance:

[How to create an AI Policy](#)

— [DataKind UK](#)

[AI Policy for Charities and Non Profits - Template](#)

Further Guidance: - The Scottish Council for Voluntary Organisations SCVO works closely with Scottish Government through the **CyberScotland partnership**, to support Scotland's third sector in their journey to becoming more cyber resilient.

Read More - (SCVO) infographic on [how to spot and respond to a cyber incident](#).

Further Guidance
[Charities-going-digital-top-10-Data-Privacy-Tips-6-Apr.pdf](#)

Financial Management & Fundraising

Financial Management Policy (Budgeting, Controls, Anti-Fraud)

This policy sets out how the organisation manages its finances to ensure transparency, accountability, and compliance with best practice. It covers budgeting, financial controls, and measures to prevent fraud, helping the organisation operate effectively and maintain funder confidence.

A Financial Management Policy demonstrates that your group is committed to safeguarding its resources and using them responsibly. It should include clear rules on authorising expenditure, record-keeping, reporting, and monitoring financial risks.

Further Guidance: -

Finance and business management guidance and templates

<https://scvo.scot/support/running-your-organisation/finance-business-management>

Fundraising Policy

This policy explains how the organisation approaches fundraising, ensuring all activities are ethical, transparent, and compliant with legal requirements. It sets out principles for planning and delivering fundraising initiatives, including responsibilities, approval processes, and safeguarding donor trust.

Your group's financial management will depend on the size of your group and your legal structure. *For example:* - If you have registered charitable status your financial management will refer to the provisions of Scottish charity law including the **Charities and Trustee Investment (Scotland) Act 2005** and **The Charities Accounts (Scotland) Regulations 2006**

Any fundraising policy should reference the **Code of Fundraising Practice**, which sets the standards for all charitable fundraising in the UK, including third-party fundraisers. Following these standards helps protect the organisation's reputation and ensures accountability.

Engaging Volunteers & Employment of Paid Staff

Volunteer Policy (Roles, Recruitment, Induction, Equality, Expenses)

This policy provides clarity on volunteer rights and responsibilities, as well as what the organisation expects from them. It serves as the foundation for all volunteering practices and explains why volunteers are involved in the organisation's work.

Further Guidance:

[Volunteering - THRE](#)

[Volunteer Scotland](#) - information and templates relating to volunteering

A **Volunteer Policy** should include:

- Introduction – the organisation's purpose and role of volunteers
- Volunteer recruitment and selection
- Roles and responsibilities – including trustees' involvement
- Equality, diversity, and inclusion commitments
- Induction and training processes
- Health & safety and insurance requirements
- Expenses and reimbursement guidelines
- Volunteering while on benefits
- Support and supervision arrangements
- Recognition and saying thank you
- Managing challenging situations
- Confidentiality and safeguarding
- Photography and social media guidelines
- Ending volunteer roles and review processes

Volunteer Agreement & Role Descriptions

A Volunteer Agreement sets out what a volunteer can expect from the organisation and what the organisation hopes from the volunteer in return. It is not a legally binding contract but a mutual understanding that reflects the voluntary nature of the role. The tone should be positive and supportive, emphasising choice and flexibility rather than obligation.

The agreement usually sits alongside a Volunteer Role Description, which provides clarity about the role, including:

- Role title
- Outline of responsibilities
- Skills, attitudes, and experience required
- Benefits to the volunteer
- Location and time commitment
- Support and point of contact
- Application process

Employment Policies (Recruitment, Equal Opportunities, Flexible Working, Leave)

This set of policies outlines how the organisation manages employment practices to ensure fairness, compliance, and transparency. It covers recruitment processes, equal opportunities, flexible working arrangements, and leave entitlements. These policies help create a positive and inclusive workplace while meeting legal obligations.

Disciplinary & Grievance Policy

This policy provides a clear framework for addressing misconduct and resolving workplace disputes. It sets out procedures for handling disciplinary issues fairly and consistently, as well as steps for employees to raise grievances. Having this policy ensures compliance with employment law and promotes a respectful and accountable working environment.

Any employment policies should refer to the **Equality Act 2010**, **Employment Rights Act 1996** and the **Employment Rights Act 2025**

Further Guidance:
[ACAS](#)

Environmental & Community Responsibility

Environmental Sustainability Policy

An Environmental Sustainability Policy outlines your organisation's commitment to reducing its environmental impact and promoting sustainable practices. It typically includes measures such as minimising waste, reducing energy consumption, sourcing materials responsibly, and encouraging eco-friendly behaviours among staff, volunteers, and participants. This policy demonstrates social responsibility and compliance with environmental standards, while supporting long-term sustainability goals.

Further Guidance [Guide to developing an environmental policy - Culture for Climate Scotland](#)

Community Engagement & Accountability Measures

Community Engagement and Accountability Measures ensure your organisation actively involves stakeholders in decision-making and remains transparent about its activities. This includes creating opportunities for feedback, consulting with community members on projects, and reporting on outcomes. These measures build trust, strengthen relationships, and ensure services reflect community needs. They also demonstrate good governance and adherence to principles of participation and accountability.

When you are planning community engagement consider human rights and equalities. Carry out a **Equalities and Human Rights Impact Assessment**. Consider barriers to involvement and how you can address those to ensure your engagement includes those who may be harder to reach and who don't usually speak up.

Further Guidance

Scottish Government [National Standards for Community Engagement - Participation handbook - gov.scot](#)

[The National Standards — VOiCE](#)

Scottish Community Development Centre (SCDC) [Our resources | SCDC - We believe communities matter](#)

The [Health Improvement Scotland](#) website has step by step guidance on community engagement

The Scottish Human Rights Commission website has more information about [Equalities and Human Rights Impact Assessments](#)

Scotland's community engagement is guided by the **National Standards for Community Engagement**, promoted by bodies like SCDC and VOiCE, focusing on principles like collaboration, inclusivity, transparency, and effectiveness, rooted in the **Community Empowerment (Scotland) Act 2015**, to build relationships and co-produce services, with frameworks like the Quality Framework helping measure good practice.

The National Standards for Community Engagement includes 7 principles: **Support: Planning: Inclusion: Methods: Communication: Working Together: Impact**

Read more [SCDC website National Standards for Community Engagement: the 7 principles in graphics | SCDC - We believe communities matter](#)

Insurance & Risk Management

Comprehensive Insurance

Comprehensive insurance protects your organisation against financial risks and liabilities. This typically includes **public liability insurance** (covering injury or damage to third parties), **employers' liability insurance** (a legal requirement if you employ staff), **property insurance** (covering buildings and equipment), and **event insurance** (for activities or fundraising events).

Having the right insurance ensures compliance with legal obligations and safeguards your organisation against unexpected costs

Risk Management Framework

A risk management framework sets out how your organisation identifies, assesses, and mitigates risks. It should include regular audits and reviews to monitor compliance and address emerging risks. This framework helps protect people, assets, and reputation while ensuring legal and regulatory obligations are met. It also demonstrates good governance and accountability.

Participant Waivers & Consent Forms

Waivers and consent forms are essential for activities involving participants, especially where there is physical risk or data collection. Waivers outline potential risks and confirm participants accept responsibility, reducing liability for the organisation. Consent forms ensure individuals agree to participation and the use of personal data in line with GDPR. These documents protect both the organisation and participants by promoting transparency and informed decision-making.

Section 5: Compliance Checklist

Use this checklist to identify which documents your organisation already has, which ones are missing, and when they need to be reviewed or updated.

Document	Have	Need	Update by:
Governing Document (defining purpose, structure, rules, conflicts of interest, financial requirements)			
Trustee Policy (roles, recruitment, induction, code of conduct, conflicts of interest)			
Members Policy (rights, responsibilities, voting)			
Register of Interests & Conflict Management			
Trustee Induction & Training Programme			
Equality Diversity & Inclusion Policy (aligned with Equality Act 2010 and Human Rights PANEL principles)			
Financial Management Policy (budgeting, controls, anti-fraud)			
Health & Safety Policy (responsibilities, risk assessments, first aid, lone working)			
COSHH Compliance			
Fire Safety & Emergency Response Plan			
Accident/Incident Reporting Procedure			
Safeguarding Policy (children and vulnerable adults)			
Recruitment & PVG Checks Policy			
Complaints Policy (internal & external)			
Employment Policies (recruitment, equal opportunities, flexible working, leave)			
Volunteer Policy (roles, recruitment, induction, equality, expenses)			
Volunteer Agreement & Role Descriptions			
Staff/Volunteer Training & Induction			
Disciplinary & Grievance Policy			
Lone Worker Policy			
Reporting Procedures for Concerns			
Adverse Weather & Travel Disruption Policy			
Use of Office/Own Equipment Policy			
Fundraising Policy (Code of Fundraising Practice compliance)			
Data Protection Policy			
Privacy Notice			

Electronic Communications Policy (PECR compliance)			
Photography & Filming Policy			
Social Media & Communications Policy			
AI Policy			
Cyber Incident Response Policy			
Environmental Sustainability Policy			
Risk Management Framework (regular audits)			
Community Engagement & Accountability Measures			

Insurances	Have	Need	Update by:
• public liability			
• employers' liability			
• property insurance			
• events insurance			

Section 6: Further Support

This guide provides a foundation for understanding governance, legal obligations, and essential policies for third sector organisations. While it outlines core requirements and best practice standards, it is not exhaustive. Each organisation should review its activities, risks, and legal structure to determine any additional policies or procedures required.

Maintaining compliance is an ongoing responsibility. Trustees should regularly review governing documents, policies, and procedures to ensure they remain current, legally compliant, and fit for purpose. Clear communication, accessibility, and staff and volunteer awareness are critical to effective implementation.

SLCVO Third Sector Support can assist you in developing your organisation's policies and procedures.

For all enquiries please contact the SLCVO Third Sector Support Officer michelle.seviour@slcvo.org.uk or the SLCVO team info@slcvo.org.uk.



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