Resource Centre
www.resourcecentre.org.uk ◆ 01273 606160 ◆ 6 Tilbury Place, Brighton, BN2 0GY

GAIN policies

Volunteer policy

Date: 23/4/2018

- GAIN is an equal opportunities group.
- GAIN is unable to undertake training so we are looking for volunteers who are able to pick up any skills they do not already have readily so as to be able play their part within the group. Having some life experience is likely to help with this so the minimum age is set at 18. It also makes risk assessment easier to manage.

Financial policy

Date: 29/05/2024

- The group is a tax registered charity with HMRC. Our charity trustees make up the management committee.
- We keep appropriate financial records, including:
  - bank statements
  - details of all funds received
  - invoices, receipts, online account records or mileage kept for payments made.
- We pay travel **expenses** at 45p/mile up to £6/day.
- Our financial year ends on the date of the AGM in the spring.

Data protection policy

Date: 29/05/2024

- Backup copies of data are held on memory sticks. It is encrypted where appropriate
- Some data may be printed out for backup purposes.

Confidentiality policy

Date: 27/04/2018

- Visits to our website are completely anonymous.

LOTTERY FUNDED

Brighton & Hove City Council

Brighton & Hove Social Welfare and Educational Trust Ltd: Charity no. 287516, Limited Company registered in England no. 1730256, VAT no. 861 1001 75

Updated: 11/3/15

- What we see on Facebook is controlled by users' own settings.

- We hold contact details of people who contact us but do not pass them on to third parties.

- We send emails about events to our members and remove email addresses on request. Group emails use blind copy, BCC, for email address list.

Health and safety policy

Date: 1/5/2018

- GAIN has public liability and employment liability insurance. It is renewed annually.
- Parents or carers are expected to accompany children so DBS checks do not apply.
- Raffles are held at some events. Tickets are sold and the raffle drawn during the event.

Safeguarding policy

Date: 7/10/2019

- GAIN believes that children and adults have the right to protection from abuse, and should be able to live free from the fear of abuse.
- Safeguarding is about protecting the safety, independence and wellbeing of people at risk of abuse, and is everybody's responsibility.
- Assessing whether children or adults are experiencing abuse is the responsibility of professionals within the local authority. GAIN's role is therefore not to assess whether abuse has taken place, but to safeguard by informing the local authority if information becomes known to us that could indicate that abuse may have taken place, or that a child or adult may be at risk of abuse. See Lincolnshire safeguarding
- In the event of a disclosure or safeguarding concern, a detailed written record must be made by the person who receives the information, as soon as possible, and always on the same day.
- In the event of a disclosure:
  • Reassure the person concerned.
  • Listen to what they are saying.
  • Record what you have been told/witnessed as soon as possible.
  • Remain calm and do not show shock or disbelief.
  • Tell them that the information will be treated seriously.

• Do not start to investigate or ask detailed or probing questions. Only ask questions to clarify the basic facts of what they are already telling you.
• Do not promise to keep it a secret.

- If the person is in immediate danger the police or ambulance must be called straight away on 999. Ensure prompt action is taken to minimise the risk of harm from any further abuse, maltreatment or neglect.
- Keep in contact with the person who made the disclosure, or you have the concern about, and ensure they know they can contact you again. Ask for their permission before sharing information, but make sure they know you may have to share it without permission.
- Keep them informed about who the information has been shared with.

Equality, diversity & inclusion policy

Date: 29/05/2024

GAIN is committed to treating all people equally and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Social media policy

Date: 29/05/2024

- Please be aware that you are personally responsible for what you communicate on social media

- If you plan to use a photograph or quote from someone on social media, you should obtain their consent first

- Please do not tag anyone in photos on social media. This is because the person in the image may be vulnerable or under 18.

- Remember that you must respect confidentially at all times and protect confidential information. You should be mindful of data protection issues