



SC050423



Data Protection Policy

The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with data protection procedures. This document also highlights key data protection procedures within the organisation.

This policy covers all volunteers, referral partners and everyone who we interact with. All members of Bairnecessities Baby Bank are individually responsible to protect all data that has been made available to them.

Bairnecessities do not know the names or addresses of any of our clients and all referrals are made by professionals.

In line with the Data Protection Act 2018 principles, Bairnecessities Baby Bank will ensure that personal data of all our volunteers and referrers will:

- Be obtained fairly and lawfully and shall not be processed unless certain conditions are met
- Be obtained for a specific and lawful purpose
- Be adequate, relevant but not excessive
- Be accurate and kept up to date
- Not be held longer than necessary
- Be processed in accordance with the rights of data subjects
- Be subject to appropriate security measures



- Not to be transferred outside the European Economic Area (EEA) The definition of 'Processing' is obtaining, using, holding, amending, disclosing, destroying and deleting personal data. This includes some paper based personal data as well as that kept on computer.

The Personal Data Guardianship Code suggests five key principles of good data governance on which best practice is based.

The organisation will seek to abide by this code in relation to all the personal data it processes, i.e.

- **Accountability:** those handling personal data follow publicised data principles to help gain public trust and safeguard personal data.
- **Visibility:** Data subjects should have access to the information about themselves that an organisation holds. This includes the right to have incorrect personal data corrected and to know who has had access to this data.
- **Consent:** The collection and use of personal data must be fair and lawful and in accordance with the DPA's eight data protection principles. Personal data should only be used for the purposes agreed by the data subject. If personal data is to be shared with a third party or used for another purpose, the data subject's consent should be explicitly obtained.
- **Access:** Everyone should have the right to know the roles and groups of people within an organisation who have access to their personal data and who has used this data.
- **Stewardship:** Those collecting personal data have a duty of care to protect this data throughout the data life span. Under the Data Protection Guardianship Code, overall responsibility for personal data in a not-for-profit organisation rests with the governing body. In the case of Bairnecessities Baby Bank, this is the management committee. The governing body delegates tasks to the Data Controller. The Data Controller is responsible for:
 - Understanding and communicating obligations under the Act
 - Identifying potential problem areas or risks
 - Producing clear and effective procedures
 - Notifying and annually renewing notification to the Information Commissioner, plus notifying of any relevant interim changes
 - All staff and volunteers who process personal information must ensure they not only understand but also act in line with this policy and the data protection principles.
 - Only information required for the performance of the referral will be requested and stored by members of the Bairnecessities Baby Bank. Personal sensitive information will not be used apart from the exact purpose for which permission was given.
 - All referrals must be made by online referral form, which directly goes to the referrals Bairnecessities Baby Bank secure email address and promptly stored in the folder named



“Referrals” and information should be stored for no longer than 12 months for performance data reasons.

- All referrals are submitted via a secure portal, where users have been approved as professional bodies.
- For confidential reasons the referral details do not include the personal details of the families requiring the items only the initials of the client (for the professionals to identify). Name, email address, area of work and contact phone number of the approved professional body is collected when professionals apply to become a referrer.
- We will keep this data secure, and active for the use of the charity activities; but not store any idle data for longer than 48 months.
- To justify this time length; we serve families with children 0-18 months old, so are required to store information on what items families may have received throughout this period.
- Not only is this in the public interest to ensure items are distributed fairly, but the information is also used for statistical purposes which aids the charity's growth.
- The password to the afore mentioned systems must be kept secure and will be changed every 90 days, any breach of security of the referral account will result in automatic loss membership with the charity and possible legal action on the individual concerned.
- If any personal client information has been given to Bairnecessities Baby Bank, it is each individual member's personal responsibility to ensure that under no circumstances should these details be discussed with anyone outside of the Charity and only discussed or shared internally with those of whom it is necessary for performance of the referral. The only exceptions to this policy are contained within the “Safeguarding Policy” for Bairnecessities Baby Bank.
- Breach of Bairnecessities Baby bank policy will result in automatic removal of membership from the charity and could result in legal action being taken against you.

To meet our responsibilities staff, volunteers and trustees will:

- Ensure any personal data is collected in a fair and lawful way;
- Explain why it is needed at the start;
- Ensure that only the minimum amount of information needed is collected and used;
- Ensure the information used is up to date and accurate;
- Review the length of time information is held;
- Ensure it is kept safely
- Ensure the rights people have in relation to their personal data can be exercised

We will ensure that:

- Everyone managing and handling personal information is trained to do so
- Anyone wanting to make enquiries about handling personal information, whether a member of staff, volunteer or service user, knows what to do



- Any disclosure of personal data will be in line with our procedures. Queries about handling personal information will be dealt with swiftly and politely

Training and awareness raising about the Data Protection Act and how it is followed in this organisation will take the following forms:

- On induction sessions with all colleagues and volunteers
- This policy is read by all colleagues and volunteers
- General training/ awareness raising: (when needed) Anyone whose personal information we process has the right to know: What information we hold and process on them
- How to gain access to this information
- How to keep it up to date
- What we are doing to comply with the Act.

They also have the right to prevent processing of their personal data in some circumstances and the right to correct, rectify, block or erase information regarded as wrong. Individuals have a right under the Act to access certain personal data being kept about them on computer and certain files. Any person wishing to exercise this right should apply in writing to Bairnecessities Baby Bank. We may also require proof of identity before access is granted. The following forms of ID will be required: A valid passport or driver's licence.

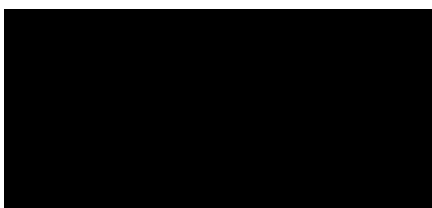
This policy will be reviewed at intervals of yearly to ensure it remains up to date and compliant with the law.

I CONFIRM I HAVE READ AND UNDERSTOOD BAIRNECESSITIES BABY BANKS DATA PROTECTION POLICY AND WILL ACT IN ACCORDANCE WITH IT.

I am connected with this organisation in my capacity as a Volunteer / Trustee / management committee member / Employee

Signature

Print nam





Date: 17/03/2023

Please return this form to admin@bairnecessitiesbabybank.co.uk



Equality and Diversity policy

Introduction:

Bairnecessities began in August 2016 when [REDACTED]

[REDACTED] By redistributing the good quality clothes and equipment families had out grown she could help alleviate the need as well as reducing the amount being sent to landfill.

OUR AIMS:

- To relieve poverty in the North Aberdeenshire area by providing good quality pre-owned baby items to families in need.
- Promote sustainable living by reducing unnecessary waste and encouraging recycling and reusing.

OUR VISION

- Successfully work within the local communities eliminating family poverty.

OUR MISSION

- We strive to support families in need by providing them with pre-owned essential baby items free of charge, resulting in:
 - Improved living environments for babies and children.
 - Reduced financial burdens for families allowing them to focus on other aspects of home life

- Reduction in the number of items being sent to landfill and increased opportunities for recycling and reusing within our communities.

OUR VALUES

- Low Carbon Footprint. We will source from and provide to those in our local community.
- Collaborative. We will work closely with agencies (e.g., health visitors, social services and other professionals), charities and organisations.
- Sustainability. Any additional money raised will be reinvested into Bairnecessities to help us achieve our aims.
- Open and accountable. We will be fair, efficient and transparent in the way we conduct business.

3 Rs.

- We aim to Reduce waste in all that we do both in our work with families and our business practices. We facilitate and encourage the Reusing of baby items and what we cannot reuse we look to Recycle in sustainable environmentally friendly ways

This document sets out Bairnecessities Baby Bank equality and diversity policy and has adopted the Equalities Review 2007 definition of an equal society which strengthens our approach to equality and diversity.

The definition is:

“An equal society protects and promotes equal, real freedom and substantive opportunity to live in the ways people value and would choose, so that everyone can flourish.

An equal society recognises different people’s different needs, situations and goals and removes the barriers that limit what people can do and can be”

Bairnecessities Baby Bank is committed to:

- Eliminating unlawful discrimination, harassment and victimisation

- Advancing equality of opportunity; and
- Fostering good relations within and between our communities with a view to building good community relations

The Policy is in line with Bairnecessities Baby Bank duties and responsibilities under the Equality Act 2010

Our aims are that:

- All our existing and potential service users are treated with dignity and respect;
- Our partnership and contract arrangements promote equality of opportunity;
- We will work with and between communities to help develop and strengthen relationships;
- Our workforce will be reflective of all sections of society; and each trustee, employee or volunteer feels respected and able to give of their best.

We will treat everyone with the same attention, courtesy and respect regardless of:

- Age,
- Disability,
- Race or racial group (including colour, nationality and ethnic origin or national origins),
- Religion or belief,
- Sex
- Marriage and Civil Partnership,
- Gender reassignment,
- Pregnancy and maternity
- Sexual orientation,
- Caring responsibilities,
- Social class, or Trade union activity.

We will take all reasonable steps to ensure that we do not unlawfully discriminate.

Our commitment is to create an environment both for staff and people of Northeast Aberdeenshire:

- that promotes dignity and respect for all;
- Where people are treated fairly and according to their needs;
- Where no form of intimidation, bullying or harassment is tolerated; and
- In which individual differences and the contributions of all are recognised and valued. This policy applies to:
 - All service users and those applying to access services;
 - All contractors and sub-contractors; and
 - All trustee, employee or volunteers, whether part-time, full-time or temporary, and all job applicants.

Roles and responsibilities

We all have a right to be treated fairly and with dignity and respect. For this to happen we have a responsibility to ensure that our own actions and behaviours are equally fair and that we respect the dignity of others.

Less favourable treatment should be challenged directly, either by the recipient or by witnesses. Where this is not possible, for whatever reason, then the complaints procedure can be used.

Good practice

In all our activities, we will:

- Give due regard to equality and diversity when reviewing existing and developing new strategies/ policies and services/ functions to ensure that we - secure flexible and fair working practices, - provide excellent services and fairly award contracts, and commission services
- Engage and involve interested groups and individuals with our decisionmaking processes
- Deal with all complaints of discrimination, harassment or victimisation promptly and with sensitivity to all those involved

- Take all opportunities to advance equality of opportunity and foster good relations within and between our communities. In delivering our services we will:
- Assess the needs of our existing and potential service users and ensure fair access to our services. This includes making reasonable adjustments to enable disabled people to use our services or work within our charity; In employment, learning and development we will:
- Continue to progress equal pay;
- Assess the needs of our existing and potential disabled trustee, employee or volunteers and provide appropriate reasonable adjustments, and take appropriate positive action in recruitment and selection.

Support to implement the policy

All our policies and practices are supported by appropriate training or briefing sessions and guidance.

For the equality and diversity policy:

- Equality and diversity training is available through the initial induction program and guidance is also available on request from the Bairnecessities Baby bank Committee.

Monitoring

All our policies contribute to our overall aims around equality. Key policies – such as those relating to employment, service delivery, community engagement, commissioning and procurement - are specifically designed to promote equality of opportunity and protect people against unlawful discrimination, harassment and victimisation. We collect and analyse data relating to these areas of policy, to identify trends and areas of inequality, and then take appropriate action.

Communications

The equality and diversity policy is available on our website. We will use all opportunities to promote the policy. This includes key messages, induction events for new staff, and specific equality and diversity events.

Responsibility for reviewing this document

The Committee will review this policy as needed and implement any legal changes into the policy



Health and Safety Policy

Introduction:

Bairnecessities began in August 2016 when [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED] By redistributing the good quality clothes and equipment families had out grown she could help alleviate the need as well as reducing the amount being sent to landfill.

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This policy applies to:

The:

Committee

Trustees

Volunteers

All Service Users

Breaching this policy may result in your contract being ended. Unless stated otherwise, this policy is non-contractual and does not form part of the contract of employment and it may be adapted or amended at any time. Bairnecessities Baby Bank may (acting reasonably and depending on the circumstances of each case) adapt, vary or depart from the application or implementation of this policy and procedure, including any time limits, to reflect the circumstances of each case and to reflect general principles.



Roles and Responsibilities

In order to comply with demands made in the Health and Safety at Work Act 1974, we need to ensure that our management system imbues co-operation, collaboration, information and training to ensure our ongoing arrangements to manage Health and Safety in the organisation meets due diligence demands. Such actions are delivered in a wide array of actions as diverse as sign off paperwork processes, resource allocation, discussion groups, activity briefing, staff competency and hazard management amongst many other processes, which allows the organisation to deliver reasonably practicable solutions to reasonably foreseeable risks.

The Committee

The Committee has overall responsibility for health and safety and operation of this policy

The Committee plays a key part in the accountability and duty of care of the organisation to staff, children, visitors, contractors and members of the public.

Health and Safety and Safeguarding is a vital part of demonstrating accountability.

The Committee should:

- Show strong and active leadership
- Endorse the engagement of the workforce in promoting and safe and healthy conditions:
and
- Ensure health & safety arrangements are adequately resourced

The Chair person will provide Organisational leadership on health and safety. This includes:

- When the Committee and Trustees agree on our Health & Safety Policy Statement this will be placed on our Dropbox for all Volunteers to read and sign
- Promoting a proactive health and safety culture with clear management functions and accountabilities
- The Committee and Trustees will assume responsibility along with the Chairperson for all major health and safety policy matters



- Any changes required in the Health and Safety policy will be agreed with the Committee and the Trustees and any changes to the policy will be made according to the Health & Safety at work policy 1974
- To ensure that planning processes include appropriate time and resources for health and safety processes; and
- Ensure as far as reasonably practicable, the health and safety of all persons involved in, or affected by, the activities of their roles within Bairnecessities Baby Bank

All staff

- Are encouraged to look at the Health & Safety Executive (HSE) the governments website for all health and safety information at <https://www.hse.gov.uk/guidance>
- To understand the Health and Safety guidelines in line with specific roles and responsibilities
- To understand the measures of accountability for Health & Safety breaches that range from enforcement or improvement notices
- To Undertake induction and other training especially if lone working
- Take reasonable care for their own health and safety and that of other people who may be affected by their actions
- Cooperate with the committee on health and safety matters, including incident investigations
- Ensure where appropriate that events and activities have been risked assessed and the assessment documented with the help of the chairperson
- Comply with local health and safety procedures at events and report any health and safety incidents, accidents or potential hazards, risks or near misses
- Use any equipment provided by Bairnecessities Baby Bank to manufacturer's instructions and report any fault with the equipment to the Committee
- Ensure preloved equipment given to clients have been safety checked as per manufacturer's guidelines and document appropriately
- Do not undertake any tasks for which they do not have the appropriate training for
- Adhere to manual handling policy.

The Committee will work on shared issues to ensure that Volunteers working in Bairnecessities Baby Bank receive the following:

ACCOUNTABILITY TO OUR STAKEHOLDERS



Save the Children

- Security training and /or a security briefing prior to commencement of employment with Bairnecessities Baby Bank
- Guidance on the Health and Safety policy

Policy Statement

The Committee, Trustees and Volunteers at Bairnecessities Baby Bank work tirelessly to achieve ambitious goals for children and family in Northeast Aberdeenshire. We recognise and take seriously the role of effective health and safety management as a key factor in ensuring the health, safety and wellbeing of our volunteers and visitors to our premises and those with whom we work. We make every effort, so far as is reasonably practicable to comply with the requirements of the Health and Safety at Work etc Act 1974 and its subsequent provisions. We are committed to developing a positive safety culture which involves all staff, and places appropriate responsibility and accountability at each level of the organisation. We endeavour to provide adequate control of health and safety risks arising from all work-related activities by conducting suitable and sufficient risk assessments.

We are all responsible for ensuring that health and safety is considered in all work activities within Bairnecessities Baby Bank. The visible support and leadership of the Committee and Trustees, enables all staff to take proactive steps to comply with applicable legislation, prevent accidents and cases of work-related ill-health.

Policy Principles

The principles shall be embedded, where applicable, in activities taking place within Bairnecessities Baby Bank premises and any activities or events being attended by Bairnecessities Baby Bank at third party premises or public places. The principles sit alongside the arrangements for the safety and security of staff, contractors and volunteers travelling overseas, safeguarding, smart working and lone working.

At Bairnecessities Baby Bank we work to ensure (so far as is reasonably practicable) compliance with relevant legal requirements by working together to

- Ensure that all levels of management, staff and, volunteers and contractors take full responsibility for activities conducted within their respective work areas, making staff, volunteers and participants' safety a priority;



- Ensure employees, staff, volunteers and contractors are competent to do their tasks, providing instructions, information and training when required;
- Where appropriate, conduct suitable and sufficient risk assessments for activities involving staff, volunteers, contractors and children in line with our health and safety policies and procedures and in place appropriate controls to prevent reasonably foreseeable accidents and work-related ill health. Where appropriate, senior management will approve risk assessments and ensure they actively manage health and safety risks;
- Conduct general health and safety and fire risk assessments in Bairnessities premises, reviewing these annually and whenever there are significant changes in applicable areas.
- Maintain and implement an effective system of health and safety management that plans, implements and reviews our work activities and events
- Provide and maintain safe equipment used during work activities
- Provide an adequate and safe workplace, work equipment and machinery, including desktop screening equipment (DSE), which will be maintained in line with our legal requirements to ensure the safety of all
- Be an organisation that is able to learn through experience
- Effectively plan and manage all lone working activities to ensure that, so far as is reasonably practicable, staff are not exposed to unnecessary danger; and
- Provide all new starters with suitable health and safety induction. The Committee shall ensure that all new staff and volunteers attend induction within their first month of joining, and staff complete all mandatory training modules required

External Standards

Bairnessities Baby Bank is committed to adhering to the sector standards embedded in, or supporting regulations enabled by: The Health and Safety at Work Act 1974. We will also seek advice from HSE.

Accident, Incident and Near Miss Reporting

- All staff and representatives involved in or who witness an accident or health and safety incident or near miss event to a member of staff, a volunteer, contractor or member of the public whilst working or volunteering for Bairnessities Baby Bank must immediately report it to the Committee within 24 hours. The Committee will conduct a full accident investigation, when required and identify any remedial action required.
- Any incident involving a child or vulnerable adult must be reported to the appropriate professionals. Details of these professional agencies are on the Safeguarding Policy



- Events falling within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be reported to the HSE by the Chairperson, or in their absence, their delegated cover only
- Alternatively, you may wish to follow our Whistleblowing Policy and Procedures.

If you have any questions about this policy or wish to give feedback, please contact [REDACTED]





LONE WORKING POLICY

In some areas Bairnecessities Baby Bank, volunteers are required to work alone when carrying out their normal duties. Bairnecessities ensures that such employees are not exposed to unnecessary or excessive risk. Under Section 2 of the Health and Safety at Work etc Act 1974 every employer has a duty to provide and maintain systems of work which are, so far as is reasonably practicable, safe and without risk to health. The employer is also required to provide the supervision necessary for the health and safety of employees. To protect staff from the risk associated with working alone whether they are on Bairnecessities Baby Bank premises, at venues used by groups, travelling alone on work duties or working in an isolated setting To ensure that staff understand that Bairnecessities Baby Bank as an employer, does not expect staff to expose themselves to unnecessary risks in the course of their work duties and that Bairnecessities Baby Bank will support a member of staff if they leave a situation in which they feel at risk. This standard provides detail on Bairnecessities Baby Banks principles relating to lone, solitary or peripatetic workers. This standard applies to all volunteers of Bairnecessities Baby Bank, who they have a direct or indirect responsibility. Complying with this standard will ensure that Bairnecessities Baby bank fulfils its legal obligations under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Process Risk Assessment is essential and Bairnecessities baby Bank managerial staff will identify duties that require employees to work alone and will insure there is a risk assessment made of all work activities. The risk assessment considers

whether the work activities can safely be carried out by one unaccompanied person and takes account of normal work and foreseeable emergencies e.g., fire, equipment failure, illness and incident. The following points are considered:

- Does the workplace present a risk to the lone worker e.g.: - public access/service - confined space - construction site - known area of high crime
- Can any temporary access equipment which is necessary, such as portable ladders or trestles, be safely handled by one person?
- Is there a risk of violence?
- Is there a risk of allegation against staff?
- Working with vulnerable persons
- Are women or young workers especially at risk if they work alone?
- Is the person medically fit to work alone? Consider both routine work and foreseeable emergencies which may impose additional physical and/or mental burdens on the individual.
- What training is required to ensure competency in safety matters/ Training is particularly important where there is limited supervision to control, guide and help in situations of uncertainty. Training can include formal courses, briefings and toolbox talks. It is also important to update staff regularly on possible threats, e.g., potentially violent persons, increases in crime in certain areas
- Lone workers need to be sufficiently experienced and understand the risks and precautions fully. Risk assessment must be carried out and the contents shared with appropriate staff
- Limits will be set covering what can and what cannot be done whilst working alone, including: - dealing with the public - maintaining service standards - utilising safe operating procedures when working in hazardous conditions or with hazardous substances
- Lone workers should be competent to deal with circumstances which are new, unusual or beyond the scope of training e.g., when to stop work and seek advice, or how to handle aggression.

- Incident reporting, what to do in the event of: - Injury - violence or aggression - racial abuse - harassment - loss, theft or vandalism
- Hazard reporting • What happens if a person becomes ill? • What happens in an emergency?
- How will the person be supervised? The extent of supervision required depends on an assessment of risks and assessment of the individual to identify and handle health and safety issues as they arise.
- Procedures should also be put in place to monitor lone workers to ensure they remain safe. These may include: Safe System of Work Where risk assessment identifies a special risk to the solitary worker, a safe system of work, taking into account normal and abnormal working conditions, and foreseeable emergency situations, must be documented and implemented. Monitoring and Review Incident data and risks should be regularly monitored by the management team and the following categories should be adhered to:

A lone worker required to carry out lone duties, must receive training and information on the risks associated with the work activity.

Personal Protective Equipment (PPE) Suitable PPE must be issued to an employee when risk assessment has shown it to be necessary for safe operation, for example, gloves, masks and aprons may need to be worn when

- When collecting donations which require cleaning
- When working in the storage containers
- If there is a risk of contracting COVID

Visiting Storage Containers

- Volunteers should let someone know they are at the storage containers and when they leave.
- Before entering the storage units ensure that the premises look as you would expect them to do – no signs of damage or occupancy and no signs of doors

being forced or unlocked when you expect them to be locked. If you have concerns do not enter but contact one of the management team.

- Whilst working alone in the building have your mobile phone with you.
- A suitable portable First Aid kit is made available in the storage containers.
- When talking to anybody you do not know on the phone, do not tell them you are alone in the units.
- If anybody appears in the units that you do not know, remain calm and non-threatening – ask who they are and who they are looking for, explain that the person they are looking for is not present in the units and ask them to leave, then contact someone you know or one of the management team.
- On leaving the building Ensure all doors are shut, and lock the unit door.

Collecting Donations/ Attending Meetings

- Volunteers should tell someone when they are collecting donations from people's houses or at a meeting place and let them know when they are safely home.
- Whilst working alone in the building have your mobile phone with you.
- If you make an appointment with somebody for the first time or with somebody who you are not comfortable being with then arrange for somebody else to be at the units, at the donators home or in the meeting with you at the time of the appointment.
- Only attend premises and homes if you have permission from a managing team.
- If you arrive at the premises of the donor or service user and you are not comfortable with going ahead with the appointment then leave and report this to your line manager or supervisor.
- Avoid risk Never assume, prepare yourself for your journey. Know exactly where you are going and how you are going to get there.
- Assess any risks there may be in doing the journey you are about to undertake.
- Ensure you have your personal belongings (e.g., keys, mobile, travel card) in your pocket and other items in a bag which sits close to your body with fastening innermost.

Risk Assessments

- We need to insure those who conduct risk assessments have the required competence. Allocating responsibility for identifying lone working activities and conducting Health & Safety Management System Supervisors are responsible for ensuring risk assessments are in place.
- Management will ensure staff under their control are aware of the contents of risk assessments and the control measures for lone working, and that this information is recorded locally on the risk assessment instruction record and those records maintained
- Management will ensure risk assessments are conducted for activities under their control,
- Management will ensure that risk assessments are adequately recorded
- Management will ensure that controls are put in place.
- Volunteers will bring to the attention of the managers if there is a control measure, they are unable to implement.
- Management will ensure lone working controls are regularly reviewed on an ongoing basis to ensure continuous improvement and at a maximum, 12-month period
- Everyone should comply with the control measures specified by risk assessment

Reporting any deficiencies/hazards / Incidences

- Any accident to an employee working alone on Bairnecessities Baby Bank must be reported to the manager and the Accident/Incident Form completed.
- If an incident takes place or if an incident occurs where there is a breach of your personal safety, you should complete an incident report including the date, time, location and description of the incident including names and contact details of any witnesses if known. This should be given to one of the management team. This should be done no matter how minor the incident is.
- Monitoring and Review Incident data is regularly monitored by management partners to identify risk areas.

Other

- Bairnecessities Baby Bank must have details of your (work and personal if applicable) mobile number, your home contact number and a person to be contacted in case of emergencies.
- Must have a valid driving licence and be covered by relevant insurance.
- Look confident Stand tall and look as if you know what you are doing and where you are going.
- Be alert to what is going on around you.
- Ensure you have a working mobile phone with you.
- Avoid risk Do not take short cuts unless they are as safe as the longer route
Do not change plans at the last minute.
- Never assume it won't happen to me. Never put yourself at risk, trust your instincts!



Procurement Policy

Introduction:

Bairnecessities began in August 2016 when [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] By redistributing the good quality clothes and equipment families had out grown she could help alleviate the need as well as reducing the amount being sent to landfill.

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Scope of This Policy

This policy applies to all staff and Volunteers at Bairnecessities Baby Bank who procure or commission any good or services on behalf of Bairnecessities Baby Bank.

This includes:

- Sourcing of consultants, contractors and freelancers that will not be paid via Bairnecessities payroll or a temporary staffing agency
- Purchases made on Bairnecessities Baby Bank Debit card
- Sourcing of goods and services necessary for the delivering of our programmes in the UK
- This policy unless otherwise stated is non-contractual and does not

form part of the contract of employment and it may be adopted or amended at any time. Bairnecessities Baby Bank may also (acting independently and depending on the circumstances of each case) adapt vary or depart from the application or implementation of this policy and procedure including any time limits, to reflect the circumstances of each case and to reflect general principles

Policy Statement;
Bairnecessities is committed to ensuring that all procurements:

- Achieve value for money, i.e., every pound we spend achieves maximum impact for the children
- Are transparent, open and competitive

- Apply with applicable laws and donor rules
- Follow best practice and highest ethical standards

We are accountable to our donors and stakeholders to demonstrate that we spend our funding efficiently and effectively in order to enable us to help families. Failure to conduct our procurements in accordance with the relevant policies and procedures could result in us suffering reputational damage, loss of income, fraud and legal challenge.

Policy Principles

- All staff and volunteers in the procurement of goods or services must adhere to the Procurement Procedures (See below) in order to ensure value for money and to minimise operational,

reputational, financial
and legal risks to
Bairnecessities Baby
Bank.

- It is the responsibility of the Treasurer to undertake appropriate option appraisals when deciding whether Bairnecessities Baby Bank needs to procure any goods or services and to ensure that Bairnecessities Baby Bank gets best value for money
- The Treasurer must obtain approvals both for the initial decision to procure and for the final contract award from the Chairperson
- All staff and Volunteers have a duty to act only in the best interests of the charity, and their procurement decisions must not be influenced in any way by personal interests, or give rise to any suspicion that they might be influenced by personal interests

- All staff and volunteers must ensure that all suppliers are treated equally and with transparency
- Staff and volunteers must take ethical and environmental considerations into account when specifying requirements and evaluating suppliers

Breaches of this Policy

Breaches of this policy may result in the termination of your contract or agreement.

Procurement Procedures

- Suppliers must always be sourced and only engage those who provide evidence of best value for money and have a good reputation
- Before commencing any procurement process the Treasurer must ensure that sufficient budget is available for the minimum term of the intended contract
- The procurement procedure is determined by the anticipated total value of the contract to be awarded
- Value is defined in terms of the total price of the contract to be awarded (not initial order value or annual contract value) excluding VAT.
- The procedures are set out below,

Figure 1.

Anticipated Total Value	Requirement
Up to £1000	<ol style="list-style-type: none"> 1. Establish whether there is an improved framework agreement for the requirement from one of the suppliers on the framework 2. Minimum of one quote (although best practice to always get a competitive quote)
£1000-£5000	<ol style="list-style-type: none"> 1. Establish whether there is an improved framework agreement for the requirement from one of the suppliers on the framework 2. If not, solicit a minimum of three quotes. This can be via a supplier's catalogue or direct from the supplier
£5,000-£50,000	<ol style="list-style-type: none"> 1. Establish whether there is an improved framework agreement for the requirement from one of the suppliers on the framework. If not, solicit a minimum of three quotes and source your requirement from one of the suppliers on the framework 2. If not, solicit a minimum of three proposals, typically using a Request for Quote (RFQ)
£50,000-£100,000	<ol style="list-style-type: none"> 1. The Trustees are to be engaged before the procurement process begins 2. Establish whether there is an improved framework agreement for the requirement from one of the suppliers on the framework. If not, solicit a minimum of three quotes and source your requirement from one of the suppliers on the framework 3. If not, solicit a minimum of three bids, typically via an RFP or invitation to tender
£100,000 +	<ol style="list-style-type: none"> 1. Business case to be approved before procurement commences 2. Trustees to be engaged before procurement commences 3. Establish whether there is an improved framework agreement for the requirement from one of the suppliers on the framework. If not, solicit a minimum of three proposals and source your requirement from one of the suppliers on the framework 4. If not, solicit a minimum of three bids, typically via a Request for Quote (RFQ)

- Staff and volunteers must contact the Trustees at the start of any process for a contract in excess of £50,000. This is to ensure the Trustees can lead or support the procurement as appropriate and that the contract is entered into the

procurement plan

- For procurements where there are a large number of potential suppliers, staff may use the Request for Information (RFI) process to shortlist to the tender stage
- Seeking competitive proposals for individual purchases is standard policy because it is generally the best way of securing value for money.
- If appropriate to obtain a better deal try and purchase several purchases from the same supplier

Tender Waiver

A Tender Waiver is where approval is given for negotiations to take place with only one supplier rather than undertaking a competitive procurement. It must not be used to avoid competition or for administrative convenience. The waiver process is contrary to achieving value for money through fair and open competition and can only be used in the following circumstances.

- The grant donor has stipulated that a specific supplier is used
- For technical or artistic reasons, or for reasons connected with the protection of exclusive rights, the contract can only be awarded to a particular supplier
- For reasons of urgency brought about by unforeseeable events, or the timescales associated with the provision of grant funding or there is not time to conduct an open competition. NB: Failure to plan resources or the procurement requirements properly is not a justification for a tender waiver
- The goods to be purchased are required as a partial replacement for, or in addition to, existing goods and to obtain the goods from a different supplier would mean the new goods would have different technical characteristics resulting in incompatibility between existing goods, or disproportionate technical difficulties in the operation and maintenance of the existing goods or those to be purchased
- The services are essential to complete and existing, tendered project, and arise as a consequence of a recently completed assignment. In this instance it can be demonstrated that there is a clear benefit to be gained from maintaining continuity

with the original project and engaging a different supplier for the new task would be inappropriate. NB: The benefits of such continuity must outweigh any potential financial advantage to be gained by competitive tendering

The Tender Waiver Request Form must be completed and submitted to and approved by the Trustees before a negotiation to be gained and contract award proceeds on that basis

Supplier Evaluation Selection

1) As a general rule staff and volunteers should not accept the first offer that suppliers make. There will be often more value available, whether that's reducing the cost, getting more for the agreed price, or some other form of value added.

2) Contracts must be awarded to the supplier offering the best value for money based on pre-defined quality and cost criteria, in order to achieve the optimum combination of whole life cost and quality (or fitness for purpose) to meet our requirements. In circumstances when Bairnecessities Baby Bank does not purchase the lowest total cost option, the decision must be clearly and objectively justified.

3) Evaluation panels and evaluation criteria shall be determined according to the value of the procurement and as set out in the Procurement Guidance Document

4) The budget holder must ensure that potential suppliers for compliance to relevant statutory and quality requirements and that appropriate due diligence checks are carried out, proportionate to the nature, value and risk contract. The Procurement Guidance lists which checks are mandatory, but in general some or all of the following checks may be required as a minimum

- Financial
- Anti-fraud and bribery
- Information and cyber security
- Ethics and environmental
- Anti-slavery

- Client references
- Safeguarding

All supplier selection decisions must be supported by documented evidence, demonstrating the highest levels of integrity, and procurement documentation must be retained by the Budget Holder

Approval of Contracts and Purchase Orders

1)The level of approval required for the award of a contract for goods or services and subsequent approval of the purchase order is set in the Delegation of Financial Authority according to the anticipated total value of the contract to be awarded

(i.e., the total, rather than the annual price) excluding VAT. The thresholds are set out in Figure 2.

Figure 2.

	Committee and Tru	Committee and tru	Committee
Authorisation of contract award goods and services	Above £200k	Above £50k	Above £20k
Authorization of purchase requi in PSP (Purchase to Pay)	Above £200k	Above £50k	Above £20k
Authorisation of invoices	Above £200k	Above £50k	Above £20k
Authoritarian of non-SCI payme requests	Above £200k	Above £50k	Above £20k

2) Staff and volunteers must exercise extra care in using their delegated authority when spend is novel or contentious, and the Committee should be consulted as appropriate in advance of committing to spend. Novel or contentious spend is that which

falls outside business as usual, is potentially controversial, or exposes Bairnecessities to significant or material financial, operational or reputational risk. Any doubt as to the definition of novel/contentious, must be referred to the Committee.

3) If either party wishes to make changes with the contract (other than those permitted by guidance notes to the standard contract), whatever the overall value of the contract they must seek advice from the Committee, or where it is proposed to contract

on a third party's terms.

4) Following agreement of the terms of trade a purchase order must be raised for all third party spend in advance of products or services being provided. There are limited types of spend that are exempt from requiring a purchase order.

Fair Treatment of Suppliers

- 1) When inviting proposals, staff and volunteers must provide all suppliers with the same information at the same time, be clear on what the evaluation criteria are, provide adequate timescales for suppliers to identify and bid for contract opportunities and focused on outcomes, so as to avoid unfair advantage to that supplier.
- 2) If a supplier's input is required in the development of a specification, the specification must be kept as generic as possible and focused on outcomes, so as to avoid unfair advantages to that supplier.

Code of Conduct

- 1) Staff and volunteers involved in procuring goods or services must always follow our principles as set out in our Bairnecessities Baby Bank statement for our charity.

Conflicts of Interest

- 1) Staff must conduct themselves in a way that does not give rise to the suspicion of conflict between their official duties and private interests
- 2) Staff involved in procurement must declare any conflicts of interest to the committee, for example, a financial or personal connection with the party supplying or bidding to supply. If a staff or a volunteer member has a conflict of interest, they must not be involved in the relevant procurement.

Bribery and Declaration of Gifts and Hospitality

- 1) It is important that staff do not leave themselves open to any suggestion of bribery when procuring goods or services. Bribery is a criminal offence and involves the giving or receiving of anything of value with the intention of influencing someone to improperly perform their role.
- 2) Staff and volunteer members (and members of their family) must therefore not, directly or through others seek or accept money, gifts hospitality or anything else that could reasonably give the appearance of influencing the procurement process.
- 3) If offered any gifts or hospitality staff and volunteers must consider whether it is appropriate for them to accept. Gifts and hospitality must be report in accordance to our Anti-laundering and Gift Acceptance policies.

Modern Slavery and Human Trafficking

- 1) Bairnecessities Baby Bank have a zero-tolerance approach to Modern Slavery, including human trafficking, and we are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure Modern Slavery is not taking place anywhere in our own charity, referral parties and with our donators. We would also expect the same high standards from all our contractors and suppliers. As part of our due diligence process, we should include specific requests for information about how the supplier is ensuring it dose not have any modern slavery or human

trafficking in its business and supply chain including its sub-contractors and suppliers.

Supplier Payment

- 1) All suppliers must be paid as soon as possible once we are satisfied with the service.
- 2) The Treasurer is responsible for payment to suppliers and they must be paid within the stated time frame to avoid any embarrassment to our charity.

Donor Funded Procurement

- 1) If donor rules apply to the procurement and are stricter than Bairnecessities Baby Bank procurement policy then the donor's rules must be followed and donor approval obtained for any deviation from the rules.
- 2) If the procurement requires an exemption from donor rules, this should be applied for with submission of the award, and before any procurement is undertaken. The reason for the exception must be fully documented and retained with the written approval.

Retention of Procurement Documentation

- 1) Any procurement contract or transaction could be selected for review by OSCR, our committee or Trustee's. All supporting documentation to evidence that the procurement policy was followed must be retained in Dropbox for this purpose

Abbreviations

ITT: Invitation to Tender

RFI: Request for Information

RFP: Request for Proposal

RFQ: Request for Quotation

Please contact [REDACTED] if you have any questions regarding this policy



Recruitment and Selection Policy

Introduction:

Bairnecessities began in August 2016 [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] By redistributing the good quality clothes and equipment families had out grown she could help alleviate the need as well as reducing the amount being sent to landfill.

OUR AIMS:

- To relieve poverty in the North Aberdeenshire area by providing good quality pre-owned baby items to families in need.
- Promote sustainable living by reducing unnecessary waste and encouraging recycling and reusing.

OUR VISION

- Successfully work within the local communities eliminating family poverty.

OUR MISSION

- We strive to support families in need by providing them with pre-owned essential baby items free of charge, resulting in:
 - Improved living environments for babies and children.
 - Reduced financial burdens for families allowing them to focus on other aspects of home life

- Reduction in the number of items being sent to landfill and increased opportunities for recycling and reusing within our communities.

OUR VALUES

- Low Carbon Footprint. We will source from and provide to those in our local community.
- Collaborative. We will work closely with agencies (e.g., health visitors, social services and other professionals), charities and organisations.
- Sustainability. Any additional money raised will be reinvested into Bairnecessities to help us achieve our aims.
- Open and accountable. We will be fair, efficient and transparent in the way we conduct business.

3 Rs.

- We aim to Reduce waste in all that we do both in our work with families and our business practices. We facilitate and encourage the Reusing of baby items and what we cannot reuse we look to Recycle in sustainable environmentally friendly ways

1. Purpose

The purpose of this policy is to provide a sound framework for the recruitment and selection of new staff based upon the principles outlined below.

2. Scope

This policy covers all activities that form part of the recruitment and selection process. It is applicable to all staff recruitment of volunteers and permanent staff.

3. Core principles

- The charity will seek to recruit the best candidate for the job based on merit. The recruitment and selection process should ensure the identification of the person best suited to the job and to the charity.

- The charity will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.
- The charity will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate's experience is positive, irrespective of the outcome.
- The charity will ensure that its recruitment and selection process is cost effective.
- All documentation relating to applicants will be treated confidentially in accordance with The Bairnecessities baby Bank's Data protection Policy.
- The safeguarding of children is paramount to Bairnecessities Baby Bank. The charity has developed recruitment practices to ensure staff and volunteers are suitable for working with children.

4. Recruitment and selection Procedure

4.1 Preparation

- The recruitment process should not commence until a full evaluation of the need for the role has been completed.
- Formal authorization from the Committee and Trustees to recruit a post will be sought before commencing the recruitment process.
- The recruitment process will follow the charity's Equality and Diversity Policy.
- The charity will comply with the provisions of the Rehabilitation of Offenders Act.

4.2 Job description and person specification

- A job description and person specification will be produced or updated for any vacant post that is to be filled.
- The job description will accurately reflect the elements of the post.
- The person specification will state both the essential and desirable criteria in terms of skills, aptitude, knowledge and experience for the job and applied equally to all applicants. Care should be taken when writing the person specification to ensure that criteria used do not indirectly discriminate against certain groups of applicants.

- Volunteer job roles must be given to potential employees to ensure they know what their role will entail.

4.3 Advertising

4.3.1 Internally

- The charity will encourage promotion of its employees based on their performance and workplace conduct. Criteria for promotion include: - Suitable experience
 - High performance level
 - Skillset that matches the essential criteria
 - Personal motivation and willingness for a change in responsibilities
- There may be no need to advertise, for example, where a position requires specialised expertise and it has been identified that the nominated individual is the most suitable person for that position.

4.3.2 Externally

- All vacancies advertised externally will be placed on the charity's website, in addition to any other external platforms.
- All advertising must be cost effective and agreed in advance by the Chair.

5. Selection of candidates

5.1 Shortlisting

- Shortlisting will be carried out by a minimum of two people to avoid bias, one of whom would normally be the line manager.
- Notes of the shortlisting decisions for each candidate will be recorded by each member of the panel.
- Shortlisted candidates will be provided with details of the selection process, including any tests, in writing, giving as much notice as possible before the interview. They will be asked to advise if there are any reasonable adjustments that need to be made to allow them to participate fully in the process.

- All candidates (internal and external) will be assessed objectively against the selection criteria set out in the Person Specification and only candidates who meet all the essential criteria will be short-listed. Assumptions about the qualities of internal candidates will not be made.

5.2 Selection and interview

- Interview will normally be carried out by a minimum of two people, one of whom should be one of the Committee.
- Selection is a two-way process: candidates are assessing the role and the charity.
- Interview questions and the structure of the interview will be consistently applied to all candidates and will be based on the person specification.
- Notes relating to the salient points will be recorded for reference.
- All interview candidates will be dealt with courteously. Unsuccessful candidates will, as a minimum, receive telephone or written notification of the outcome of the process.
- Successful Volunteers must be voted in by at least three members of the Committee, Trustees or Volunteers.

5.3 Referees

- Two references covering at least the previous two years of the candidate's employment history will be sought using the charity's structured reference request template. A follow-up phone call might also be made for clarification or further information.
- Referees will not be contacted without the candidate's consent and their contact details will be treated as confidential.

5.4 Making the appointment

- It is desirable to make a conditional verbal offer very shortly after the selection process.
- Appointments will usually be made at the starting grade of the advertised salary scale unless directly relevant experience would justify additional increments.

- Once a conditional offer has been made and accepted, a written offer will be made, usually after receipt of satisfactory references and other checks have been made.
- Volunteers must complete and sign the Volunteers agreement document.

5.5 Induction

- Induction is the final stage. Once the successful candidate has accepted the offer, a start date agreed and final checks such as identity checks have been made, the line manager is responsible for preparing an induction programme for the new employee.