



Burnt Oak Nepalese Community

बर्न्टओक नेपाली समाज

London, United Kingdom

Overarching policy

As a community with frequent interactions involving children and vulnerable adults, we are required by law to implement specific measures to ensure their safety and well-being.

1. Safeguarding Policy

Purpose:

Protect children and vulnerable adults from harm while ensuring a safe and secure environment for all participants.

- Key Components:
- Clear procedures for reporting and addressing safeguarding concerns.
- Mandatory volunteer training on safeguarding principles.
- Comprehensive vetting requirements, including DBS (Disclosure and Barring Service) checks.

2. Health and Safety Policy

Purpose:

Maintain the physical safety and well-being of children, vulnerable adults, and staff during all activities.

Key Components:

- Detailed risk assessments of the venue, particularly considering the size and layout of Sajha Ghar.
- Accessible and adequately stocked first aid kits, with trained personnel on hand.

3. Data Protection Policy

Purpose:

Ensure compliance with the General Data Protection Regulation (GDPR) for managing personal data responsibly and transparently.

Key Components:

- Guidelines for securely collecting, storing, and processing personal information.
- Parental consent protocols for using children's data, photographs, or any other personal information.
- Procedures for responding to and managing data breaches

4. Volunteer Management Policy

Purpose:

Guarantee that only qualified, trained, and vetted individuals are involved in teaching and community activities.

Key Components:

- Structured recruitment processes, including background checks (e.g., DBS).
- Clear role descriptions and expectations for volunteers, advisors and the ET.

5. Members Engagement Policy

Purpose:

Strengthen collaboration and communication between the BONC and members to create a cohesive community.

Key Components:

Regular updates through newsletters, meetings, or other communication channels.

Opportunities for parents to actively participate in activities, such as volunteering or event planning.

A feedback mechanism to address concerns, suggestions, and ideas effectively.
