

## **u3a National Policies, Procedures and Guidance**

### **Policies**

- **Safeguarding**
- **Privacy**
- **Equality, Diversity and Inclusion**
- **Data protection**
- **Accessibility**
- **Financial**

### **Procedures**

- **Risk assessments**
- **Incident Report Form**
- **Disciplinary**
- **Complaints**
- **Grievance**

### **Guidance**

- **Data Protection**
- **Gift Aid**
- **Group Leaders' Handbook**

### **Suggested Action / Decisions**

- **Add in our own policies eg reserves, refunds any others?**
- **Decide whether to adopt**
- **Allocate to committee members for further scrutiny**
- **If adopted we need to personalise them, state an adoption date and review date**
- **Decide where we will keep them – website?**
- **What is currently on the website? Is it up to date?**
- **Decide how we disseminate them**
- **Allocate named roles eg, Safeguarding and Accessibility Officer and others?**
- **Other?**