

VCSE Brokerage Framework Policy checklist

Introduction

The VCSE Brokerage Framework Policy checklist is intended to guide and support members of the Assurance Panel when reviewing and confirming the suitability and quality of core requirement policies (EDI, safeguarding and complaints policies).

This checklist is based upon Bristol City Council's Baseline Standards for VCSE organisations document (April 2018) and Grants Checklist for Baseline Standards (May 2021).

Please note that all policies should be dated within the last three years and should show a date of the next review date.

EDI policy

Expected content	Present (yes / no)
Accurate reference to The Equality Act 2010	
Evidence that the policy relates to staff, service users, contractors and facilities	
The duty to make reasonable adjustments for disabled employees	
Arrangements for recruitment and selection (and promotion), with a commitment to recruiting from a wide pool of applicants.	
Commitment to providing access to training for all employees	
Arrangements for equality training	
How the policy is communicated	
Where responsibility for the policy lies	
How complaints under the equalities policy will be dealt with	
Monitoring of the profile of trustees, volunteers & service users	
Addresses identified under representation or potential discrimination	

Safeguarding policy (for adults and children – can be separate policies or combined)

Expected content	Present (yes / no)
Definition of adults and children at risk and of different types of abuse	
Safe recruitment of staff, volunteers trustees & DBS checks	

Induction training for staff, volunteers, Trustees	
Codes of conduct for safe working	
Confidentiality & record keeping/logging	
Procedures if a suspicion or disclosure of abuse and for responding to allegations	
Clear roles/responsibilities for implementation & processes e.g. designated Safeguarding Officer	
Relevant contact details (and roles/contacts of other agencies)	
Reference to local authority safeguarding and legal framework	
Reference to whistle-blowing policy or process	
Reference to the Care Act 2014	

Complaints policy or statement on website

Expected content	Present (yes / no)
How to raise a concern or complaint	
A clear process for the complainant (e.g. what format, who addressed to, timescale for response and escalation routes)	
Staff and volunteer complaints training and how complaints are recorded	
Learning from complaints – how this is done	