



Darganfod Hen Dai Cymreig

Discovering Old Welsh Houses

Policies

These policies were approved by the Trustees March/May 2022.

- ▮ P01 DOWH Financial Controls Policy
- ▮ P02 DOWH GDPR Policy
- ▮ P02a DOWH Register of Systems
- ▮ P03 DOWH Safeguarding policy
- ▮ P04 DOWH Grievance Policy
- ▮ P05 DOWH BullyingHarrasment Policy
- ▮ P06 DOWH Environmental Policy&Statement
- ▮ P07 DOWH Equal Opportunities Policy&Statement
- ▮ P08 DOWH Health & Safety Policy
- ▮ P09 DOWH Bilingual Language Policy
- ▮ P10 DOWH Volunteering Policy
- ▮ P11 DOWH Whistleblolwing Policy



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Discovering Old Welsh Houses

Financial Controls Policy

Discovering Old Welsh Houses (DOWH) is a registered Charity.

1. Financial Records and Accounts

- i) Financial records must be kept so that:
 - a) DOWH meets its legal and other statutory obligations, such as Charity Acts, Her Majesty's Revenue & Customs and common law.
 - b) The Trustees have proper financial control of the organisation.
 - c) DOWH meets the contractual obligations and requirements of funders.
- ii) The Charity's accounts will be managed electronically, using appropriate software approved by the Trustees and the Charity's Examiner;
- iii) The Treasurer will also maintain supporting documentation (in a Ring Binder).
- iv) The Treasurer will ensure that all financial records, supporting documentation and reconciliations are accurately maintained, up-to-date and easily retrievable for analysis and examination purposes.
- v) Accounts must be drawn up at the end of each financial year (31 March), within 2 months of the financial year end and presented to the next Annual General Meeting in June.
- vi) A report comparing actual income and expenditure will be presented to
 - the Trustees every three months
 - the Executive committee when they meet.
- vii) The trustees will appoint a competent independent person to examine the accounts before presentation to the AGM.

2. Banking – Account Details

- i) DOWH has an online banking account with NatWest Bank plc at its Pwllheli and Abersoch Branch and the account name is: Discovering Old Welsh Houses Group. This is a Current account.
- ii) DOWH has a PayPal account in the former name of Dating Old Welsh Houses Group. This is an online account which receives payments via our website. The money has to be manually transferred to NatWest account (Fee = 3.9%) Use suspended at present.
- iii) DOWH has an account with Square. This is an online account which receives money via the website (Fee = 1.9%) and via a Card Reader (Fee = 1.75%). The money is transferred automatically next day to NatWest account

The bank mandate (list of people who can sign cheques on the organisations behalf) will always be approved and minuted by the trustees, as will any changes to it.

3. Digital Banking Policy

- i) DOWH will require the Treasurer to download statements and these will be reconciled with the Spreadsheet every month, prior to submitting the Treasurer's Report to Executive Committee Meetings and quarterly Trustees' Meetings.

- ii) DOWH will not use any other bank or financial institution or use overdraft facilities or loan without of the agreement of the trustees.

Note: A copy of **all** passwords to be lodged with each signatory to the NatWest account.

4. Income

- i) All monies received will be recorded promptly in the DOWH Spreadsheet and if cash or cheques will be banked without delay. DOWH will maintain files of documentation to back this up.

5. Payments (expenditure)

- i) The aim is to ensure that all expenditure is on DOWH's business and is properly authorised and that this can be demonstrated.
- ii) Wherever possible, payments will be made using online banking.
 - a) Every payment over £100 has to be authorised by the Secretary or other persons authorised by the Trustees. This can be by email, which will be printed and attached to the invoice (paper copy). The invoices will be kept in the Ring Binder.
 - b) Every payment made to the Treasurer must be authorised by the Secretary. This can be by email, which will be printed and attached to the invoice (paper copy). The invoices will be kept in the Ring Binder.
- iii) The Treasurer will be responsible for holding the cheque books (including unused and partly used cheque books) and paying-in books, which should be kept under lock and key.
 - a) Blank cheques will never be signed.
 - b) The relevant payee's name will always be inserted on the cheque before signature and the cheque stub will always be properly completed.
 - c) No cheques should be signed without original documentation (see below).

6. Payment documentation

- i) Every payment out of the Charity's bank accounts will be evidenced by an original invoice (never against a supplier's statement or final demand). That original invoice will be numbered and retained by DOWH. It will be filed in the Ring Binder.
 - a) Invoices paid through online banking should record Date and method of payment
 - b) Invoices paid by cheque should be referenced with:
 - i) Cheque number
 - ii) Date cheque drawn
 - iii) Amount of cheque
 - iv) Names of cheque signatories
- ii) Other expenditure must be evidenced by original receipts.
 - iii) Car mileage is currently 40p per mile. All claims must be accompanied with date, purpose & mileage for each journey. The rate of reimbursement will be agreed by the Trustees and reviewed annually.
- iv) The Payments Sheet of the DOWH Spreadsheet must be part of the Treasurer's Report for all meetings.

7. Cheque Signatures

- i) Each cheque will be signed by at least two people.
- ii) A cheque must not be signed by the person to whom it is payable.

8. Other rules

- i) All fundraising and grant applications undertaken on behalf of the organisation will be done in the name of DOWH with the prior approval of the trustees or in urgent situations, the approval of the Chairperson who will provide full details to the next trustee's meeting.
- ii) DOWH will adhere to good practice in relation to its finances at all times.
- iii) DOWH will set up and maintain a fixed asset register stating the date of purchase, cost, serial numbers and normal location of assets. Additionally, DOWH will maintain a property record of items of significant value, with an appropriate record of their use.
- iv) Where members have consented, Gift Aid will be claimed from HMRC. Where appropriate, Small Donations Aid will also be claimed.

This policy was

approved by the Trustees on **2 March 2022**

Chairman



Change Record

Date of Change:	Changed By:	Comments:

The above information was adapted from an article published by CASH on their website: see www.cash-online.org.uk

And Gislingham Parish Council – Internet Banking Policy

Plus other sources.



Darganfod Hen Dai Cymreig

Discovering Old Welsh Houses

General Data Protection Regulation Policy

Definitions

Charity	means Discovering Old Welsh Houses, a registered charity.
GDPR	means the General Data Protection Regulation.
Responsible Person	means John Townsend
Register of Systems	means a register of all systems or contexts in which personal data is processed by the Charity.

1. Data protection principles

The Charity is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

2. General provisions

- a) This policy applies to all personal data processed by the Charity.
- b) The Responsible Person shall take responsibility for the Charity’s ongoing compliance with this policy.
- c) This policy shall be reviewed at least annually.
- d) The Charity shall register with the Information Commissioner’s Office as an organisation that processes personal data.

3. Lawful, fair and transparent processing

- a) To ensure its processing of data is lawful, fair and transparent, the Charity shall maintain a Register of Systems.
- b) The Register of Systems shall be reviewed at least annually.
- c) Individuals have the right to access their personal data and any such requests made to the charity shall be dealt with in a timely manner.

4. Lawful purposes

- a) All data processed by the charity must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests.
- b) The Charity shall note the appropriate lawful basis in the Register of Systems.
- c) Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
- d) Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in the Charity's systems.

5. Data minimisation

- a) The Charity shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

6. Accuracy

- a) The Charity shall take reasonable steps to ensure personal data is accurate.
- b) Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

7. Archiving / removal

- a) To ensure that personal data is kept for no longer than necessary, the Charity shall put in place an archiving policy for each area in which personal data is processed and review this process annually.
- b) The archiving policy shall consider what data should/must be retained, for how long, and why.

8. Security

- a) The Charity shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
- b) Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- c) When personal data is deleted, this should be done safely such that the data is irrecoverable.
- d) Appropriate back-up and disaster recovery solutions shall be in place.

9. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the Charity shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO.

DOWH has a Register of Systems, which should be read with this Policy.

This policy was

approved by the Trustees on **2 March 2022**

Chairman



Change Record

Date of Change:	Changed By:	Comments:



Darganfod Hen Dai Cymreig

Discovering Old Welsh Houses

General Data Protection Regulations: Register of Systems

Introduction

In accordance with the General Data Protection Regulation which came into force on 25 May 2018, this document sets out the approach of Discovering Old Welsh Houses (DOWH) to the collection, use and management of the personal data of its members under the following headings:

- a) The data we collect and in what way
- b) How the data are stored and who has access to them
- c) Sharing the data
- d) Purpose for which the data are used
- e) Data removal and archiving

1. The data we collect and in what way

On becoming a member of DOWH, individuals are asked to complete an application form and to supply name and email address, a residential address and telephone number. If applying for Joint membership, a second name is supplied.

The data are entered on to an Excel spreadsheet by the Membership Secretary and updated either through the annual membership renewal process or as new data are made available throughout the year (e.g., change of email or residential address).

2. How the data are stored and who has access to them

Only the following officers of DOWH - Membership Secretary, Treasurer, Secretary and Branch Secretaries – have access to the personal data of members of DOWH.

The Excel spreadsheet maintained by the Membership Secretary (see above) is shared with the Treasurer each month. Both the spreadsheet held by the Treasurer and that by the Membership Secretary are password-protected and regularly backed up.

The Secretary has access to the full data set on request to the Membership Secretary and/or Treasurer.

Branch Secretaries have access to the data for their Branch members on request to the Membership Secretary and/or Treasurer.

Paper application forms are kept by the Membership Secretary once data have been entered on to the Excel spreadsheet are stored alphabetically in year order.

Online application forms are stored electronically and password protected.

3. Sharing the data

The complete data set is shared solely between the officers as described above.

DOWH will not share its complete data with any third parties. HMRC will only receive data they require, when the Treasurer is applying for Gift Aid.

From time to time, it might be necessary to share the personal data of one member of DOWH with another in order, for example, to co-ordinate visits. This will not, however, be done, without the agreement of the member concerned.

Elements of the personal data of individual members (name and bank details) are shared automatically with and by the DOWH bankers (NatWest Bank), when membership subscriptions and donations are made by cheque or a standing order.

For electronic payments, some member's bank details are held securely within the digital banking system, to be used whenever a payment is authorised.

Electronic membership payment details are retained by Square.

4. Purpose for which the data are used

The data are processed on the basis of legitimate interest.

The data will be used to manage membership by:

- a) circulating the DOWH Newsletter,
- b) sending out joining information for our monthly meetings by Zoom,
- c) sending out subscription reminders,
- d) circulating information and handling bookings for DOWH events and other relevant events,

5. Data removal and archiving

- a) A member who fails to renew his/her membership is kept on the membership database for one further year and continues to be sent newsletters during that time.
- b) If a member fails to renew his/her membership after this further year, his/her data are removed from the membership database to an archive list for a further four years and no further newsletters are sent. The archive list may be used solely for the purpose of informing former members from time to time of DOWH activities in which they might be interested. An option to opt-out of these emails will be available.

This register of systems was

approved by the Trustees on **2 March 2022**

Chairman 

Change Record

Date of Change:	Changed By:	Comments:



Darganfod Hen Dai Cymreig

Discovering Old Welsh Houses

Safeguarding policy

1. Purpose

Safeguarding and promoting the welfare of children and adults at risk from abuse or neglect.

This policy defines how DOWH operates to safeguard children, young people and adults at risk of abuse or neglect.

DOWH has a duty of care and are committed to the protection and safety of everyone including children, young people and adults at risk who participate in our activities and events. We also have a duty to safeguard and support our trustees, members and volunteers.

2. Definitions

Children and young people are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

Safeguarding and promoting the welfare of children is defined as:

- a) protecting children from maltreatment
- b) preventing impairment of children's health and development
- c) ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- d) taking action to enable all children to have the best outcomes.

Adult at risk of abuse or neglect

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 14.2 of the Care Act 2015: Section 126 of the Social Services and Well-being (Wales) Act 2014

- a) has care and support needs
- b) is experiencing, or is at risk of, abuse or neglect
- c) because of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

3. Persons affected

All trustees, members and volunteers.
All those attending any activity or event.

4. Policy principles

There can be no excuses for not taking all reasonable action to protect adults at risk of abuse, exploitation, radicalisation, and mistreatment. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age, or illness.

DOWH has a zero-tolerance approach to abuse.

DOWH recognises that under the Social Services and Well-being (Wales) Act 2014 Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004.

DOWH is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

DOWH is aware of the work of support organisations on the development and implementation of procedures for the protection of adults vulnerable from abuse. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

DOWH Trustees are committed to the following principles:

- a) The welfare of the child, young person or adult at risk is paramount
- b) All children, young people and adults at risk have the right to protection from abuse
- c) Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- d) All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.

5. Procedures

All Trustees will have signed the Trustee Statement of Eligibility form for trustees which includes a declaration that they have no convictions in relation to abuse.

- a) All Trustees and members will familiarise themselves with safeguarding responsibilities, undertake training on safeguarding issues including whistleblowing where it is available and offered by their local safeguarding board/partnership or other local support organisation and ensure that they understand the principles set out in this policy at 3 above.
- b) All Trustees will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
- c) The Trustees are held ultimately and collectively responsible for safeguarding matters within DOWH, regardless of any roles or tasks they assign to others. They must ensure that a serious incident report, which may be about a safeguarding issue or another serious threat to the organisation, is made to the Charity Commission in a timely fashion.

- d) All Trustees, helpers or other volunteers will not have unsupervised access to children or adults at risk unless they have a specific and written responsibility to do so, and for which they will be appropriately vetted.
- e) A Trustee will be appointed to be responsible for child and adult at risk safeguarding matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency.

The named person is **Rosemary Brotherton**, (telephone 07925316937, email treasurer@discoveringgoldwelshhouses.co.uk) who will follow the guidance of the Wales Safeguarding Procedures www.safeguarding.wales for the fulfilment of this role.

- f) All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The appointed person will know who to contact and where to go for support and advice in relation to an allegation, a concern about the quality of care or practice or a complaint. The appointed person must be prepared to make a safeguarding report to the local authority where there is “reasonable cause to suspect” that a child or adult at risk is suffering or likely to suffer, abuse, neglect or harm.
- g) In compliance with www.safeguarding.wales, all individuals who are at risk of, or suffering abuse, neglect or harm, known to DOWH, will be engaged in a conversation regarding their consent for a safeguarding report to be made. This report will identify them and describe the situation, and will be shared with the local authority social services department. The report may trigger action by social services to protect the individual. In all cases, the individual will be kept informed of actions taken by DOWH and what will happen next. When the individual is a child, it is the responsibility of the adult to protect the child and so may make a safeguarding report without their consent to ensure their protection.
- h) Where an adult withholds consent (an assumption of their mental capacity to do so must be assumed) a report may be made if either of the following exceptions apply; the situation strongly suggests that the likely perpetrator has access to other similarly at risk people; the individual appears to be under the undue influence, pressure, threat or control, of a person who would discourage them from giving their consent.
- i) An allegation may relate to a person who works with children or adult at risk who has:
 - i) behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk.
 - ii) possibly committed a criminal offence against or related to a child or adult at risk; or
 - iii) behaved towards a child or children or adult at risk in a way that indicates they may pose a risk of harm to children.
- iv) Reporting of such persons should be in compliance with <https://www.safeguarding.wales/adu/index.a5.html> to the Local Authority Designated Officer.

5.1 Informal procedure

Should a member have an issue of concern, they should raise the matter informally with DOWH Named Person. However, if the informal procedure fails to deal with the issue, then the formal procedure should be invoked.

5.2 Formal procedure

Stage one

Where it proves impossible to reach a mutually agreeable solution to a grievance by informal means, the member should put their grievance in writing to DOWH Named person.

Stage two

The DOWH Named Person must invite the member to attend a meeting to discuss the grievance. The member has a right to be accompanied by another member or supporter. The meeting should be held within 14 days and at a time and place that is reasonable for those concerned.

The DOWH Named Person will give careful consideration to the grievance before reaching a decision. After the meeting, the DOWH Named Person will inform the member of their decision, in writing, within 21 days of the meeting. The letter will also inform the member of their right to appeal against the decision.

Stage three

If the member is unhappy with the decision made after the grievance hearing, the member must inform the DOWH Named Person who made the decision of their wish to appeal.

Arrangements will be made, as promptly as possible, for an appeal meeting to be conducted by three Trustees, who are independent of the issue under scrutiny. The member will be reminded of their right to be accompanied at the appeal meeting.

After hearing the appeal, the relevant trustee/s will inform the member of their decision in writing within 21 days of the appeal meeting. The decision of the appeal is final.

Whilst it is intended that the timescales set in the procedures will be adhered to, when this is not possible an extension may be mutually agreed.

This policy was

approved by the Trustees on 24 May 2022

Chairman



Change Record

Date of Change:	Changed By:	Comments:



Darganfod Hen Dai Cymreig

Discovering Old Welsh Houses

Grievance Policy

1. Introduction

From time-to-time individuals, or groups of individuals, face problems in a work situation, which they need to resolve. This procedure sets out a mechanism for resolving such problems in a fair and prompt way. The procedure applies to all Discovering Old Welsh Houses (DOWH) members and applies to the settling of differences relating to their work with the Organisation.

2. Principles

DOWH expects and encourages members and trustees to solve differences in a mutually acceptable way as quickly as possible and at the lowest possible level.

3. Procedure

3.1 Informal procedure

Should a member have an issue of concern, they should raise the matter informally with DOWH Chair and/or Secretary. However, if the informal procedure fails to deal with the issue, then the formal procedure should be invoked.

3.2 Formal procedure

Stage one

Where it proves impossible to reach a mutually agreeable solution to a grievance by informal means, the member should put their grievance in writing to DOWH Chair and/or Secretary.

Stage two

The DOWH Chair and/or Secretary must invite the member to attend a meeting to discuss the grievance. The member has a right to be accompanied by another member or supporter. The meeting should be held within 14 days and at a time and place that is reasonable for those concerned.

The DOWH Chair and/or Secretary will give careful consideration to the grievance before reaching a decision. After the meeting, the DOWH Chair and/or Secretary will inform the member of their decision, in writing, within 21 days of the meeting. The letter will also inform the member of their right to appeal against the decision.

Stage three

If the member is unhappy with the decision made after the grievance hearing, the member must inform the DOWH Chair and/or Secretary who made the decision of their wish to appeal.

Arrangements will be made, as promptly as possible, for an appeal meeting to be conducted by three Trustees, who are independent of the issue under scrutiny. The member will be reminded of their right to be accompanied at the appeal meeting.

After hearing the appeal, the relevant trustee/s will inform the member of their decision in writing within 21 days of the appeal meeting. The decision of the appeal is final.

Whilst it is intended that the timescales set in the procedures will be adhered to, when this is not possible an extension may be mutually agreed.

This policy was

approved by the Trustees on **24 May 2022**

Chairman



Change Record

Date of Change:	Changed By:	Comments:

Draft 2021: REB 04 December 2021 slightly modified from MD 25 August 2014, modified from WCVA policy 6.9 in "Employing & managing people".



Darganfod Hen Dai Cymreig

Discovering Old Welsh Houses

Bullying & Harassment Policy

1. Introduction

Everyone will be treated with dignity and respect at DOWH.

2. Principles

Bullying and harassment of any kind are not only unacceptable on moral grounds, but may, if unchecked or badly handled, create serious problems. They are in no-one's interest and will not be tolerated within DOWH.

This policy applies to all Trustees, members and volunteers wherever they may be.

What are Bullying and Harassment?

- Harassment, in general terms is unwanted conduct affecting the dignity of men and women, where actions or comments are viewed as demeaning and unacceptable to the recipient.
- It may be related to age, gender, race, disability, religion, belief, sexuality, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident.
- Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.
- Bullying or harassment may be by an individual against an individual or involve groups of people. It may be obvious or it may be insidious. It may be face-to-face or in written communications, electronic (e)mail, phone. Whatever form it takes, it is unwarranted and unwelcome to the individual. It may take place in private or in public.

An occasional raised voice or argument is not bullying. However all members are referred to our Code of Conduct and respectfully reminded to conduct all business of DOWH in an appropriate and civil manner.

3. Procedure

Should a member have an issue of bullying and/or harassment, they should raise the matter informally with the DOWH Chair and/or Secretary. Complaints of bullying and / or harassment, or information from other members relating to such, are serious issues and must be treated as such. They must be dealt with fairly, confidentially, sensitively, promptly, objectively and independently. Decisions can then be made as to what action needs to be taken, using the general format set out below, which align with DOWH's grievance procedure.

3.1 Informal procedure

In some cases, it may be possible to rectify matters informally. Sometimes people are unaware that their behaviour is not welcome and an informal discussion can lead to greater understanding and an agreement that the behaviour will cease. It may be that the individual will choose to do this themselves, or they may need support from another member. However, if the informal procedure fails to deal with the issue, then the formal procedure should be invoked.

3.2 Formal procedure

Stage one

Where it proves impossible to reach a mutually agreeable solution to a grievance by informal means, the member should put their grievance in writing to DOWH Chair and/or Secretary.

Stage two

The DOWH Chair and/or Secretary must invite the member to attend a meeting to discuss the grievance. The member has a right to be accompanied by another member or supporter. The meeting should be held within 14 days and at a time and place that is reasonable for those concerned.

The DOWH Chair and/or Secretary will give careful consideration to the grievance before reaching a decision. After the meeting, the DOWH Chair and/or Secretary will inform the member of their decision, in writing, within 21 days of the meeting. The letter will also inform the member of their right to appeal against the decision.

Stage three

If the member is unhappy with the decision made after the grievance hearing, the member must inform the DOWH Chair and/or Secretary who made the decision of their wish to appeal.

Arrangements will be made, as promptly as possible, for an appeal meeting to be conducted by three Trustees, who are independent of the issues/incidents under scrutiny. The member will be reminded of their right to be accompanied at the appeal meeting.

After hearing the appeal, the relevant trustee/s will inform the member of their decision in writing within 21 days of the appeal meeting. The decision of the appeal is final. Whilst it is intended that the timescales set in the procedures will be adhered to, when this is not possible an extension may be mutually agreed.

Where bullying and/or harassment are considered serious, the revoking of membership may be appropriate.

4. Unfounded allegations

Where members make an unfounded allegation of bullying and/or harassment for malicious reasons, their membership may be revoked.

This policy was

agreed by the Trustees on 24 May 2022

Chairman



Change Record

Date of Change:	Changed By:	Comments:



Darganfod Hen Dai Cymreig

Discovering Old Welsh Houses

Environmental Policy and Statement

Discovering Old Welsh Houses (hereinafter called DOWH) is a voluntary organisation with no paid employees and no offices.

Environmental policy

DOWH acknowledges its role and responsibility for the protection and enhancement of the environment. Through our commitment to sustainability, we recognise that action at a local level will bring global benefits through preserving the environment and its resources for future generations.

We will review our services to ensure that:

- * adverse impacts are managed, minimised or eliminated.
- * our activities continue to comply with environmental legislation and regulations.

In order to achieve these aims the following steps on environmental management will be implemented. This policy will include our response to the following environmental issues as far as they are within DOWH's control.

1. **Waste Management:** Reduce, reuse or recycle wastes whilst ensuring the safe storage, handling, transportation and disposal of all wastes arising from our activities.
2. **Pollution Control:** Implement measures to reduce the impact of releases to air, water or land which are the consequence of our activities.
3. **Energy and Resource Management:** Implement measures for energy and resource management based on monitoring usage, energy efficient design, conservation, and awareness.
4. **Purchasing:** Promote sustainability criteria as a basis for purchasing decisions. Select suppliers and contractors based on an evaluation of their attitudes to environmental issues. Cooperate with suppliers to encourage improvement in environmental performance.

Environmental Policy Statement

1. This statement applies to all activities within the control of Discovering Old Welsh Houses Group (hereinafter called DOWH).
2. DOWH is committed to the conservation and improvement of the environment and to minimising the environmental impacts [of the risks] arising from its activities.
3. DOWH will manage its operations in ways that are environmentally sustainable.
4. In order to achieve this aim DOWH has the following key objectives:
 - a. to promote sound environmental management policies where appropriate
 - b. as a minimum, to comply with the requirements of relevant legislation;
 - c. to make efficient and environmentally responsible use of energy and water;
 - d. to promote environmentally responsible procurement of goods and services;
 - e. to minimise waste production as far as is practicable, to reuse or recycle waste where appropriate;
 - f. to reduce and, where practicable, prevent pollution;
 - g. to raise awareness of members of DOWH of environmental impact, activities and performance and to promote individual good practice.
5. Whilst DOWH accepts the main responsibility for implementation of this policy, individuals have a very important role in co-operating with those responsible for safeguarding the environment. Individuals are required to abide by rules and requirements made under the authority of this policy.

This policy provides the means to set and revise objectives and targets for environmental performance and is subject to review annually.

This policy and statement were

approved by the Trustees on 24 May 2022

Chairman



Change Record

Date of Change:	Changed By:	Comments:



Darganfod Hen Dai Cymreig

Discovering Old Welsh Houses

Equal Opportunities Policy and Statement

Discovering Old Welsh Houses (DOWH) is a voluntary organisation with no paid employees and no offices.

Equal Opportunities Policy

1. DOWH accepts that in society certain groups or individuals are denied equality on the grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation and religion/belief or any other factor irrelevant to the purpose in view.
2. DOWH is committed to complying with the Equalities Act 2010 with such other Acts and statutory requirements furthering equality of opportunity for all as also apply to its charitable activities.
3. DOWH recognises that it has moral and social responsibilities that go beyond the provisions of the above-mentioned Acts and Regulations, and that it should support and contribute to the wider process of change through all aspects of its work and practices in order to eliminate discrimination and promote equality and diversity.
4. DOWH is committed to taking positive steps to ensure that:
 - all people are treated with dignity and respect, valuing the diversity of all;
 - equality of opportunity and diversity is promoted;
 - services are accessible, appropriate and delivered fairly to all;
5. DOWH is committed to opposing actively, all forms of discrimination and will be open to all, regardless of language, gender, disability, colour, creed or age.
6. DOWH will take measures to combat all direct or indirect discrimination in its provision of services.
7. DOWH will endeavour to ensure that its work is open to representation from all relevant sectors of the local communities. It will seek to ensure that the services it provides really meet the needs of the interest groups concerned in appropriate ways.
8. DOWH will seek to implement a programme of positive action to make this policy fully effective.
9. All procedures implemented as part of the above commitment will be monitored annually for effectiveness, and changes made where appropriate.

Equal Opportunities Statement

1. DOWH is committed to oppose actively all forms of discrimination and will be open to all, regardless of language, gender, disability, colour, creed or age.

2. DOWH will take measures to combat all direct or indirect discrimination in its provision of services.
3. DOWH will endeavour to ensure that its work is open to representation from all relevant sectors of the local communities. It will seek to ensure that the services it provides really meet the needs of the interest groups concerned in appropriate ways.
4. DOWH will seek to implement a programme of positive action to make this policy fully effective.
5. All procedures implemented as part of the above commitment will be monitored annually for effectiveness, and changes made where appropriate.

This policy was

approved by the Trustees on 24 May 2022

Chairman



Change Record

Date of Change:	Changed By:	Comments:



Darganfod Hen Dai Cymreig

Discovering Old Welsh Houses

Health & Safety Policy

Statement of Intent:

Discovering Old Welsh Houses (known as DOWH) acknowledges its responsibility as a charity. DOWH notes the provisions of the Health and Safety at Work Act 1974, which *inter alia* places a duty on voluntary organisations to ensure, so far as is reasonably practicable, that their members, families, friends and members of the public are not unduly exposed to risks to their health & safety directly arising from its activities.

Health and Safety Policy:

To support our Health & Safety Policy Statement we are committed to the following duties:

Undertake a risk assessment of appropriate activities undertaken by DOWH.

1. Create a safer environment by putting health & safety measures in place as identified by the assessment (risk management).
2. Promote members awareness of, understanding and adopting DOWH health & safety policy.
3. Have first aid provisions and a mobile phone during activities.
4. Record injuries or incidents occurring during Group activities.
5. To review the Policy and practices regularly (at least annually) and monitor for effectiveness.

DOWH Members have a Duty to:

1. Take reasonable care for your own health, safety and well-being
2. Co-operate with DOWH on health & safety issues raised at organised events

DOWH Insurance:

All Members who are involved in Group activities are covered for Public Liability.

DOWH are also covered for Products Liability, Employers Liability, *Legal Defence Costs (*Health and Safety at Work Act.) and Personal Accident (benefits have restrictions).

Appropriate Insurance cover must be renewed each year to cover DOWH requirements.

This policy and statement were

approved by the Trustees on 24 May 2022

Chairman



Change Record

Date of Change:	Changed By:	Comments:



Darganfod Hen Dai Cymreig Discovering Old Welsh Houses

Language Policy

Preamble

The Discovering Old Welsh Houses Group (hereinafter called the Group) is a voluntary organisation with no paid employees and no offices.

Statement

The Group is committed to fulfilling the purposes of the Welsh Language Act 1993 in so far as lies within its powers. It has adopted the principle that, in the conduct of public meetings, the English and Welsh languages will be treated on the basis of equality, as far as possible.

Administration

As the Officers of the Group are all volunteers, it is not possible or appropriate to maintain any particular ratio of first language Welsh:English speakers.

Communications

The Group officers will usually respond to telephone and email communications in the officer's first language. They will endeavour to reply to each written communication in the language in which it was written. Public and promotional materials will be bilingual.

Policy Review

The Trustees will review this policy annually using feedback, and will make changes as appropriate.

This policy was

approved by the Trustees on 24 May 2022

Chairman 

Change Record

Date of Change:	Changed By:	Comments:



Darganfod Hen Dai Cymreig

Discovering Old Welsh Houses

Polisi Iaith

Rhagymadrodd

Mae Grŵp Dyddio Hen Dai Cymreig, (a elwir p hyn ymlaen “y Grŵp”) yn sefydliad gwirfoddol heb weithwyr cyflogedig na swyddfeydd.

Datganiad

Mae'r Grŵp wedi ymrwmo i gyflawni gofynion Deddf yr Iaith Gymraeg 1993 cyn belled ag y bo hynny o fewn ei gallu. Mabwysiadod yr egwyddor y bydd y Saesneg a'r Gymraeg yn cael eu trin yn gyfartal wrth gynnal cyfarfodydd cyhoeddus, cyn belled ag y bo modd.

Gweinyddiaeth

Gan fod swyddogion y Grŵp i gyd yn wirfoddolwyr yn y cymdeithasau sy'n perthyn, nid yw'n bosibl nac yn briodol i gynnal unrhyw gymhareb benodol o siaradwyr Cymraeg iaith gyntaf: siaradwyr Saesneg.

Cyfathrebu

Byss swyddogion y Grŵp fel arfer yn ateb negeseuon ffon ac e-bost yn iaith gyntaf y swyddog. Byddant yn ceisio ateb gohebiaeth ysgrifenedig yn yr iaith yr ysgrifenydd hi ynddi. Bydd deunyddiau cyhoeddus a deunyddiau hyrwyddo yn ddwyieithog.

Adolygu'r Polisi

Bydd swyddogion y Grŵp Ymddiriedolwyr yn adolygu'r polisi hwn yn flynyddol yn unol ag adborth a gwneir newidiadau fel bo'r angen.

Roedd y polisi hwn

a gymeradwywyd gan yr Ymddiriedolwyr ar 24 Mai 2022

Cadeirydd

Newid Cofnod

Dyddiad Newid:	Wedi'i newid gan:	Sylwadau:



Darganfod Hen Dai Cymreig

Discovering Old Welsh Houses

Volunteering Policy

1. Introduction

This policy aims to demonstrate the principles for involving members & volunteers (hereinafter called volunteers) in the Discovering Old Welsh Houses (hereinafter called DOWH). This policy was ratified by the Trustees and will be reviewed annually to ensure it reflects the work of the volunteers and DOWH.

2. Commitment

DOWH recognises the right that people have to participate in the life of their communities through volunteering. It also acknowledges that volunteers contribute in many ways and their contribution is unique. This can benefit DOWH and the volunteers themselves. DOWH values the contribution made by volunteers and is committed to working in ways which are encouraging and supportive and which develop volunteering.

3. Definition

Volunteering is an important expression of citizenship and is an essential component of democracy. Volunteers are people, who are unpaid and of their own free will, contribute their time, energy and skills to benefit DOWH.

4. Statement of values and principles:

Discovering Old Welsh Houses:

- Recognises the important role played by volunteers both in the work of DOWH, and the important and valuable contribution made by volunteers to the fabric of the local community.
- Acknowledges the unique contribution made by volunteers to the life of communities and to the volunteers themselves.
- Attempts to use volunteers' skills, knowledge and experience in a way that will meet both the volunteer's and DOWH's needs.

5. Responsibilities

- The Secretary and Branch Secretaries are responsible for the development of voluntary activities within DOWH.

6. Opportunities

- DOWH is committed to equal opportunities and believes that volunteering should be open to all regardless of age, gender, ethnicity, ability, religion and political beliefs.
- Members will be encouraged to volunteer for specific tasks.
- Volunteers will be reimbursed for travelling expenses (currently at 40p per mile). All claims must be accompanied with date, purpose & mileage for each journey. The rate of reimbursement will be agreed by the Trustees and reviewed annually.

7. Settling differences

DOWH aims to treat all volunteers fairly. DOWH Secretary is responsible for dealing with problems as they arise and for handling difficulties relating to the volunteer's conduct or complaints.

8. Volunteers' rights and responsibilities:

DOWH believes volunteers have the right to:

- know what is expected of them
- have clearly specified lines of support
- be shown appreciation
- know what their rights and responsibilities are
- be paid travelling expenses (currently 40p per mile) – claim must be accompanied with date, purpose & mileage for each journey
- be free from discrimination
- be provided with training opportunities or mentoring.

DOWH expects volunteers to:

- be reliable
- be honest
- respect confidentiality
- make the most of training and support opportunities
- carry out tasks in a way that reflects the aims of DOWH.

9. Copyright (including intellectual copyright) of all types and formats of information gathered on behalf of DOWH belongs to DOWH and may only be used outside DOWH with prior written consent.

This policy was

approved by the Trustees on 24 May 2022

Chairman



Change Record

Date of Change:	Changed By:	Comments:



Darganfod Hen Dai Cymreig

Discovering Old Welsh Houses

Whistleblowing Policy

DOWH is committed to the highest standards of openness, probity and accountability. In line with that commitment, DOWH has implemented this policy and procedure to cover the genuine concerns that a member may have about suspected wrongdoing within the organisation. In demonstrating this commitment DOWH encourages its members who have serious concerns about any wrongdoing within the organisation to come forward and express their concerns. This policy is primarily for concerns where the interests of others or the organisation itself are at risk. Any member who raises concerns in good faith can do so on a confidential basis without fear of reprisal or victimisation.

1. Background

This Policy reflects the requirement within the Public Interest Disclosure Act 1998 (The 'Act'), which provides protection to individuals who disclose, in good faith, information about alleged wrongdoing at "work", providing:

- The information is disclosed in good faith.
- They reasonably believe that the information, and any allegation contained in it to be substantially true.
- The member does not act maliciously or make false allegations.
- The member does not act for personal gain.
- The 'Act' protects disclosures of information relating to one or more of the following
 - i) a criminal offence;
 - ii) the breach of a legal obligation;
 - iii) a miscarriage of justice;
 - iv) a danger to the health or safety of any individual;
 - v) damage to the environment; or deliberate covering up of information tending to show any of the above five matters.

This policy is intended for use with allegations which appears likely to harm the reputation of DOWH. All other matters should be raised through the appropriate policy.

2. Procedure

Members wishing to make a disclosure, should do so in the first instance to their Branch Representative/s. If the disclosure is about the Branch Representative/s then the disclosure should be made to an Hon Officer (Chairman, Secretary or Treasurer).

DOWH will not tolerate the harassment or victimisation of anyone raising a genuine concern, however DOWH recognises that the member may want to raise a concern in confidence under this policy. The identity of the member will not be disclosed without their consent. However, in situations where concerns cannot be resolved without revealing the member's identify (for instance because their evidence is needed in court) the matter will be discussed with the member and the matter of how and whether DOWH can proceed.

3. Investigation

The person to whom the disclosure is made will normally consider the information and decide on the form of investigation. Any investigation will be conducted as sensitively and speedily as reasonably possible. The member will be notified in writing of the intended timetable for the investigation.

This policy was

approved by the Trustees on 24 May 2022

Chairman



Change Record

Date of Change:	Changed By:	Comments:

Modified REB 15/01/22

Draft 1 MD 18 August 2014. Modified from WCVA policy 6.16 Whistleblowing.

4. Income

- i) All monies received will be recorded promptly in the DOWH Spreadsheet and if cash or cheques will be banked without delay. DOWH will maintain files of documentation to back this up.

5. Payments (expenditure)

- i) The aim is to ensure that all expenditure is on DOWH's business and is properly authorised and that this can be demonstrated.
- ii) Wherever possible, payments will be made using online banking.
 - a) Every payment over £100 has to be authorised by the Secretary or other persons authorised by the Trustees. This can be by email, which will be printed and attached to the invoice (paper copy). The invoices will be kept in the Ring Binder.
 - b) Every payment made to the Treasurer must be authorised by the Secretary. This can be by email, which will be printed and attached to the invoice (paper copy). The invoices will be kept in the Ring Binder.
- iii) The Treasurer will be responsible for holding the cheque books (including unused and partly used cheque books) and paying-in books, which should be kept under lock and key.
 - a) Blank cheques will never be signed.
 - b) The relevant payee's name will always be inserted on the cheque before signature and the cheque stub will always be properly completed.
 - c) No cheques should be signed without original documentation (see below).

6. Payment documentation

- i) Every payment out of the Charity's bank accounts will be evidenced by an original invoice (never against a supplier's statement or final demand). That original invoice will be numbered and retained by DOWH. It will be filed in the Ring Binder.
 - a) Invoices paid through online banking should record Date and method of payment
 - b) Invoices paid by cheque should be referenced with:
 - i) Cheque number
 - ii) Date cheque drawn
 - iii) Amount of cheque
 - iv) Names of cheque signatories
- ii) Other expenditure must be evidenced by original receipts.
 - iii) Car mileage is currently 40p per mile. All claims must be accompanied with date, purpose & mileage for each journey. The rate of reimbursement will be agreed by the Trustees and reviewed annually.
- iv) The Payments Sheet of the DOWH Spreadsheet must be part of the Treasurer's Report for all meetings.

7. Cheque Signatures

- i) Each cheque will be signed by at least two people.
- ii) A cheque must not be signed by the person to whom it is payable.