

# **WCRSN Health and Safety Policy**

## **General statement of policy**

The West Cumbria Refugee Support Network is working towards a comprehensive Health and Safety Policy and is bound to abide by the Health and Safety at Work Act 1974. This policy lays down certain duties on all volunteers. The duties are to take care of their own safety and that of other volunteers and service users and to co-operate with the WCRSN committee to enable it to carry out its responsibilities.

In particular, volunteers have a duty to:

- work safely, efficiently and without endangering the health and safety of themselves, their colleagues or any other person
- report all accidents, near miss occurrences and hazardous situations to the Safeguarding Officer (Liz Dias, Mobile 07846041984)
- Meet their other statutory safety obligations, including that laid down in Section 8 of the Act, which states, “no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions”.

## **1. Organisation and responsibilities**

### **1.1 WCRSN Committee**

Overall and final health and safety responsibility within the organisation lies with the Committee. The Safeguarding Officer will draw to the attention of the Committee any health and safety matters that need to be discussed and/or acted upon.

### **1.2 Accidents, near-miss occurrences and hazardous situations**

West Cumbria Refugee Support Network has a Health and Safety Accident Book and all incidents, no matter how small, must be recorded as soon as possible after the incident. In addition to reporting accidents, it is equally important to report near misses and potential hazards to enable preventative action to be taken before it is too late.,

It is the responsibility of the Safeguarding Officer to ensure that any necessary follow up action is taken to reduce the risk of the accident or near accident reoccurring.

The Safeguarding Officer is responsible for reporting incidents, which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the Health and Safety Executive. RIDDOR covers the following incidents:

- (a) fatal accidents
- (b) major injury accidents/conditions
- (c) dangerous occurrences

- (d) accidents causing more than 7 days incapacity for work
- (e) certain work-related diseases.

## **2 Personal safety**

- 2.1 Volunteers should inform the Safeguarding Officer who they wish to be contacted in the event of an emergency, giving contact details. (This information is included in their Volunteer Application Form.)
- 2.2 Volunteers who carry money for West Cumbria Refugee Support Network have the right to be accompanied by another person.
- 2.3 All incidents of aggression or violence and any threat to personal safety should be reported to the Safeguarding Officer and recorded in the accident book.

### **CIRCULATION: WCRSN Committee and all active volunteers**

Revised policy agreed by the WCRSN Board

Policy agreed: January 2023

Next Review: January 2027

# **Risk Management in West Cumbria Refugee Support Network: Policy and Procedure**

## **1. West Cumbria Refugee Support Network risk management model**

1.1 West Cumbria Refugee Support Network recognises that risk management is essential to its governance and to sustainable operation of its services. Risk management in the West Cumbria Refugee Support Network will be designed to ensure:

- the identification, assessment and management of risk is linked to the achievement of WCRSN's objectives;
- all areas of risk are covered – for example, financial, governance, operational and reputational;
- the principal results of risk identification, evaluation and management are reviewed and considered;
- risk management is ongoing and embedded in management and operational procedures.

1.2 The West Cumbria Refugee Support Network will regularly review and assess the risks it faces in all areas of its work and plan for the management of those risks.

1.3 There are risks associated with all West Cumbria Refugee Support Network' activities - they can arise through things that are not done, as well as through ongoing and new initiatives. Risk exposure for the West Cumbria Refugee Support Network will vary depending on circumstances. For example, the West Cumbria Refugee Support Network may be willing to expose itself to higher risks as the size of our organization increases. Risk tolerance may also be a factor in what activities are undertaken to achieve objectives. The West Cumbria Refugee Support Network will therefore ensure that there is an appropriate balance taken between higher and lower risk activities.

These considerations will inform committee members in their decisions as to the levels of risk they are willing to accept.

1.4 Committee members need to let volunteers know the boundaries and limits set by their risk policies to make sure there is a clear understanding of the risks that can and cannot be accepted.

## **2. Identifying our Risks**

2.1 The West Cumbria Refugee Support Network recognises that new risks will appear and other risks will become less or more severe or may disappear over the lifetime of the plan. Risk identification is therefore an ongoing process within West Cumbria Refugee Support Network.

2.2 In undertaking this, the committee members will consider:

- The West Cumbria Refugee Support Network's objectives;
- the nature and scale of our activities;
- the outcomes that need to be achieved;
- external factors that might affect the West Cumbria Refugee Support Network such as legislation and regulation;
- the West Cumbria Refugee Support Network's reputation with its major funders and supporters;
- past mistakes and problems that the West Cumbria Refugee Support Network has faced;
- comparison with other charities working in the same area or of similar size; and
- examples of risk management prepared by other charities or other organisations.

### **3. Assessing, Monitoring and Evaluating risk**

3.1 Identified risks need to be put into perspective in terms of the potential severity of their impact and likelihood of their occurrence. Assessing and categorising risks helps in prioritising and filtering them, and in establishing whether any further action is required.

3.2 When a new risk arises, committee members will assess the risks identified by volunteers based on how likely they are to occur and how severe their likely impact using the methodology set out at appendix 1

3.3 They will identify those risks that are major and propose appropriate actions to mitigate these risks.

3.4 Examples of possible actions to mitigate risks are set out in appendix 2.

## Risk Assessment Methodology

### Impact

Descriptor	Score	Impact on service and reputation
Insignificant	1	<ul style="list-style-type: none"> <li>no impact on service</li> <li>no impact on reputation</li> <li>complaint unlikely</li> <li>litigation risk remote</li> </ul>
Minor	2	<ul style="list-style-type: none"> <li>slight impact on service</li> <li>slight impact on reputation</li> <li>complaint possible</li> <li>litigation possible</li> </ul>
Moderate	3	<ul style="list-style-type: none"> <li>some service disruption</li> <li>potential for adverse publicity - avoidable with careful handling</li> <li>complaint probable</li> <li>litigation probable</li> </ul>
Major	4	<ul style="list-style-type: none"> <li>service disrupted e.g. long term sickness</li> <li>adverse publicity not avoidable (local media)</li> <li>complaint probable</li> <li>litigation probable</li> <li>sudden loss of funding</li> </ul>
Extreme	5	<ul style="list-style-type: none"> <li>service interrupted for significant time</li> <li>major adverse publicity not avoidable (national media)</li> <li>major litigation expected</li> <li>resignation of senior management</li> <li>resignation of board</li> <li>major premises related issue e.g. burglary</li> <li>loss of beneficiary confidence</li> </ul>

### Likelihood

Descriptor	Score	Example
Remote	1	may only occur in exceptional circumstances
Unlikely	2	expected to occur in a few circumstances

Possible	3	expected to occur in some circumstances
Probable	4	expected to occur in many circumstances

### Actions that could be taken to mitigate risks

The following are examples of possible actions:

- the risk may need to be avoided by ending that activity
- the risk could be transferred to a third party (e.g. use of outsourcing or other contractual arrangements with third parties);
- the risk could be shared with others (e.g. a joint venture project);
- the charity's exposure to the risk can be limited (e.g. phased commitment to projects);
- the risk can be reduced or eliminated by establishing or improving control procedures (e.g. internal financial controls, controls on recruitment, personnel policies);
- the risk may need to be insured against (this often happens for residual risk, e.g. employer's liability, third party liability, theft, fire).

In assessing the actions to be taken, the costs of management or control should be considered in the context of the potential impact or likely cost that the control seeks to prevent or mitigate. It is possible that the process may identify areas where the current or proposed control processes are disproportionately costly or onerous compared to the risk they are there to manage. A balance will need to be struck between the cost of further action to manage the risk and the potential impact of the residual risk.

### Risk Assessment Checklist – things to think about

The activity/project			
S.NO	Details of Potential Risk	Comments	Follow up action
1	Is the activity clearly in line with the charity's objectives?		
2	Are proper policies and procedures in place to prevent beneficiaries being put at risk?		
3	Do volunteers have the necessary experience to carry out the work?		
4	What lessons has the charity learnt from its own previous experience, or that of other		

	organisations working in the same area and/or type of activity?		
<b>Legal</b>			
<b>S.NO</b>	<b>Details of Potential Risk</b>	<b>Comments</b>	<b>Follow up action</b>
1	Are there any specific laws and requirements to be aware of in carrying out the activity?		
2	Are there any UK and/or local sanctions in force?		
<b>Finance</b>			
<b>S.NO</b>	<b>Details of Potential Risk</b>	<b>Comments</b>	<b>Follow up action</b>
	What is the charity's financial position and is there enough money available to support the proposed activity?		
<b>Partners</b>			
<b>S.NO</b>	<b>Details of Potential Risk</b>	<b>Comments</b>	<b>Follow up action</b>
	Are partners being used? What risks does this pose?		
	Have these partners been used before?		



	Will a written agreement be in place?		
	What are the risks of the partner not delivering?		
	Can money be recovered if necessary? What problems might there be?		
<b>S.NO</b>	<b>Details of Potential Risk</b>	<b>Comments</b>	<b>Follow up action</b>
<b>1</b>	What factors are outside the WCRSN committee's direct control?		

**CIRCULATION: WCRSN committee**

Policy agreed: January 2023

Next Review: January 2027

## WCRSN Safeguarding Children Policy and Procedure

### Introduction

#### Safeguarding is everyone's responsibility

Child protection is a part of safeguarding and promoting welfare. This refers to the activity, which is undertaken to protect specific children who are suffering or are at risk of suffering significant harm. As adults and/or professionals or volunteers, everyone has a responsibility to safeguard children and promote their welfare. Safeguarding and promoting the welfare of children – and in particular protecting them from significant harm – depends upon effective joint working between agencies and professionals that have different roles and expertise.

Individual children, especially some of the most vulnerable children and those at greatest risk of social exclusion, will need co-ordinated help from health, education, children's social care, and quite possibly the voluntary sector and other agencies, including youth justice services.

For those children who are suffering, or at risk of suffering significant harm, joint working is essential, to safeguard and promote welfare of the children and – where necessary – to help bring to justice the perpetrators of crimes against children. All agencies and professionals should:

- ✓ be alert to potential indicators of abuse or neglect;
- ✓ be alert to the risks which individual abusers, or potential abusers, may pose to children;
- ✓ share and help to analyse information so that an assessment can be made of the child's needs and circumstances;
- ✓ contribute to whatever actions are needed to safeguard and promote the child's welfare;
- ✓ take part in regularly reviewing the outcomes for the child against specific plans; and
- ✓ work co-operatively with parents unless this is inconsistent with ensuring the child's safety.

#### Definitions of abuse and neglect:

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

#### *Physical abuse*

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

## *Emotional Abuse*

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

## *Sexual Abuse*

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (eg: rape, buggery or oral sex) or non-penetrative acts.

They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

## *Neglect*

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## *Volunteer awareness*

All volunteers will be made aware of this policy as part of their initial induction process.

Where necessary or possible, volunteers will be encouraged to attend appropriate training courses, such as those run by Community and Voluntary Service (CVS), voluntary sector infrastructure support organisations or statutory bodies.

## *Reviewing the Policy and Procedure*

This policy and procedure will be reviewed every year, this will include checking telephone numbers, accuracy of personnel details, and any updates required by a change in local or national policy.

### **What to do if you have concerns about a child**

You may have concerns about a child because of something you have seen or heard, or a child may choose to disclose something to you. If a child discloses information to you:

- ✓ Do not promise confidentiality, you have a duty to share this information and refer to Children's Social Care Services.
- ✓ Listen to what is being said, without displaying shock or disbelief.
- ✓ Accept what is said.
- ✓ Reassure the child, but only as far as is honest, don't make promises you may not be able to keep e.g. *'Everything will be alright now'*, *'You'll never have to see that person again'*.
- ✓ Do reassure and alleviate guilt, if the child refers to it. For example, you could say, *'You're not to blame'*.
- ✓ Do not interrogate the child; it is not your responsibility to investigate.
- ✓ Do not ask leading questions (e.g. Did he touch your private parts?), ask open questions such as *'Anything else to tell me?'*
- ✓ Do not ask the child to repeat the information for another member of staff, volunteer or Board member.
- ✓ Explain what you have to do next and who you have to talk to.
- ✓ Take notes if possible or write up your conversation as soon as possible afterwards.
- ✓ Record the date, time, place any non-verbal behaviour and the words used by the child (do not paraphrase).
- ✓ Record statements and observable things rather than interpretations or assumptions.

Whatever the nature of your concerns, discuss them with the Safeguarding Officer (Liz Dias, Mobile 07846041984)

If you still have concerns, you or the Safeguarding Officer should refer to:

Cumbria County Council, Cumbria Safeguarding Hub  
Phone Number: **0333 240 1727**

E-mail:

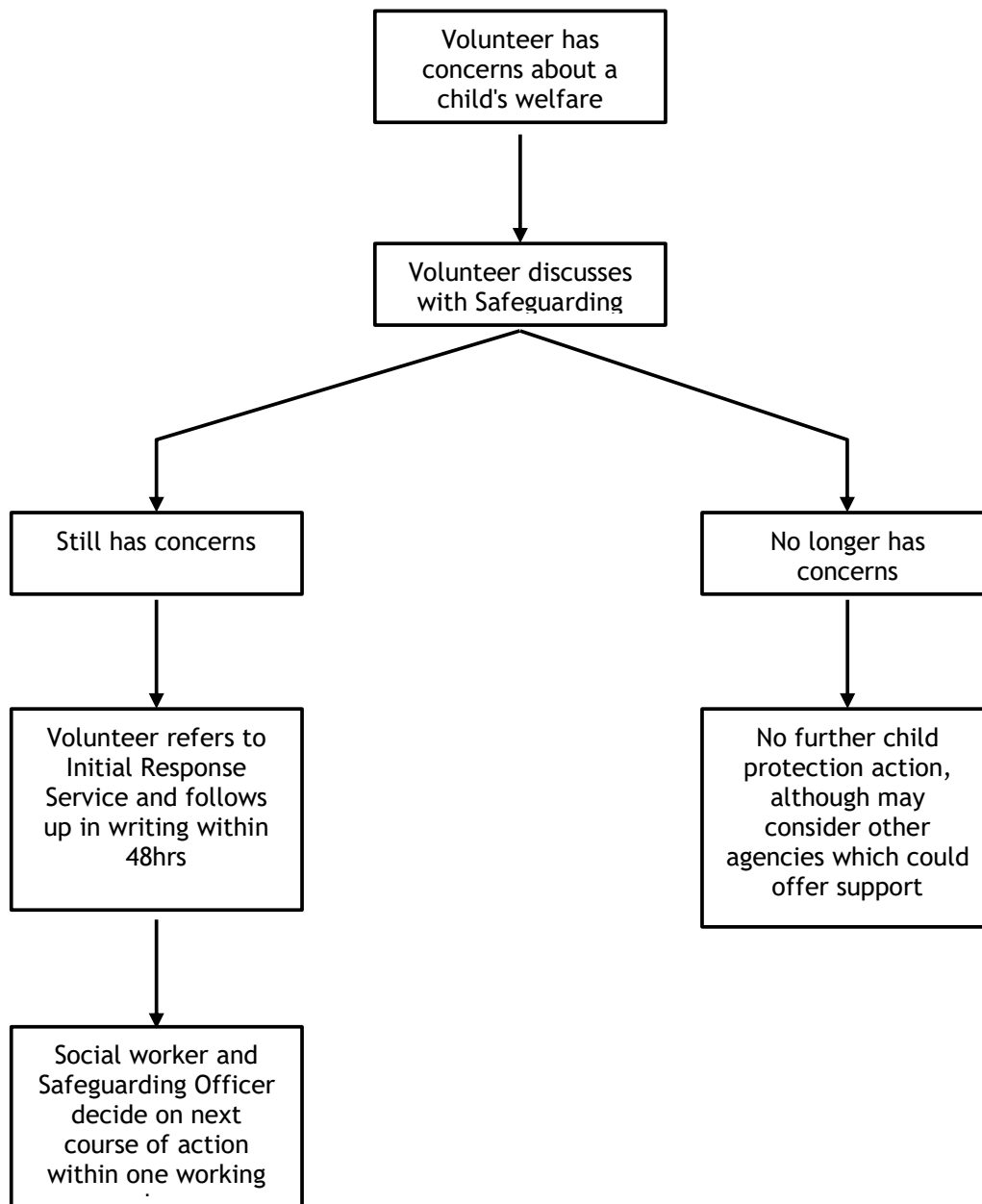
<https://www.cumbria.gov.uk/childrensservices/childrenandfamilies/intervention.asp>

### **What information will you need when making a referral?**

You will be asked to provide as much information as possible. Such as the child's full name, date of birth, address, school, GP, languages spoken, any disabilities the child may have, details of the parents. Do not be concerned if you do not have all these details, you should still make the call.

You should follow up the verbal referral in writing, within 48hrs.

## Process Chart Where There Are Concerns About A Child's Welfare



### Allegations Involving a Volunteer

The WEST CUMBRIA REFUGEE SUPPORT NETWORK is committed to having effective recruitment and human resources procedures, including checking all volunteers to make sure they are safe to work with children and young people.

However, there may still be occasions when there is an allegation against a volunteer. Allegations against those who work with children, whether in a paid or unpaid capacity, cover a wide range of circumstances.

All allegations of abuse of children by those who work with children or care for them must be taken seriously. All reports of allegations must be submitted within one working day to the WEST CUMBRIA REFUGEE SUPPORT NETWORK Safeguarding Officer.

The following procedure should be applied in all situations where it is alleged that a person who works with children has:

- ✓ Behaved in a way which has harmed a child, or may have harmed a child;
- ✓ Possibly committed a criminal offence against or related to a child;
- ✓ Behaved towards a child or children in a way which indicates that he/she is unsuitable to work with children.

The allegations may relate to the person's behaviour at work, at home or in another setting.

The Safeguarding Officer will discuss the matter with the WEST CUMBRIA REFUGEE SUPPORT NETWORK committee to determine what steps should be taken and where necessary obtain further details of the allegation and the circumstances in which it was made. The discussion should also consider whether there is evidence/information that establishes that the allegation is false or unfounded, whether a referral to the is required and/or whether disciplinary action is appropriate.

Some allegations will be so serious as to require immediate referral to the Local Council Children Safeguarding board or Children Service and the Police, but common sense and judgement must be applied in reaching a decision about what action to take.

If the allegation is not patently false and there is cause to suspect that a child is suffering or is likely to suffer Significant Harm, the WEST CUMBRIA REFUGEE SUPPORT NETWORK Safeguarding Officer will immediately refer the matter to the relevant local authority Children Services department and ask for a Strategy Discussion/Meeting to be convened straight away.

Some allegations may be less serious and at first sight might not seem to warrant consideration of a police investigation or enquiries by the local Council Children Services Department. However, it is important to ensure that even apparently less serious allegations are followed up and examined objectively by someone independent of the organisation. Consequently, the WEST CUMBRIA REFUGEE SUPPORT NETWORK Safeguarding Officer should be informed of all allegations that so that she can consult Police and social care colleagues as appropriate.

Where such allegations are made, consideration must be given to the following three strands:

- 1) The police investigation of a possible criminal offence;
- 2) Enquiries and assessment by Children's Social Care Services as to whether the child is need of protection or in need of services;
- 3) Consideration of disciplinary action in respect of the individual.

**CIRCULATION: WCRSN Committee and all volunteers**

Policy agreed: January 2023  
Next Review: January 2027

## **WCRSN Safeguarding Vulnerable Adults Policy**

### **Introduction**

#### **Safeguarding is everyone's responsibility**

Safeguarding vulnerable adults is a part of the wider role of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific vulnerable adults who are suffering or are at risk of suffering significant harm. As volunteers, everyone has a responsibility to safeguard vulnerable adults and promote their welfare.

Safeguarding and promoting the welfare of vulnerable adults – and in particular protecting them from significant harm – depends upon effective joint working between agencies and professionals that have different roles and areas of expertise.

Some of the most vulnerable adults, and those at greatest risk of social exclusion, will need co-ordinated help from health, education, social care, and quite possibly the voluntary sector and other agencies, including justice services.

For those vulnerable adults who are suffering, or at risk of suffering significant harm, joint working is essential, to safeguard and promote their welfare and – where necessary – to help bring to justice the perpetrators of crimes against them. All agencies and professionals should:

- ✓ be alert to potential indicators of abuse or neglect;
- ✓ be alert to the risks which individual abusers, or potential abusers, may pose to vulnerable adults;
- ✓ share and help to analyse information so that an assessment can be made of the individual's needs and circumstances;
- ✓ contribute to whatever actions are needed to safeguard and promote the individual's welfare;
- ✓ take part in regularly reviewing the outcomes for the individual against specific plans; and
- ✓ work co-operatively with parents and/or other carers unless this is inconsistent with ensuring the individual's safety.

As part of its activities the West Cumbria Refugee Support Network seeks to serve the needs of vulnerable adults, promoting holistic development.

In doing so, WCRSN takes seriously the welfare of all vulnerable adults who are involved in its activities.

WCRSN aims to ensure that they are welcomed into a safe, caring environment with a happy and friendly atmosphere.

WCRSN recognises that it is the responsibility of all its volunteers to prevent the neglect, physical, sexual or emotional abuse of vulnerable adults and to report any abuse discovered or suspected.

WCRSN is committed to maintaining good links with the statutory social services authorities.



## Procedures

For reasons of consistency and practicality, the charity's procedures for safeguarding vulnerable adults will be the same as those for safeguarding children and young people except where the law, or the specific circumstances of an individual's need require otherwise.

### **CIRCULATION: WCRSN Committee and all volunteers**

Policy agreed: January 2023

Next Review: January 2027

## **Volunteer Personal Safety and Lone Working – Policy, procedure and guidance**

WEST CUMBRIA REFUGEE SUPPORT NETWORK takes seriously its responsibilities to ensure the health, safety and welfare of all volunteers who work alone out in the community without close or direct support or supervision. We are committed to reducing the risks to volunteers and the purpose of this policy is to ensure that there are adequate systems in place to reduce the risks of lone working as far as is reasonably possible and practicable.

This policy applies to all volunteers who are undertaking activities on behalf of WEST CUMBRIA REFUGEE SUPPORT NETWORK. The purpose is to help you think about and improve your personal safety, be aware of risks and to take steps to reduce and adapt strategies to keep you safe.

### Definition

A lone worker is anyone who works away from other volunteers or paid workers without direct support or supervision. This may include volunteers undertaking roles such as:

- befriender
- buddy
- community worker
- events assistant

### Responsibilities

Volunteers and WEST CUMBRIA REFUGEE SUPPORT NETWORK share responsibility for health and safety matters.

WEST CUMBRIA REFUGEE SUPPORT NETWORK is responsible for:

- considering the potential risks volunteers may face in their role and reducing these as much as is practically possible
- implementing procedures that help ensure the health, safety and well-being of volunteers

It is the responsibility of the **Safeguarding Officer** (Liz Dias, Mobile 07846 041984) to:

- ensure appropriate policies and procedures are in place and implemented to ensure the health and safety of volunteers
- if there is any reasonable doubt about the safety of a lone worker, the Safeguarding Officer will consider sending 2 volunteers or making other arrangements to undertake the task.
- ensure systems are in place to identify volunteers who do not report back or return at the expected time
- raise an appropriate level of alarm if a volunteer cannot be contacted or does not return within 2 hours of expected contact or return
- contact the police if a volunteer cannot be located

- ensure all volunteers are aware of this policy and provide appropriate levels of guidance on lone working.

**Volunteers** are expected to:

- take reasonable care of their own safety and that of others
- comply with any personal safety procedures detailed by WEST CUMBRIA REFUGEE SUPPORT NETWORK
- raise any concerns with the Safeguarding Officer immediately
- report any accidents, incidents, injuries or 'near misses'
- report any safety practices that need to be improved or risks not otherwise identified.

### Guidance on Lone Working

This guidance applies to volunteers whose roles require them to work alone without direct support or supervision. Depending on the actual volunteering role, only some of this guidance will be applicable.

Before making a home visit you should:

- Leave details with a friend or family member of where you plan to go, approximate times of when you expect to be there, details of any meetings you have arranged, including the name of the person you are meeting
- Ensure you have an appropriate means of communication
- If taking a mobile phone, check it is fully charged and (for pay-as-you-go), has sufficient credit; leave it switched on; do not use it whilst driving
- Think about where you will be going and what you will be doing; consider whether there are particular risks relating to that location or activity (e.g. an unusually isolated location, adverse weather conditions for driving).
- Do not enter premises where an unfamiliar dog is loose
- If, when talking to a client, their dog causes you to feel uncomfortable, politely ask them to remove it

### Aggression or violence

This includes aggressive or inappropriate physical contact which may or may not result in pain and/or injury or offence and other non-physical abuse including verbal, racial or sexual abuse, threatening behaviour, gesturing, swearing, shouting, insults, innuendo, intimidating behaviour causing fear or emotional upset.

- Carry a personal alarm, if you have one, and ensure that you know how to use it
  - Consider the safety of others and protect yourself before protecting any property
- Contact the Safeguarding Officer immediately after the incident (Safeguarding Officer Liz Dias, Mobile 07846 041984; or Kelly Davis, Treasurer, Tel. 01900 817773, Mobile 07472 492317).

### Procedure for alerting to personal danger

For extreme situations, use the following “trigger phrase” (‘Is it still raining there?’) when calling the Safeguarding Officer. This would alert her without alarming the antagonist. It is essential that all volunteers are familiar with this phrase.

In the event of the trigger phrase being used, checks should be made by the Safeguarding Officer to establish the well-being of the volunteer.

If a volunteer finds themselves in danger and unable to speak freely, they should emphasise to the antagonist that they are expected to call the Safeguarding Officer at a pre-determined time, and that if they don’t, the alarm will be raised. On telephoning, they should say

“Hello, this is ....., may I speak to Liz?”

And then use the trigger phrase. This is the signal that all is not well.

The Safeguarding Officer will immediately call the police and direct them to where the individual has indicated in their schedule they have gone.

**CIRCULATION: The WCRSN committee and all volunteers**

Policy agreed: January 2023

Next Review: January 2027

## **WCRSN DATA PROTECTION POLICY**

In accordance with the 2018 General Data Protection Regulation (GDPR), WCRSN will hold and use personal information for volunteering reasons and to keep in touch with volunteers. This information can be stored in electronic or hard copy formats. It will be held securely and only accessed by authorised personnel.

Personal information may be disclosed by WCRSN when legally compelled to do so when we, in good faith, believe that the law requires it or for the protection of our legal rights.

Personal information will be retained for as long as required for volunteering activities, after which it will be deleted.

### **CIRCULATION: The WCRSN committee and all volunteers**

Policy agreed: January 2023

Next Review: January 2027