

# GUIDELINES FOR AFFILIATED SOCIETIES

These guidelines are here to help new societies who are just setting up, and also to provide some advice and guidance to existing societies. They bring together experience gathered from many societies over the years.

If you require these guidelines in an alternative format, please contact [oustudents-societies@open.ac.uk](mailto:oustudents-societies@open.ac.uk) and we will do our best to help.



# INTRODUCTION

Clubs and Societies are recognised features of student life in all universities, further enriching the study and lives of students.

The OU Students Association supports students in setting up Clubs and Societies, they are then run autonomously by and for their members.

These Guidelines are the result of many years' experience within societies and the discussions held between societies, OU Students Association (hereafter 'the Association') officers and staff through the Societies Committee.

## The difference between Clubs and Societies

Societies tend to be more formal organisations, they will have elected posts such as Chair, Treasurer and Secretary and will be required to have an AGM and produce accounts on an annual basis. Societies often offer field-trips, revision weekends, workshops and socials. Societies can also apply for funding from the Association, can attend regular Society Committee Meetings and are entitled to a presence at our bi-annual Conference.

Clubs are much less formal, they tend to be groups of students united by common interests most often interacting on-line. While a Club will need to have two named representatives to be affiliated to the Association, they do not need to submit accounts, are not able to claim any funding from the Association and are not entitled to places at Conference.

The Association endeavours to support Clubs and Societies by promoting their activities online and on social media. All Clubs and Societies sign up to a shared ethos which will not conflict with the Association's aims. It is hoped that the status of Club can be a stepping-stone for students thinking of setting up a Society, enabling the formation of a constitution and the building of a body of students able to sustain a Society. In addition, the status of Club might be a useful step for a Society who might be struggling to maintain membership, allowing these students to retain a link to the Association but without the demands required of a Society.





# What does it mean to be a Society affiliated to the OU Students Association?

- ▶ Students can meet like-minded people by setting up or joining an OU Students Association affiliated society;
- ▶ Members understand that societies are being run by and for the benefit of students;
- ▶ The Association knows that the societies are being run for students in an appropriate manner;
- ▶ The Association knows that properly affiliated societies covering a wide range of interests are available to its students.

## Starting a Society

It's great that you are thinking about starting a new society, it can be a hugely rewarding experience and lots of fun. This information should help you make a start, but don't forget you can always contact us in the Association Office for help.

**Email: [oustudents-societies@open.ac.uk](mailto:oustudents-societies@open.ac.uk)**



## Benefits of Affiliation

Affiliated Societies have several rights under the constitution and by-laws of the Association.

- ▶ Affiliated Societies can apply for grant funding
- ▶ They are invited to 3 yearly Society Committee Meetings where they meet with other Society representatives, network, share ideas and even run joint events
- ▶ Societies have guaranteed places and voting rights at the Association's bi-annual conference
- ▶ Affiliated Societies are entitled to send observers to the Association's Central Executive Committee meetings.

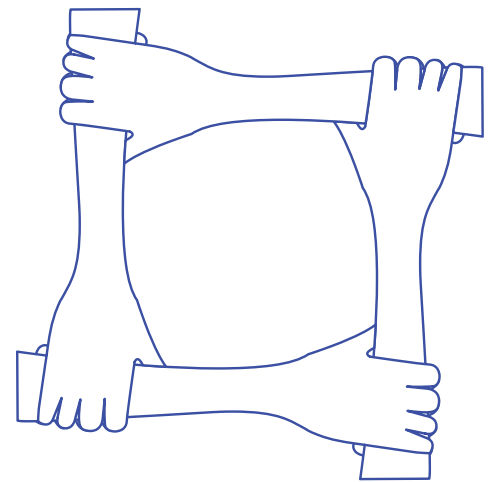


# Forming a Society

## To form a Society you will need to tick the following boxes:

When you have ticked all these boxes simply contact the Association, we will review your documents and if you're approved you sign an agreement and you're an Affiliated Society.

- 1** You must have a constitution setting out your structure, aims, policies and procedures. Policies of the Society must not conflict with those of the Association (see Example Constitution in the Appendices).
- 2** You will need a minimum of 10 members at commencement growing to 25 in 1 year and 40 after 2 years.
- 3** At least 50% of your voting membership must be made up of full members of the Association, past full members and members of staff of the Open University. Your Society should be open to all members of the Association.
- 4** You will need to supply a list of elected officers (usually but not limited to a Chair, Treasurer and Secretary) and the methods of election of these posts must be made clear to the Association.
- 5** To remain a member Societies must supply a signed statement with its audited or examined accounts and an annual report each year.



## Policies

The OU Students Association has policies which should be kept in mind by societies if they are applying for affiliation. Details about societies can be found in sections 16 & 17 of the Association's By-laws. All of these documents can be found on our website:

[www.oustudents.com](http://www.oustudents.com)

- 1** A society's aims should not conflict with the aims of the Association.
- 2** Membership must be open to any member of the Association who accepts the aims of the society.
- 3** The Association's Policies include an Equal Opportunities policy and an affiliated society should plan all activities with this policy in mind.





## Accessibility

Every effort should be made to ensure that the activities of your society are accessible to all and that they have been planned with this aim in mind. If you need further advice in this respect, please contact the Association Office.

To find other OU students who are interested in helping form your society you need to advertise! You can find some tips in the Promoting your Society section of these guidelines.



## Online Forums and Social Media

Take a look at those already active on the Association section of the Virtual Learning Environment and on social media – some forums may already cover your chosen area of interest.

- ▶ Your chosen affiliated society may already exist: if so join and offer to help.
- ▶ Forums can be very effective for contacting students before and after affiliation, but use the facility carefully to avoid accusations of 'spamming'.
- ▶ A newly affiliated society can have its own forum within the Societies area, to set this up contact [ousa-controller@open.ac.uk](mailto:ousa-controller@open.ac.uk)
- ▶ There might be an active Facebook or Twitter group. Contact the office to ask for any details that they might have of these.





# Announcements

When your plans begin to come together, it's a good idea to collate some general information, around 300 words, to tell people about your ideas and publicise your society, then you can:

- ▶ Send it to potential members
- ▶ Forward it to the Association for publication in The Hoot the OU Students magazine and on the website
- ▶ If your subject area is related to a faculty, send the information to the relevant OU Faculty Department. The Association Office Team can help you find the appropriate person if you are struggling.



In your announcement, it's a good idea to:

- Be clear and concise
- Include a call to action
- Include a contact email address, forum or social media link
- Keep a copy on file.

## GDPR

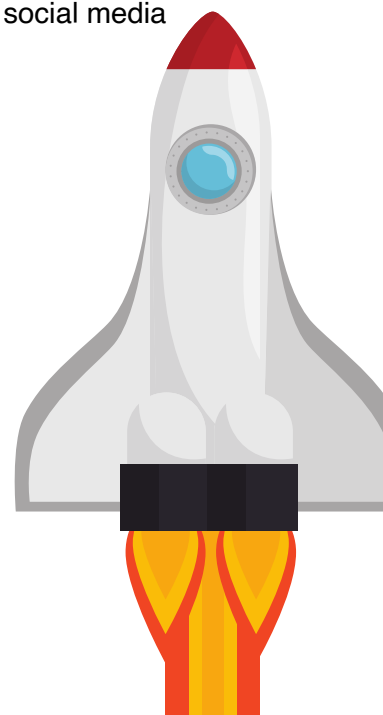
When collecting the names and contact details of potential new members make sure that you have their permission to store their data and that they are aware of what you'll be doing with it. Store this data securely, use it only for the reasons stated and delete it as soon as you have finished using it. There is GDPR Guidance as an appendix to these guidelines.



## LAUNCHING THE NEW SOCIETY

Keep a careful record of everyone who responds to your announcement so that you can contact them later on when you have an update. When and if you feel there is enough interest (perhaps around 20-30 interested people), you can launch the society!

- 1** Announce an inaugural meeting on the Society's online forum, website or on social media
- 2** Send a message to everyone who has shown interest. As the founder, be clear on what you want other people to do and what you can do.
- 3** Contact any potential volunteers who have expressed a particular interest (in editing a newsletter for example)
- 4** Be flexible about what you are willing and able to do. Remember, to sustain a society it has to be a collaborative effort by a team.



The Association recognises that societies are autonomous and will have their own method of working. However, regular annual reports of society activities and the submission of audited accounts are fundamental requirements of the affiliation criteria (Sections 16 & 17 of the OU Students Association By-laws).

## Inaugural Meeting

**If possible have an unofficial first meeting with a core potential committee. Then we suggest holding the inaugural meeting in one of the following ways:**

- Online, using Adobe Connect or another online meeting tool. We can help with this.
- Face to face, in a cafe or at an OU centre.
- By Skype.
- Within a Facebook group.

**There are other important things to consider:**

- Time: allow 2 hours
- Attendance: expect 10 or more people
- Before the meeting: prepare a draft constitution (an example is provided in the appendices)
- Have information on the OU Students Association affiliation available to you.

**The agenda for the meeting could include:**

- The main aims of the new society
- Agree a constitution to take these aims and operations into account
- Think about your responsibilities under both GDPR and Prevent (see appendices)
- Elect officers, specifically Chair, Secretary and Treasurer
- Categories of membership
- Decide on mode of operation and be clear about exactly who is doing what, particularly over the next 6 months
- If you want to have a newsletter, appoint an editor and decide on frequency, and then try and get a first one underway
- Discuss: what will your members expect from this new special-interest society? What will they want to do?
- Decide on a name for the society and consider a logo but note that while 'Open University' can be part of an affiliated society's name, the OU or OU students Association logos cannot be used.
- Fix annual subscriptions (£5 per annum perhaps) bearing in mind costs your society may incur
- Consider affiliation to the Association
- Create a recruitment plan for future members



**This is a very important meeting in the history of the society. The decisions you make need careful thought if your society is to succeed. Consider the following:**

- Making the term of office flexible so officers can stand down if necessary
- A period of free membership to get your society off the ground
- Your banking arrangements. Would a CUBs account or PayPal work for your society? The Association can provide a CUBs account for you where we hold all your funds and simply repay any expenditure you make.



# The First 6 Months

Feel free to assign tasks as you see fit, but for initial guidance, a traditional way of working might include the roles below.

## **The Secretary should contact all enquirers with news of the launch and include:**

- Details of officers, a Membership Subscription Form, Constitution and news of what's planned.
- Call for news items and ideas.
- Advertise again.
- Set up a system for holding membership details.

## **The Chair should:**

- Plan the first newsletter (with Editor).
- Pursue affiliation with the OU Students Association (with Secretary).
- Keep in regular touch with committee members.

## **The Treasurer should:**

- Open a bank account or liaise with OU Students Association staff to set up a CUBs account\*.
- Set up a bookkeeping system.
- Liaise with Secretary (or membership secretary) on handling subscriptions.
- Apply for start-up grant when affiliated to the OU Students Association, by contacting the Office Team. (As the OU Students Association's financial year runs from 1st August to 31st July it would be useful for your society to adopt this too.)

**A society might also want to have a separate Membership Secretary and Editor.**

\*Consider using a CUBS account (Cooperative Units Banking Scheme) where all accounting is done for you and the money held centrally. We can help with this, full details are available from the Resources Team in the Association Office: [oustudents-resources@open.ac.uk](mailto:oustudents-resources@open.ac.uk).

## Advice for Treasurers

### **If your society decides to use a normal bank rather than CUBS:**

- For convenience, transfer the account to a branch near the Treasurer.
- It is normal to have two signatories, e.g. Treasurer and Chair, with either able to sign for small amounts but both required for larger amounts (which should be specified in your constitution).
- Ask for quarterly bank statements.
- Keep simple accounts on a spreadsheet with columns for 'Date', 'Income' and 'Expenditure'.
- You might want to create a form for expenses.
- Use BACS and cheques as much as possible so that bank statements can help check accounts and audit. You may also need to keep some Petty Cash for small purchases.
- Consider opening a 'PayPal' account.
- Keep all receipts, vouchers, bills, etc.
- Set a mileage rate if payment for travel is in operation.
- Keep up-to-date! Enter transactions preferably on the day they occur – before you forget. This may seem tedious, but think how much worse it will be if the accounts have not been updated for several months.

## Audit

Audited annual accounts should be presented to each society AGM and are required by the Association. (see the OU Students Association By-laws, Sections 16 & 17).

## Grants

The Association's annual budget includes a small amount to support the Societies Committee. The bulk is used for meetings and travel, but newly-affiliated societies can claim a small inaugural grant to help with set-up costs. Contact the Association Office for more details.

## Submitting Accounts

In order to comply with the affiliation agreement, an affiliated society **MUST** submit audited accounts annually, whether or not a grant is claimed.

## Subscriptions

A system for paying-in subscriptions should be established if the Treasurer is not responsible for membership records. The membership list will be needed at the audit.

## Budgeting

It is recommended that societies have an internal rule for special purposes (events, sales, etc.) which generate £100 or more in turnover. Such items should be properly budget-estimated by the Treasurer and responsible person and the budget approved by the officers.

The Association's CEO must be sent a copy of the budget if the society's funds are insufficient to cover a total loss of the society's commitment in that enterprise.

## Running a Society

### Administration

To affiliate to the Association a society should have a number of officers which might include the following:

- Chair
- Secretary
- Treasurer

To run a society efficiently it is sensible to have people doing the following jobs:

- Membership Secretary
- Societies Committee Representative
- Editor

Different societies will use different methods to spread the word:

- Small societies may operate with 'ordinary' committee members taking on responsibilities when required
- Larger societies may need extra posts such as sales officers or local organisers
- Other societies may have a non-elected President, usually someone with OU connections prominent in a field related to the that of the society.

For new or small societies some of the posts can be combined, perhaps:

- Treasurer and Membership Secretary
- Chair and Societies Committee Representative
- Secretary and Editor

## Principal Officers

Chair	Secretary	Treasurer
<ul style="list-style-type: none"><li>• Overall responsibility for managing the affairs of the society.</li><li>• Ensuring activities agreed at meetings are actioned.</li><li>• Keeping in contact with all committee members.</li><li>• Ensuring membership services are maintained.</li></ul>	<ul style="list-style-type: none"><li>• The day-to-day running of the society, acting as the 'general manager'.</li><li>• Being the link between the Committee, the members, the Association Office, the Society Committee Representative and the Chair of the Societies Committee.</li><li>• Submitting annual reports to the Association on the status of the Society</li></ul> <p>Other normal duties include:</p> <ul style="list-style-type: none"><li>• Receiving correspondence from all sources</li><li>• Ensuring forwarding as appropriate</li><li>• Keeping records, past and current</li><li>• Organising meetings and acting as Minutes Secretary</li><li>• Keeping informed about regulations regarding database information, insurance and travel</li><li>• Being aware of accessibility matters.</li></ul>	<ul style="list-style-type: none"><li>• Control of assets.</li><li>• Operation of bank accounts.</li><li>• Liaison with the Association's Vice President Administration c/o OU Students Association Office.</li><li>• Financial planning and reporting.</li><li>• Arranging the annual audit.</li><li>• Submitting accounts annually to the Annual General Meeting (AGM) and Association.</li></ul>

## Running a Society

### Society Representative to Societies Committee

- The society should appoint a representative to attend two face to face meetings and the AGM in Milton Keynes every year.
- The representative reports on the Society's events and discusses society matters.
- The society can also send a deputy if their named rep is unavailable.

### Membership Records

- You have a legal responsibility to follow the law as set out in the GDPR regulations (see Appendix 3)
- Membership records should be accurate and up-to-date.
- It helps to have a team who can help with this at busy times.
- Just one current listing should be maintained from which all contact details should be sourced.
- Members have the right to have their data kept securely, only used for the purposes it was collected and for it to be deleted upon request.



## Insurance

Societies need to consider Public Liability Insurance, indemnifying itself and their members for third-party injury or property damage where legal liability exists. The Association is able to offer suggested insurance companies if required.

- This is especially important:
- When using other organisations' facilities.
- When planning an event.
- Members should check their own insurance policies for personal accident coverage.

Event insurance and principal speaker cancellation insurance can be particularly important and should be considered where necessary.

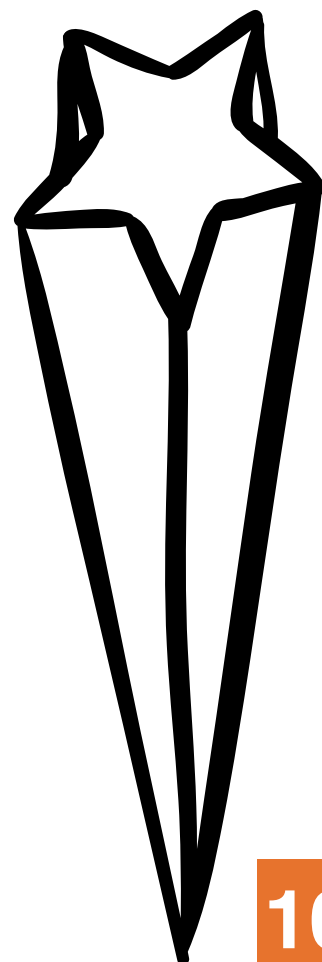
## Charitable Status

Any society considering applying for Charitable Status should ask for information from The Charity Commission for England & Wales [www.gov.uk/set-up-a-charity](http://www.gov.uk/set-up-a-charity)

Once registered it is necessary to liaise with a local tax office, asking for whoever is responsible for exemption to tax under Section 360 (1) (c), Income & Corporation Taxes Act 1970. Then pursue the option for subscriptions to be Gift Aided. The Inland Revenue will advise.

## Promoting your Society

- Send information about your society to be included on the Association's website. This could be text, pictures or a video.
- Use Social Media – including Facebook, Twitter and Instagram. Don't forget to include the Association's accounts so we can share your messages.
- Submit an article for OU Students e-magazine 'The Hoot', it is regularly updated and reaches staff and students.
- Contact students through the Online Forums, an extensive range of online forums can be found within the Virtual Learning Environment.
- Try and keep in touch with Faculties if your society is course or subject related, teams may be able to offer support. Try to be understanding of the pressures on Faculties and that staff give their free time to help.
- Get in touch with The Association of OU Graduates – graduates make good recruits and many societies rely on their help, [www.aoug.org.uk](http://www.aoug.org.uk)
- Other societies may be willing to carry information about events.
- Association Biennial Conference with around 400 delegates, observers and visitors attending, it's a great place to attract new members.
- The Association produces a leaflet that includes basic information on all affiliated societies.



# Publications from your Society

## The Newsletter Editor

Most societies provide their members with a regular newsletter. An editor should be designated to:

- Draw up a schedule,
- Assemble the content,
- Arrange for design and printing if required,
- Arrange distribution in liaison with the membership secretary.
- Ask for copy from individuals.
- Consider offering free membership to anyone who regularly contributes articles.

## Copyright

- The Editor must be cautious about copyright materials.
- Short quotations (a sentence or two) which acknowledge their source are acceptable: anything longer or unacknowledged is not.
- The use of photos and illustrations may need permission as well as acknowledgement.
- Authors should understand that it is their responsibility to clear copyright and permissions, but check to make sure.

## Production methods

- Many societies send their newsletters electronically via email using PDF or similar.
- The Association Office is also able to offer newsletter printing and distribution (for more details contact [oustudents-societies@open.ac.uk](mailto:oustudents-societies@open.ac.uk)).

## Society Identity and Style

- Logos are useful in providing recognition: they give a society an identity.
- It is also useful to adopt a presentation style and tone of voice for your society.
- The “OU Students Association Societies” logo can be used on the website or publications of properly affiliated societies.
- Once a society is affiliated, ‘Open University’ can be part of the society’s name.
- OU and OU Students Association logos are subject to copyright and **SHOULD NOT BE USED**.
- Note also that logos should **NOT** be a corruption of the OU shield.

## Societies Online Forum

Facebook Groups are also useful and many societies are making sure they are present in this space.

A society can have its own online forum, which is a great way to keep in touch with student members: contact OUSA Controller ([ousa-controller@open.ac.uk](mailto:ousa-controller@open.ac.uk)) for details about setting up a forum.



# The Societies Committee

Membership and business of the Societies Committee is explained in the OU Students Association's By-laws, Section 17.31, and also below:

- Affiliated societies can send a representative to the societies meeting that takes place twice every year with an additional AGM.
- Societies Committee meetings ensure that common issues are discussed between societies and the Association.
- A society may elect any full member to serve on the Societies Committee.
- Society representatives meet to discuss their activities and compare experiences, to talk about their websites, publicity, membership, newsletter production, insurance, subscription levels, etc.

A senior member of Association staff is present to take minutes, give advice, and confirm arrangements for events (i.e. Conference) where societies can have a stand & display.

## Budget

The Association provides a small facilitating budget to the Societies Committee. This covers:

- Meeting and travel costs for Representatives.
- A modest inaugural grant which is offered to new societies.
- A modest annual grant to those societies who apply.

Once established, a society is expected to set subscriptions at a level which should cover the society's own costs.

# The Association Office and Services

We're here to help. The Association Office offers a range of services to societies for example:

- Publicity through the Association website and social media,
- Repographics, printing newsletters and journals,
- Despatch of mailings to members.

In order to help with these things you will need to inform the office of any changes to your Society details, particularly changes on officers and contact details as soon as they happen.

**OU Students Association**  
**PO Box 397**  
**Walton Hall Milton Keynes MK7 6BE**

**Email: [oustudents-societies@open.ac.uk](mailto:oustudents-societies@open.ac.uk)**  
**Website: [www.oustudents.com](http://www.oustudents.com)**

**Twitter: @oustudents**  
**Facebook: [fb.com/oustudents](https://www.facebook.com/oustudents)**  
**Instagram: @oustudentslive**





Within a society it is vital to ensure that:

- People do not over-commit themselves.
- Regular two-way contact is maintained between society officers.
- The Vice President Administration will try to attend a meeting of a society if that is thought to be helpful.

## Internal Procedures

Societies can easily fall into difficulty when officers or other officials 'disappear' without notification. The following steps are advisable if such an incident occurs and are intended to assist the society in such an instance.

### Contacting an absent officer

The Chair or another officer should begin making enquiries if no contact has been made with an officer over a period of three months. Should nothing be established from these first enquiries it is suggested that the following steps are taken by the remaining officers:

- 1** First a letter or email should be sent to the individual expressing concern at the lack of activity or contact
- 2** If no response is received within four weeks, a second letter should be sent, stating "that if no response is received within four weeks of the date of this letter, it will be assumed that you have resigned from your post in the Society." (Copied to Society committee members and the Association Office for information.)

### Recovery of accounts

Societies are particularly vulnerable to the disappearance or inadequacies of a treasurer, especially when an annual audit is overdue by three months or more. It is then the duty of the Secretary, copying to the Chair, to:

- Take the action outlined in paragraph 1 above. The final letter should also include a section strongly demanding the immediate surrender of the accounts, if any, and all related documents, particularly the bank statements and the cheque book. The threat of a Solicitor's letter (if absolutely necessary and as a last resort) is often effective.
- If efforts outlined do not obtain a response, the Secretary or Chair should arrange for receipt of duplicate statements of the past period from the bank, then make a financial statement in lieu of an audit to the Association and the committee of the Society, stating the circumstances adding 'to the best of reasonable ability'.
- Copying the bank statements to the Association, rather than falling into despair and doing nothing, is the best way forward. A CUBS account is recommended to help avoid such problems.

**Any affiliated society with financial problems must report the matter immediately to the Associations Chief Executive Officer.**

## Unfilled Officer Posts

Where an officer post becomes vacant, procedures for filling that post will be laid out in the individual society's Constitution. If no such provision was made, societies should follow the procedures outlined in the Societies Committee's Example Society Constitution.

As an emergency short-term measure, another officer can take over the duties of the vacant post until the vacancy is filled.

### Committee business by correspondence

There may be a reluctance for members to put themselves forward for officer posts. It is as well to note that committee business can be conducted by email, Skype or in online forums.

In such an instance the Secretary would notify the committee of intended action (say in 2-4 weeks) and that 'no reply is needed unless you wish to intervene'. For the rare need for a committee vote to take place, a vote can be conducted electronically or by post.

None of the above suggestions require constitutional amendment. The underlying advice for struggling societies is to be simple, vigorous and flexible.

## Postal and General Consultation

If AGMs are poorly attended, the alternative Postal & General Consultation (PGC) should be remembered as a possibility. In order to reduce costs it is possible to include the PGC with a newsletter or journal giving:

- A Postal & General Consultation deadline, say 3 or 4 months ahead,
- The proposed committee and policy motions,
- A Yes/No cut-out slip for voting.

If constitutional amendments are required, and accepted, bear in mind that such amendments can take between 3-12 months to be ratified by the Association.





# RESCUING A SOCIETY



- 1 Where one or more of the following criteria apply:
  - No accounts received by '6 months after the last AGM' cut-off date
  - No known officer
  - No AGM held for a period of 18 months

All known Society officers and the Society's representative on the Committee will be contacted by the Association Office, offering assistance and requesting a written response regarding the status of the Society.

- 2 Where no response is received within six weeks of the date of the enquiry being made, a second email or letter will be sent, requesting a response within six weeks and giving notice of the possibility of disaffiliation by the Association.
- 3 When a Society does not respond within the period specified above the Societies Committee representative to the Association's Central Executive Committee is given delegated authority to endeavor to bring the Society back within the affiliation criteria before any reference to the Central Executive Committee is made.

Please refer to section 17.23 of the OU Students Association's By-laws for full information about the procedures and criteria for affiliation and disaffiliation.





- Appendix 1 - Example Constitution
- Appendix 2 - Example Privacy Policy
- Appendix 3 - GDPR Guidelines
- Appendix 4 - AGM Checklist
- Appendix 5 - Clubs Guidelines
- Appendix 6 - Prevent How To
- Appendix 7 - Safeguarding How To

## Appendix 1 - An Example Constitution

Each society should draw up a constitution appropriate to its own specific needs. The constitution your society adopts must be approved by the Association's Vice President Administration in order to meet Affiliation Criteria. The specimen constitution below (for a mythical society) meets the Association's basic requirements and is intended to help you.

### Open University Chunters Society

#### 1. Name

The Society shall be called the 'Open University Cricket Society' (referred to hereafter as the 'Society'). The name may be abbreviated to OUCH.

#### 2. Aims

- a) To encourage appreciation and participation in Cricket in the Open University and the community as a whole.
- b) To provide opportunities for its members to meet in local groups to pursue the appreciation of chunting and for social purposes.
- c) To encourage the Open University to provide courses leading to professional qualification in chunting and its history.
- d) To foster the exchange between members of ideas, theories and practices of cricket.

#### 3. Membership

- a) Full membership shall be open to all students, former students and staff of the Open University.
- b) Associate membership shall be open to any other person.
- c) Family membership shall be open to the families of Full members.
- d) Membership may be refused to persons who are opposed to the aims of the society.

#### 4. Government

- a) The governing body and sole policy-making body of the Society shall be the General Meeting consisting of all members of the Society who choose to attend. The quorum for General Meetings shall be 7 (seven)\* members of the Society's Full and Associate membership. The minimum quorum should ensure that officers are a minority: for the standard 3 officers this means 7.
- b) The affairs of the society shall be administered between General Meetings by the Committee.
- c) Notice of General Meetings shall be given to all Full and Associate members not less than 21\*\* days in advance of such meetings. Publication in a newsletter or other publication of the Society sent at an appropriate time to all Full and Associate members shall be regarded as notice. The notice shall include the name and telephone number from whom details of the Meeting's business can be obtained.
- d) Any Full member of the Society shall be entitled to speak and vote on any matter before a General Meetings; any Associate or Family member shall be entitled to speak on any matter before a General Meeting except where specifically excluded by the provisions of this constitution.
- e) Minutes of all General Meetings shall be kept by the Secretary and shall be available upon reasonable notice for inspection by an Full or Associate member.
- f) There shall be an Annual General Meeting (AGM) which shall be called not less than 11

months and not more than 15 months after the immediate previous AGM, subject to clauses i), iii) and iv) of this section of constitution. Formal notification of an AGM must be sent to all members six weeks before the meeting to allow for nominations, motions, etc, to be sent and returned.

g) The Committee may call Ordinary General Meetings subject to clauses ii) to v) inclusive of this section of the constitution.

h) An Extra-ordinary General Meeting may be called by the Committee or at the request of not less than 33% of the Full members of the Society made in writing to the Secretary. Such requests shall specify the business for which the meeting is to be called. Upon receipt of such request the Secretary shall within 1 calendar month give notice of the meeting to the Society. EGMs shall be subject to clauses ii) to v) of this section of the constitution. The agenda for an EGM shall comprise only the business for which the meeting has been called.

*\*It is advisable to avoid a quorum that is difficult to obtain.*

*\*\* The notice period should give reasonable time for members to ask the Secretary to put items on the agenda.*

## 5. Officers and Committee

a) The Committee of the Society shall consist of the Officers and not more than 4<sup>\*\*\*</sup> ordinary Committee members. The quorum for Committee Meetings shall be 5 members of which at least one member shall be an officer.

b) The Officers of the Society shall be:

- Chair
- Secretary
- Treasurer

c) The Officers and ordinary committee members shall normally be elected at one AGM and shall hold office until the end of the succeeding AGM.

d) Only Full members of the Society may nominate or be nominated for officer posts or ordinary committee membership. Elections shall be by secret ballot using the transferable vote system. Nominations which have a proposer and seconder shall be accepted up to the time of the election.

e) No member shall be eligible to be nominated for the same officer post for more than 3 (three) consecutive years. No member shall be eligible to be nominated

for membership of the committee (either as an officer or as an ordinary member) for a total of more than 6 (six) years whether consecutive or separate. The provisions of this clause may be waived in whole or in part for periods of one year at a time at the discretion of an AGM if insufficient eligible members are nominated for officer posts or committee membership.

f) In the event of any casual vacancies either of officers or ordinary committee members, the Committee may in its absolute discretion leave the vacancy unfilled, co-opt from amongst the full members of the Society or call an ordinary General Meeting for the purpose of election. Not more than 3 (three) co-options shall be made between General Meetings.

*\*\*\* The Society can choose its own committee size. It is desirable that officers are in the minority and that the committee is not unworkably large.*

## 6. Finance

- The Society's financial year shall run from the ..... to the .....
- The Society shall levy subscriptions on its members. Such subscriptions shall fall due on the 1 January each year and shall be determined by the immediately preceding AGM.
- The Treasurer shall be responsible for the conduct of all financial matters and shall maintain the accounts of the Society. The accounts shall be available upon reasonable notice for inspection by any Full member of the Society.
- The accounts of the Society shall be subject to annual audit by two auditors who are not members of the Committee and shall be presented to the AGM.
- All expenditure shall be in connection with the Aims of the Society. The Treasurer shall have the authority to spend sums<sup>\*\*\*\*</sup> in total not exceeding (£50) between committee meetings. The Committee may authorise the expenditure of sums up to £200 and not exceeding in total (£500) between General Meetings. Any expenditure in excess of these sums must be authorised by a General Meeting.
- The Treasurer and one other officer will sign cheques or make bank withdrawals on behalf of the Society, subject to clause v) of this section of the Constitution.

*\*\*\*\* Amounts specified here are at the discretion of the society.*

## 7. Changes to the Constitution

- This Constitution may be changed only by a resolution supported by at least two-thirds of the Full members present and voting at an AGM of the Society. All Full members are entitled to vote by proxy in writing (through the Secretary) if they are unable to attend the meeting and wish to vote at the AGM.
- Proposed changes to the Constitution must be notified in writing to the Secretary not less than 10 (ten) weeks before the AGM at which they will be discussed.
- Changed in the Constitution shall be notified in writing to all Full and Associate members of the Society. Each notification may be by publication in a newsletter and other publications sent out to all Full and Associate members.

## 8. Dissolution Clause

In the event of the Society being dissolved or wound up its assets shall be realised and any sum remaining after settlement of all outstanding liabilities shall be donated to the Open University Students Educational Trust (Ouset) or other Charitable body whose aims are to assist students of the Open University.

9.

This Constitution was adopted at a meeting of the Open University Cricket Society


held on..... 20.....

Signed..... Chair

Date.....




**If you have any questions or concerns, contact us:**

 [www.open.ac.uk/ousa/societies](http://www.open.ac.uk/ousa/societies)

 Twitter

 Facebook

 Instagram

 [oustudents-societies@open.ac.uk](mailto:oustudents-societies@open.ac.uk)



## Appendix 2 - Example Privacy Policy

Under the GDPR, all individuals for whom your Society processes personal data (primarily, society members), are entitled to certain information from you as their data controller. The purpose of this example privacy policy template is to give you an idea of how to set out this information. Each Society will deal with personal data in a different way and so you will need to ensure that your privacy policy reflects the position within your Society. Extra information is shown in **yellow boxes**. Information to be changed to be relevant to your Society is shown in **orange**.

For guidance on what information an individual is entitled to, please see the ICO guidance: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-be-informed/>

### Services

We are a student Society **which encourages appreciation for and participation in Cricket in The Open University and the community as a whole.**

### Use of Your Data

We take data privacy very seriously. We have set out below the uses to which we will put the information that we have about you in the delivery of the Services, and the legal basis for this, as well as introducing the rights that you have over the way that we use your information. By joining the Society you signify that you have read and understood the Society's data processing detailed by this Privacy Policy.

**Note: The Society will need to ensure that each new member is provided with the Privacy Policy on joining and that it is sent to all existing members.**

For the purposes of the General Data Protection Regulation (GDPR) and any subsequent UK legislation covering data protection, we (the Chunting Society) are the Data Controller (the entity which processes your data). All queries relating to this policy and/or data protection more generally should be referred to the Chair of the **Cricket Society by contacting [INSERT SOCIETY EMAIL ADDRESS]**

**Note: It is necessary to name a contact (or the contact's position) and how to contact them in a privacy policy. That does not mean that this person will need to carry out all of the associated work but should be responsible for the coordination.**

#### Information you might collect:

- First name
- Last name
- Gender
- Ethnicity
- Preferred pronoun
- Dietary requirements
- Accessibility requirements
- Faculty
- Programme of study
- Expected completion date
- Date of birth
- Email (for login)
- Address
- Postcode
- Phone number
- Geo-location data (your geographical location based on your IP address)
- Personal Identifier Number

Note: Please consider whether you collect any other data about your members and if you do not collect some of the above information, those categories should be deleted. The Society should only collect information it needs. Ethnicity, accessibility requirements and (potentially) dietary requirements are special category/sensitive personal data. Obtaining and handling this information requires establishing an additional legal basis under GDPR. This is likely to be explicit consent which will require the members signing a consent form for processing of these particular categories of personal data.

**Do not collect information in excess of what you will need/use to run the society.**

## 'Data'

The Data is collected when you sign up to become a member of a Society. We may add any additional Data that we collect subsequent to initial Data collection, to your record.

### All Data will be kept private and not shared automatically.

The society may use the Data that you provide for the following purposes (“the Purposes”):

- to deal with your enquiry or application;
- to provide you with further information including sending you our newsletter;

Note: If the Newsletter contains any marketing material (e.g. advertising events), the explicit opt in consent of the members will be needed. This consent could be collected at the same time as the consent for the processing of special category data (see note above)

- taking part in the election process for positions in the society;
- to help us plan and improve our services.

**Note – Please consider whether you use the data about your members for any other purposes, and if you will not use member’s data for any of the purposes listed above, those categories should be deleted.**

The use of your information for the Purposes is lawful because one or more of the following applies:

- You have given consent to this. You may withdraw consent to these uses at any time either by using the opt-out option (where applicable), by emailing us at [\[INSERT SOCIETY EMAIL ADDRESS\]](#), but this will not affect the lawfulness of processing of your Data prior to your withdrawal of consent being received and actioned.
- For the majority of the Society’s processing of personal data for the purposes set out above, we will rely on the fact that it is necessary for the Society’s legitimate interest, or for your legitimate interest. Given that you will have made the application to become a member and would anticipate receiving the benefits of becoming a member, we would presume that there is no prejudice to you in carrying out these purposes. However, if you would like further information on how we have established the legitimate interest, please contact [\[INSERT SOCIETY EMAIL ADDRESS\]](#)

### Transfer to Third Parties

Your information may be collected, passed and/or held by the following third parties if you have opted in to permit us to do this or you have given personal data directly to any or all of the entities below:

- Some contact request forms may direct personal information to additional third party societies, groups or clubs. Where this is a possibility, the contact request form will be marked clearly with the same.
- OU Students Association

Use of your data will be subject to each of the above party’s Privacy Policies, further details of which are set out at the point you provide your information to them or consent to us passing your information to them.

**Note: You should consider any other Third Parties, for example a website provider, event ticketing system you may share members’ information with.**

## Your Rights

You have the right to request details of the processing activities that we carry out with your personal information through making a Subject Access Request. More detail about how to make a request and the procedure to be followed can be found on the ICO's website: [www.ico.org.uk](http://www.ico.org.uk)

You also have the following rights:

- The right to request rectification of information that is inaccurate or out of date;
- The right to erasure of your information (known as the “right to be forgotten”);
- The right to object to the way in which we are dealing and using your information; and
- The right to request that your information be provided to you in a format that is secure and suitable for re-use (known as the right to portability).

All of these rights are subject to certain safeguards and exemptions, more details of which can be found on the ICO's webpage. To exercise any of these rights, you should contact the (Chair of) [the “Cricket” Society](#) at the above email address.

If you are not happy about the way in which we have processed or dealt with your information, you may file a complaint with Information Commissioner's Office. More detail about how you may do so can be found on the ICO website.

## Transfers outside of the European Economic Area

The following text refers to use of data on online tools which host servers outside the EEA, such as MailChimp and SurveyMonkey.

We may send your information outside of the European Economic Area (EEA). We do this because your Data may be stored on servers based outside the EEA. However, we meet our obligations under the relevant legislation by ensuring that the information has the same protection as if it were being held within the EEA. We do this by ensuring that any third parties processing your Data outside the EEA either benefits from the EU – U.S. Privacy Shield and/or, where appropriate, we have entered into a Data Processing Agreement containing the model EU clauses.

## Security of Your Data

We understand the importance of security of your personal information and take appropriate steps to safeguard it. We ensure that only authorised persons have access to your information, which will usually mean the Society's committee, those with access to your information are made aware of their responsibilities under data protection legislation.

**Note: The following is the Association's statement based on our website and its hosting arrangements. You will need to check whether this applies to your Society's website (if you have one), particularly if it is collecting data such as the categories of data mentioned in “Use of Your Data”**

The [\[INSERT SOCIETY NAME\]](#) Site is a UK-based website and we take reasonable care to comply with the requirements of the UK Data Protection Act 2018 (‘the Act’) and the General Data Protection Regulation (GDPR) relating to the personal information you supply on the Site. The Site uses a security system that protects your information from unauthorised use. However, as no data transmissions over the internet can be guaranteed to be one hundred percent secure, we cannot ensure or warrant the security of any information you transmit to us and you do so at your own risk.

## Updating your Information

If any of the information you provide when joining a society changes, please notify [\[INSERT SOCIETY EMAIL ADDRESS\]](#).



## Newsletter

If you join a society you may be given the option to subscribe to our society newsletter. If you subscribe to our newsletter and at any time you wish to stop receiving this or any other information you may have requested from us or any other company, please email [\[INSERT EMAIL ADDRESS\]](#) or click the unsubscribe link at the bottom of any communication you may receive from us (if applicable).

## Cookies

In addition to the Information which you supply to us, information and data may be automatically collected through the use of cookies on the society's website. Cookies are small text files websites can use to recognise repeat users and allow us to observe behaviour and compile aggregate data in order to improve the website for you. For example, cookies will tell us whether you viewed the Society website with sound or with text on your last visit. Cookies also allow us to count the number of unique and return visitors to our website. Some of our associated companies may themselves use cookies on their own websites. We have no access to, or control of these cookies, should this occur.

If you do not wish to receive cookies from us or any other website, you can turn cookies off on your web browser: please follow your browser provider's instructions in order to do so. Unfortunately, we cannot accept liability for any malfunctioning of your PC or its installed web browser as a result of any attempt to turn off cookies.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.aboutcookies.org](http://www.aboutcookies.org), [www.allaboutcookies.org](http://www.allaboutcookies.org) or [www.civicuk.com/cookie-control/browser-settings](http://www.civicuk.com/cookie-control/browser-settings).

**Note: The above is only applicable if you have a website, and specific details should be checked to ensure they accurately reflect the Society's individual website.**

## Amendments to this Privacy Policy

We may occasionally modify this Privacy Policy. We will let you know if we make any substantial amendments and you will be able to view the updated privacy notice on the Society's website.



As a Society, you will be collecting and using personal information about your members in a variety of ways. When you are dealing with personal information, you have to abide by the rules set out in the Data Protection Act 2018 (DPA 2018), and the EU General Data Protection Regulation (GDPR). These rules are largely common sense, but the aim of these guidelines is to give you the necessary basic information to help your Society meet its obligations as a Data Controller. These guidelines are designed to give you some initial help but the ICO guide to the GDPR is a very useful resource for finding out your full obligations as a Data Controller:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>.

The core change to the law under GDPR is that Data Controllers are under a legal obligation to demonstrate how they comply with the law. This means that you must ensure that you have the necessary records to be able to show compliance if asked. You also need to be able to demonstrate that you as an organisation understand your obligations, and the easiest way to do this is to have a policy in place, and a means of showing that everyone has read the policy, and follow it when dealing with personal information.

## Terminology

The DPA 2018 and GDPR use various terminology that is specific to data protection. Where possible, this guidance note uses plain English, but you should be aware of the following definitions:

**Processing:** This is the term used to describe when the DPA 2018/GDPR applies. The DPA 2018/GDPR applies whenever you process personal data, and processing covers anything and everything that you might do with that information – it applies when you collect it, use it, view it, store it, transfer, and delete it.

**Personal Data:** DPA 2018/GDPR only applies to personal data (or personal information). This is information about living individuals only, from which they can be identified. It includes opinions about individuals (so always avoid committing your personal opinions about members to paper if they are less than complimentary), and when deciding if the information can identify an individual, you have to look at what other information might be available that would assist in identification. For example, a Facebook profile with no photograph and just a name, location and job title may be personal data, depending upon the uniqueness of the name, location and job title. Searching for “Sarah, accountant, London” is unlikely to identify that particular Sarah, so that is not her personal data, but searching for “Karren, director, West Ham” will identify Karren Brady immediately, and so her Facebook profile is her personal data, even without a photograph.

**Data Controller:** The Data Controller is the organisation that is responsible for controlling what happens to the personal information that is held, and is the organisation that is responsible for ensuring compliance with the DPA 2018 and GDPR. The Society is the Data Controller for the information that you collect and use about your members, and any other individuals with whom you come into contact, such as speakers at events.

**Data Processor:** This is a third party that a Data Controller uses to do something with personal data on their behalf, but they are only allowed to do what the Controller tells them to do. An example of this might be where you ask a third party to send out mailings on your behalf. You must have a written contract in place with any processors that you use, and this has to contain certain specific details, set out in the legislation.

**Special Category Personal Data:** Particular categories of personal information are considered “Special Category personal data” (previously “sensitive personal data”), and require special protection. These include information which reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, information concerning health or sex life, and sexual orientation.

## Data Protection Principles

These are the core principles that underpin the DPA 2018 and GDPR, and you should have these in mind whenever you are dealing with personal data. They are largely common sense, but worth bearing in mind – particularly the first principle which you need to think about if you are considering transferring information to a third party in particular, or using the information in a way that was not immediately obvious when the individual signed up.

**Principle 1:** All processing must be fair, lawful and transparent, and meet one of the conditions for processing. This means that you must be open about what you intend to do with someone's information when you first take it, and if anything that you have told them changes, you must update them. You must have an information notice or privacy policy in place which sets out the information required by law, and this must be written in plain English, and easily accessible.

There are six conditions for processing under the law, and these include where the individual is entering into a contract with you at the request of the individual, and what you are doing is necessary for the purpose of that contract.

The two conditions that you are most likely to use are where you have consent, and where what you are doing is necessary for your legitimate interests, or those of a third party, and there is no unwarranted harm or prejudice to the individual.

If you are relying on consent, you need to be able to demonstrate that the consent you have been given was specific, informed, freely given and unambiguous. The simplest way to demonstrate this is to get something signed, but where you are using the information for more than one purpose, you have to have a specific consent for each purpose. You need to document how and when you obtained the consent that you are relying on.

What are legitimate interests depends upon what you do, but you need to make sure that what you are doing with the information is absolutely necessary or vital to those interests, and you cannot do what you want to do another way, which doesn't use the personal information. You also have to take into account the impact on the individual of what you are doing, and if there is any prejudice, you cannot rely on this condition. The exception to this is where the legitimate interest outweighs that prejudice, such as where you are providing information to the police or other statutory body that may incriminate an individual. When relying on the legitimate interest condition, you need to document the assessment you have carried out in balancing the organisation's (or a third party's) interests against the rights of the individual.

**Principle 2:** Information shall be collected for specific, explicit and legitimate purposes, and not further dealt with in a way that is incompatible with those purposes. Archiving for the public interest, scientific or historical research or statistical purposes are not to be considered incompatible with the initial purposes.

**Principle 3:** The information you collect should be relevant, adequate and limited to what is necessary for your purposes.

**Principle 4:** Information shall be accurate and up to date, and where this is not the case, steps must be taken as soon as possible to erase or rectify the information.

**Principle 5:** Information shall only be kept in an identifiable form (not anonymised) for as long as it is necessary to hold it. Archiving for the public interest, scientific or historical research or statistical purposes may mean that you can keep information longer than otherwise they would be required for the original purposes.



**Principle 6:** Information shall be dealt with in a way that ensures that the information is adequately protected, including protection against unauthorised or unlawful use, accidental loss, destruction or damage, by using appropriate technical and organisational measures. This essentially means that you have to keep personal information safe. What you need to do will depend upon the type of information and its sensitivity, but strong passwords, encryption, and anti-virus software are all means of achieving compliance with this principle.

The former data protection legislation required that you respect individuals' rights under the law, and that you do not transfer information outside of the EEA without adequate protections in place. These are no longer "principles" under GDPR, but in fact appear in further detail elsewhere in the legislation, and so you have to demonstrate compliance with these too.

Transfers outside of the EEA tend to occur on a case by case basis where students are transferring to another institution, or where you are using cloud providers that might have servers based outside of the EEA. If this is the case, you may need to seek further advice and guidance.

### Subject Access

All individuals are entitled to write to an organisation to request details of the information that is held about them. You are obliged to release everything within 1 month of receiving the request, unless it is covered by an exemption.

The individual is only entitled to their own data, and not that of others. You must search all computer records, and any paper records that are in a relevant filing system, which means a system that is set up so that it is easy to identify potential personal information – the most obvious being alphabetically by surname. If you had a paper system that was filed by date, this is not a relevant filing system, so does not need to be searched. All computers used for Society business must be searched, so if you use your own laptop, that has to be searched too, but only information recorded in your capacity as an officer of the Society has to be disclosed.

### Policies

It is good practice to have a basic Data Protection Policy in place, which sets out your commitment to the above principles, and what happens when a Subject Access Request is made or if your Society experiences a personal data breach. By law, you must also have the following:

- Information Notice/Privacy Policy
- Data Retention Policy
- A Privacy Impact Assessment if you are doing something which might be considered innovative or high risk.

### More Information

More information and guidance is available from [www.ico.gov.uk](http://www.ico.gov.uk)

**November 2018**

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# APPENDIX 4 - SOCIETIES AGM CHECKLIST

Please complete the following details as fully as possible even if there have been no changes in the last year and return it by post or email with a copy of your accounts and annual review.

Name of Society:

Names of Elected Officers (the signators give the Association permission to hold data for Society communication purposes only, this data will be deleted on request):

**Name:**

**Contact Email:**

**Signature:**

Chair

Treasurer

Secretary

Other

Primary contact for Association Office

Audited accounts completed and handed to this document (please tick)

Annual statement/review atyached to this document (please tick)

The society has read the Association Guidelines on GDPR (please tick)

# How to...

## ...comply with the PREVENT Duty

### What is PREVENT?

The Counter-Terrorism and Security Act 2015 contains a duty on specified authorities, including universities, to have due regard to the need to prevent people being drawn into terrorism. This applies to OU Students Association facilitated events because of our relationship agreement with the Open University.

PREVENT Duty is about safeguarding the welfare of OU students at Association events, and reporting on any activity in which it is felt that any student or group of students is at risk of being drawn into terrorism.

You may have to consider whether views expressed by a fellow student constitute extremist views that risk drawing people into terrorism or are shared by terrorist groups.

The UK Government defines extremism as vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect, and tolerance of different faiths and beliefs.

### How does this affect volunteers?

Events organised by students, associated with the OU Students Association, and outside of business as usual are within the scope of PREVENT. This applies to events whether they are online or face to face, and on or off University premises.

As an event organiser you have a responsibility when carrying out your volunteering role to know what to do if you have a concern that might arise from conversations or activity that takes place at the event and where you feel an individual could be at risk of being drawn into terrorism.

### What should I do if I have a concern?

You should pass your concerns onto [Prevent-Coordinator@open.ac.uk](mailto:Prevent-Coordinator@open.ac.uk) – copying in [oustudents-volunteer@open.ac.uk](mailto:oustudents-volunteer@open.ac.uk) - as soon as they come to light and provide any relevant copies of correspondence to that email address. You can find more information in the OU's Prevent Principles document.



## What to consider around safeguarding

The OU Students Association along with the OU recognises that it has a duty of care to children and young people under the age of 18, vulnerable and protected adults, and adults at risk. This is in line with the OU's Safeguarding Policy Protecting children and vulnerable adults and in accordance with current legislation and guidance in England, Northern Ireland, Scotland and Wales.

## What is safeguarding?

Safeguarding refers to the action that is taken to protect from harm and promote the welfare of children and vulnerable adults. For information, there's a useful glossary of terms and definitions of vulnerable and protected adults and adults at risk in the OU's Policy. You must receive safeguarding training online or face-to-face if your volunteering role regularly involves any members of a protected group and this training should take place before you take up your volunteering role.

## Behaviour

You may be required to complete a Disclosure and Barring Service (DBS) check if your volunteering role involves working with any of the protected groups as defined by the OU's Policy. You may be in a position of trust and therefore need to exhibit exemplary behaviour and ensure the behaviour of any volunteers you are coordinating. Although you or a member of your team may act in a well-intentioned way, it could be misinterpreted so be aware:

- that all people including fellow students, staff, team members, those impacted by your volunteering role and other members of the public should be treated with respect and with due regard to cultural differences.
- that you act as an appropriate role model and provide an example you wish others to follow.
- that you must challenge unacceptable behaviour by others. This includes not permitting abusive behaviours such as bullying and ridiculing others. This includes cyber bullying.
- that you are careful in your use of language/terminology/behaviour and do not make unnecessary comments or actions which could be interpreted as having a sexual connotation.
- that you take special care when discussing sensitive issues with children or young people.
- that you report any concerns, suspicions or allegations regarding the welfare of a young person immediately to the appropriate person and to Beth Metcalf, Head of Volunteering.
- that you ask the consent of anyone appearing in any photographs taken whilst volunteering.
- that you or anyone else may not take any images in any format that will be circulated or stored involving anyone under 18 or with protected status without first gaining explicit written informed consent of those involved and their parents, guardian or carer.

## Never:

- allow or engage in any form of inappropriate touching.
- allow the use of inappropriate language without challenging it.
- enter into a physical 'adult' relationship with a vulnerable person to whom you are in a position of trust as a volunteer, even if they give their consent. This would be a criminal offence if the relationship was with a child.
- give a vulnerable person or child your personal phone number, email or home address.
- do personal things for a child which they can do for themselves. If a child has a disability any tasks should only be performed with the full understanding and consent of the parents, guardian or carer and then only if the responsible person is unavailable.
- allow allegations by or about a vulnerable person to go unchallenged, unrecorded or not acted upon.

Please contact the Volunteer team if you have any concerns around safeguarding and if you have any further questions and please ask for further safeguarding training if you feel it necessary.