

Wickham Market Parish Council

Contact : John Horsnell (Councillor)

Charity Number :

Welcome

The Organisation HealthCheck is a useful, practical tool to assess how effectively your organisation is operating and being governed. It is an effective way of identifying strengths and areas for development for your organisation. It helps your organisation to have the structure, policies, and procedures in place to be a safe, well-run provider of services.

It can be used as;

☐ a 'health check' on how your organisation is performing and achieving your mission.

☐ a tool to engage everyone in your organisation in discussions about what you do as an organisation.

☐ a way to engage a range of important stakeholders with your work.

☐ a foundation if you want to move on to use the full Community Action Suffolk Quality Standard in the future. The Quality Standard is supported by Suffolk County Council and the Suffolk Safeguarding Partnership.

☐ evidence to join or support your application to:

The Suffolk Information Partnership Warm Handover Scheme

Suffolk Voluntary and Community Sector Emergencies Partnership.

Some Suffolk Community Foundation grants

☐ It covers the four main areas an organisation should have in place to demonstrate it is committed to quality. The four sections you will self-assess are:

1. Safeguarding matters

2. Health & Safety Matters

3. Wellbeing matters

4. Governance Matters

Click on the 'Resources' button to view additional supporting information.

Each section asks you to self-assess your organisation against a specific indicator.

Tick G, for green if you fully meet the statement

Tick A, for amber if you partially meet the statement

Tick R, for Red if you either don't meet it at all or you are problematically out of date or have significant omissions.

Section 1: Safeguarding Matters

Our organisation is committed to keeping people who come into contact with our organisation safe. It is the foundation of everything else we want to achieve. We recognise it is also a key governance responsibility for all organisations.

1.1 The organisation has an appropriate safeguarding children policy and procedures compliant with Suffolk Safeguarding Partnership (SSP) for identifying and responding to actual or suspected abuse. These include virtual/online safeguarding.	G
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1.2 The organisation has an appropriate safeguarding Adults at Risk of Harm policy and procedure compliant with Suffolk Safeguarding Partnership (SSP) for identifying and responding to actual or suspected abuse. These include virtual/online safeguarding.	G
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1.3 Staff, including volunteers, are equipped to see, recognise and report abuse correctly, in line with Suffolk procedures, and are aware of how to contact the Designated Safeguarding Lead and their role.	G
1.4 The organisation supports service users/ their family/carers/ friends to report abuse.	G
1.5 The organisation is a safe place for people to be and has zero tolerance for abuse/ bullying by anyone, supported by relevant bullying and harassment policy and procedures.	G
1.6 The organisation safeguards people by having appropriate photography and filming policies and procedures; and if working with children this is supported by written consent from parents/ carers to their child/children attending.	G
1.7 Safeguarding is a key governance responsibility for the organisation. Trustees, or equivalent, fulfil their safeguarding governance responsibilities and there is a Designated Safeguarding Lead.	G
1.8 The organisation supports ethical, meaningful, quality participation giving genuine opportunities for 'service users' to express their views, be involved in decisions or take action.	G

Section 2: Health and Safety Matters

Our organisation is committed to protecting people and places and helping everyone lead safer and healthier lives.

2.1 Service users and staff are kept safe while using your services through the adoption of appropriately robust Health and Safety policy and procedures, compliant with the H&S at Work Act 1974.	G
2.2 Service users and staff are kept safe while using your services through the consistent application of a Risk Assessment policy and procedures for both premises and services provided.	G
2.3 The organisation has appropriate First Aid provision.	G
2.4 The organisation has appropriate systems in place for safe lone working supported by a Lone working policy and procedure, linked to completed lone working risk assessments.	G
2.5 Service users are made aware of your position regarding Health and safety, alcohol, smoking and substance misuse while using your services / premises / activities.	G
2.6 HSE's Health and Safety and the law poster is clearly displayed or HSE leaflets must be used as per HSE guidance including who is responsible for H&S within your organisation.	G
2.7 The organisation has appropriate safe transportation plans in place.	G
2.8 Health & Safety is a key governance responsibility for the organisation and Trustees, or equivalent, fulfil their H&S governance responsibilities.	G

Section 3: Wellbeing Matters

Our organisation values its staff, volunteers and trustees and ensures they are enabled to develop and be supported.

3.1 The organisation has an appropriate, effective and fair recruitment policy and procedure for staff and volunteers; including compliance with completing DBS checks and taking up references for staff and volunteers.	G
3.2 The organisation is committed to encouraging equality, diversity and inclusion across its services and eliminating unlawful discrimination supported by an Equality, Diversity and Inclusion policy compliant with the Equalities Act 2010.	G
3.3 The organisation meets its automatic enrolment for workplace pensions responsibilities.	G
3.4 All staff, volunteers and trustees are aware of their job/role and responsibilities and have a job/role description.	G
3.5 The organisation fulfils its responsibilities for the health and wellbeing of staff, volunteers and trustees; supported by appropriate policies and procedures with staff/volunteers/trustees reimbursed for relevant expenses.	G
3.6. The organisation is committed to equipping staff, volunteers and trustees for their role/job through an induction process, development opportunities and regular supervision	G
3.7 Staff and volunteers' voices and opinions are actively sought out and responded to.	G
3.8 The organisation appropriately involves and supports volunteers and Trustees.	G

Section 4: Governance Matters

Our organisation is committed to having effective governance. It is essential to ensuring our organisation is effective and accountable.

4.1 The organisation has a clear purpose that is set out in a governing document e.g. Constitution, Memorandum and Articles, Trust Deed etc. that supports the activities and services you provide and this is communicated to staff, volunteers, and Trustees.	G
4.2.1 The organisation has effective governance with at least three trustees, A Chair, Secretary and Treasurer or equivalent. They have a copy of the governing document and hold Board meetings in line with it	G
4.2.2 Trustees, or equivalent, fulfil their legal and governance responsibilities, managing risks effectively: incl. trustee conflicts of interest and protect the organisation from abuse for extremist purposes.	G
4.3 The organisation is registered and reports appropriately to the governing body (Charity Commission, Companies House) producing and submitting timely reports and accounts. You manage and report Serious Incidents appropriately.	G

4.4 The organisation has an appropriate business plan to achieve its aims and purposes alongside a business continuity plan that sets out its ability to cope and quickly adapt to changing situations. They are reviewed at least annually.	G
4.5 The organisation has adequate insurance for all of its activities, buildings and staff in place including public liability, professional indemnity and employers liability if relevant.	G
4.6 The organisation has appropriate financial accounts, finance policies and procedures for banking income, making payments, managing reserves, financial risk and auditing that are monitored by Trustees (or equivalent).	G
4.7 The organisation meets its legal responsibilities for keeping information safe and complies with UK GDPR and the Data Protection Act 2018.	G
4.8 The organisation has appropriate cyber safeguarding policies and procedures to deliver its services safely and protect the organisation and service users from cyber crime	G
4.9 The organisation has an appropriate environmental policy and practices enabling it to manage, measure and improve its impact on the environment.	G



Denotes area for which you have requested support.

