

## Social prescribing and community-based support guide: Checklist A – Policies and governance

This checklist is taken from the [Social prescribing and community-based support guide](#) and provides an outline of the policies and governance expected from VCS organisations.

Requirement	Is this relevant to us?	Evidence/ what we need to do	Help and further information
Does your organisation have a governing constitution?	Does your group have a constitution which guides how the group/organisation operates?		<a href="#">Example constitution from Community Impact Bucks</a>
Is your organisation registered with the Charity Commission?	If not, should it be?		<a href="#">Register your charity with the charity commission</a>
Public Liability Insurance	Required for all organisations		<a href="#">North Yorkshire Safeguarding Adults Board</a>  <a href="#">Community First Yorkshire's safeguarding resources for your organisation</a>
Risk assessments for lone working	Do you have workers including volunteers working alone?		<a href="#">Lone working guidance from the Health and Safety Executive</a>
Confidentiality, Data Protection and Information retention	Does your group keep information about members or people who are referred on paper files or online, and are General Data Protection Regulations adhered to?		<a href="#">Guide to Data Protection</a>  <a href="#">Data Protection factsheet from Community First Yorkshire</a>
Health and safety risk assessments	Health and safety risk assessments should be carried out, for all activities, when starting new or making changes to activities and using equipment. Food handling certificates are needed if your group provides catering and refreshments.		<a href="#">Health and safety resources for your organisation on Community First Yorkshire's Community Gateway</a>
Equality and diversity	No one should be discriminated against on the grounds of race, age, disability, gender and the other protected characteristics covered by the 2010 Equality Act.		Equality is about being fair and making sure that everyone can fulfil their potential. Diversity is about recognising and valuing everyone's differences. Information <a href="#">here</a> from Engage Learning may help you formulate a policy