



Bishop's Waltham Care Group Policies

(September 2026)

Insurance Policies

See separate documents

Public Liability & Event Cover	£1,000,000
Employers' Liability	£10,000,000

Data Protection Policy

The Care Group will protect the personal data of its members, patients and clients.

Implementation:

- Lists of individuals with their contact details, will be retained only by the members of the Committee, Care Group Coordinators and Lunch Club Organisers.
- Drivers will destroy details of tasks after each relevant journey.
- Individuals in an official capacity will not retain data when leaving the appointment.

Conflict of Interest Policy

Care Group members must declare any potential conflicts of interest.

Implementation:

- Any potential financial or personal conflict of interest must be discussed with the Chairperson before commitments are made.

Health and Safety Policy

The Care Group will follow such procedures that the drivers and escorts can fulfil their health and safety responsibilities.

Implementation:

- Drivers will abide by the Road Traffic Act – “a driver is guilty of an offence if they carry passengers in a manner likely to cause danger”.
- Lunch Club volunteers will abide by the Parish Council Health & Safety Policy for the kitchen.
- All Care Group members have a Duty of Care – “if injuries result from your action (or inaction) a court could decide that you failed in your duty of care”.

Anti-Fraud Policy

The Care Group will not accept fraud, which is a criminal offence.

Implementation:

- The accounting for cash will be checked by two members.
- Payments will be authorised by two committee members.
- The accounts will be inspected annually.

Environmental Policy

The Care Group will strive to be environmentally aware.

Implementation:

- The Care Group will ensure that all assets and procedures meet environmental standards.
- Driving standards will be adhered to that consider the impact on the environment.

Equality and Diversity Policy

The Care Group will treat all members, but not all clients, equally.

Implementation:

- Volunteers may join the Care Group regardless of any personal identifying quality.
- Priority of passengers or lunch club clients will favour the elderly, disabled or otherwise disadvantaged.

Volunteer Policy

The Care Group will support its volunteers in meeting legal and social requirements.

Implementation

- All members will receive a familiarisation session when they join the Care Group.
- Regular updates will be provided through emails, meetings, or social occasions.

Anti-Slavery Policy

The Care Group will not condone Slavery.

Implementation:

- The Care Group will not be used to transport slaves.
- The Lunch Clubs will not have slaves as members.
- Slaves will not be accepted as volunteer drivers, cooks or helpers.

Safeguarding Policy

The Care Group will have measures in place to safeguard vulnerable patients as well the drivers.

Implementation:

- The Care Group undertakes regulated activity with vulnerable people, so DBS checks are required.
- Patients should be accompanied if their condition requires them to be supported.
- All members must pay a careful, but discrete attention to any signs of potential abuse.
- If a driver has any safeguarding concerns they must report them to a committee member.

Equal Opportunities Policy

The Care Group will provide equal opportunities for all member volunteers.

Implementation:

- There will be no discrimination in accepting members into the Care Group.
- Diversity will be welcomed.
- All volunteers will have a fair chance to take on responsibilities within the Care Group.