

## **Refugees Welcome**

### **Policy for running group activities.**

This policy applies to the running of any group activities by Refugees Welcome for Refugees and evacuees and applies to all Trustees, Contractors, Volunteers and Participants. All relevant Refugees Welcome Policies and Procedures must be complied with in the running of Group Activities.

# REFUGEES WELCOME

*Westminster Road, Macclesfield SK10 1BX (Reg Charity No 1169909)*

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## **What is a Refugees Welcome Group Activity**

A Refugees Welcome Group activity is any activity financed by Refugees Welcome and overseen by volunteers for the benefit of our refugee and evacuee groups.

This can include regular events such as but not exclusively:

- Ukrainian Café's
- The English Practice Classes
- Art Class for adults and Children
- Or one-off events organized by Refugees Welcome or Volunteers.
- Additionally, we can run outings to places of interest for the people we support. This may or may not be wholly or in part organized by Refugees Welcome and may involve input from 3<sup>rd</sup> parties.

## **Leadership of Activities.**

All activities should have either a lead volunteer or a rota of volunteers who take charge at specified times, ensuring there is always a specific person responsible for the running of the group.

## **Finance of Activities**

- Any cost associated with the groups/events will be met by RW, such as hiring costs and resources, and paid for from Refugees Welcome Funds.
- The exception to this could be outings organized in conjunction with 3<sup>rd</sup> parties where a contribution towards the cost from those participating can be requested, e.g. coach hire, entry fees. There may be associated costs for volunteers in time or expenses which Refugees Welcome will reimburse.
- Anyone paying for resources should claim expenses via the RW expenses claim forms.
- If there are any donations to the groups, e.g. money collected at Choir performances or given at the Art class or at one-off events etc, this money should be counted and declared to Refugees Welcome.
- If the recipient of the money is a group other than Refugees Welcome e.g. One Project Ukraine (for Humanitarian Aid), the money should be either given to Refugees Welcome to be logged and passed on or sent directly to the group who will acknowledge receipt of the funds to Refugees Welcome. There needs to be complete transparency about amounts of money collected and the destination of those donations to ensure they reach the organization intended.

Refugees Welcome is financially responsible for money raised by groups organized by volunteers under the Refugees Welcome name.

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**All Policies to be followed as on the Refugees Welcome Website with particular regard to:**

## **Health and Safety**

The Refugees Welcome Health and Safety policy must be followed to ensure the safety of all activities and a Risk Assessment completed for any hired Venue, unless the venue has a suitable Risk Assessment which is made available to Refugees Welcome for agreement. A risk assessment document should be available at the time of the group. A separate Risk Assessment should be completed for all one-off events and all outings. All group activities should have a Register of Attendees which also acts as a fire Register for the group on the day. This should include everyone in attendance, adults, children, volunteers and anyone from other organizations.

The people responsible for H & S are:

Responsible Person :Nicky Campbell (Chair of RW Trustees) -07753 619372

[refugeescheshsireast@gmail.com](mailto:refugeescheshsireast@gmail.com)

Competent Person: Estelle Worthington (Volunteer Supervisor CVSCE) –01270 763100  
[estelle.worthington@cvsce.org.uk](mailto:estelle.worthington@cvsce.org.uk) **Work mobile 07565 338 486** during normal work hours/days  
(9 - 4.30pm Wed - Thur, and 9 - 12.30pm on Fri)

## **GDPR**

All information gathered via attendance registers or personal information given to the group will be kept securely by our CVSCE partners on their 'Teams' system. Information will only be given to volunteers as needed to carry out their volunteering duties in any given situation. Refugees Welcome abides by the Information Commission Office and Charity Commission regulations relating to data storage and management.

## **Safeguarding**

The Refugees Welcome Adult Safeguarding Policy and Children and Young People Safeguarding Policy must be **always followed**. Volunteers running groups should have a DBS check or enhanced DBS and each group should have a Safeguarding Lead person who can report any issues to the Refugees Welcome Supervisor or a Trustee to be passed on the Refugees Welcome Safeguarding Lead.

Anyone who sees or hears anything that they feel is a Safeguarding issue or an issue of discrimination, which could lead to an unsafe space for people, should make it known to the group Safeguarding Lead for action.

With any group or activity involving children, the children (up to 18yrs) must be accompanied by a parent or designated adult who is responsible for them at all times.

## **Critical Incident**

**Definition of a Critical Incident:** For our purposes a critical incident is any occurrence involving Refugees Welcome and its volunteers or supported families/individuals which is likely to attract public interest and where our response has the potential to impact our ability to continue functioning effective and/or our reputation.

Examples of a Critical Incident might include:

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- Death or serious injury
- Serious crime involving any member of Refugees Welcome
- Missing service user, volunteer, contractor or trustee
- Major fire, flooding or other natural disaster in the locations Refugees Welcome are working.

The senior person at the scene of the occurrence has the responsibility to call a critical incident and in so doing he/she will notify all other members of the relevant team and Trustees. The Critical incident policy should then be followed

**IS ALWAYS BETTER TO CALL A CRITICAL INCIDENT AND DE-ESCALATE AFTERWARDS THAN DELAY AND RISK MORE HARM BEING CAUSED.**

## **Equality, Diversity and Inclusion**

- By its very nature Refugees Welcome works with disparate groups of people from different ethnicities and cultural backgrounds.
- Refugees Welcome wishes to be an inclusive organization where EVERYONE is treated with dignity, integrity and respect, no matter who they are or where they have come from.
- Among our Refugee and Evacuee populations from different countries we are aware that there are ethnic, political, religious and language differences even within groups of people from the same country. And we expect all people involved in our groups to respect the integrity of different peoples/groups.
- Discrimination on the grounds of any protected characteristics is unacceptable and people attending groups should treat each other as they would like to be treated themselves.
- This means not making defamatory or derogatory comments or jokes about other people. There is no place for racial, homophobic sexual or other discriminatory comments within our groups. Harassment of a sexual nature will be seen as a safeguarding issue.

We believe that all forms of discrimination are unacceptable, regardless of whether there was any intention to discriminate or not.

## **The characteristics that are protected by the Act are:**

- Disability
- Age
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex/gender
- Sexual orientation

In our groups Refugees Welcome wishes to:

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- Encourage, value and manage diversity and to promote equality of opportunity in all areas of its work and structure, and will take positive action in the areas of volunteering, representation, membership and group provision.
- Recognize that many people in our society experience discrimination. It is our policy that no person or group of people should suffer oppression or lack of opportunity because of their protected characteristics, political activity or religious activity.
- Encourage Refugees/evacuees to take responsibility for some of the organization of events to promote independence

We hope to make all Refugees Welcome activities a safe place for everyone no matter who they are or where they have come from.

## Complaints

Refugees Welcome has a complaints Policy for both the organization and Volunteers and also for those who are beneficiaries of Refugees Welcome work.

If anyone wishes to make a complaint about any of our work or volunteers, please ask the group leader or a Refugees Welcome Trustee for the appropriate policy which sets out how complaints can be made and dealt with.

**Adopted on: 28.9.23**

**Review:**

**Signed: N.A. Campbell**

**Date: 13.2.25**

**Chair of Trustees**

**Next Review date: Sept 25**

**List of Key people.**

**RW Trustees**

**Chair of Trustees – Nicky Campbell**

Anne Towers

Judith Mayer

Gill Appleton

Tony Smith

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David Raines:

Paul Nixon

Mark Buttle

**RW Volunteer Supervisor** (CVSCE): Estelle Worthington 01270 763100

[estelle.worthington@cvsce.org.uk](mailto:estelle.worthington@cvsce.org.uk)

**RW Designated Safeguarding Trustee:** Gill Appleton

**To contact any Trustee please email:**

[refugeescheshireeast@gmail.com](mailto:refugeescheshireeast@gmail.com)

**and put FAO: (the name) in the subject bar**