UAA Policy Suite Register and Approval Guide

United African Association

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Policy owner	Board of Trustees
Version	1.0
Approval status	Approved by the Chair
Approval date	October 2026
Next review	October 2027
Applies to	Trustees staff volunteers contractors and relevant partners

Purpose

This register lists the core governance and operational policies prepared for United African Association. It supports trustee approval, implementation and annual review. Policies must be supported by practical forms, training and current contact lists; approval alone does not demonstrate compliance.

Why this suite fits UAA

The suite reflects UAA's small paid team, approximately 150 volunteers and work with children, adults at risk, migrant and refugee communities, people with no recourse to public funds, survivors of domestic abuse, homeless people, families and older people. It covers food support, community meals, welcoming spaces, wellbeing, sport, swimming, youth work, allotment activity, trips, outreach, home visits, online work and partner venues.

Core policy register

Policy	Owner	Review trigger	Status
Adult Safeguarding Policy	Board of Trustees	Annual and after relevant incident or change	Approved by the Chair
Child Safeguarding Policy	Board of Trustees	Annual and after relevant incident or change	Approved by the Chair
Data Protection and GDPR Policy	Board of Trustees	Annual and after relevant incident or change	Approved by the Chair
DBS Referral Policy	Board of Trustees	Annual and after relevant incident or change	Approved by the Chair
Equality Diversity and Inclusion Policy	Board of Trustees	Annual and after relevant incident or change	Approved by the Chair
Health and Safety Policy	Board of Trustees	Annual and after relevant incident or change	Approved by the Chair
Incident and Serious Incident Reporting Policy	Board of Trustees	Annual and after relevant incident or change	Approved by the Chair
Reserves Policy	Board of Trustees	Annual and after relevant incident or change	Approved by the Chair
Code of Conduct Policy	Board of Trustees	Annual and after relevant incident or change	Approved by the Chair

Policy	Owner	Review trigger	Status
Sexual Harassment Policy	Board of Trustees	Annual and after relevant incident or change	Approved by the Chair
First Aid Policy	Board of Trustees	Annual and after relevant incident or change	Approved by the Chair
Information Advice and Signposting Boundaries Policy	Board of Trustees	Annual and after relevant incident or change	Approved by the Chair
Complaints Policy	Board of Trustees	Annual and after relevant incident or change	Approved by the Chair
Whistleblowing Policy	Board of Trustees	Annual and after relevant incident or change	Approved by the Chair
Safer Recruitment and Ex Offenders Policy	Board of Trustees	Annual and after relevant incident or change	Approved by the Chair
Financial Controls Policy	Board of Trustees	Annual and after relevant incident or change	Approved by the Chair
Conflicts of Interest Policy	Board of Trustees	Annual and after relevant incident or change	Approved by the Chair
Fire Safety Policy	Board of Trustees	Annual and after relevant incident or change	Approved by the Chair
Food Safety Policy	Board of Trustees	Annual and after relevant incident or change	Approved by the Chair
Volunteer Management Policy	Board of Trustees	Annual and after relevant incident or change	Approved by the Chair
Lone Working and Home Visits Policy	Board of Trustees	Annual and after relevant incident or change	Approved by the Chair

Trustee approval steps

1. Confirm the designated roles and current contact list for safeguarding, health and safety, data protection, finance, first aid, food safety and complaints.

2. Review the policy wording against UAA's governing document, contracts, insurance and actual staffing arrangements.
3. Approve the suite at a quorate trustee meeting and record the minute reference.
4. Insert the approval date and signature information in the controlled master copies.
5. Issue role-based briefings and collect acknowledgement where appropriate.
6. Create or update the supporting forms and logs listed below.
7. Schedule an annual review and earlier review after material incidents or changes.

Supporting procedures and records required

- Safeguarding concern form and current local referral contacts
- Incident accident and near-miss form plus serious incident decision record
- Complaints log and response templates
- Whistleblowing contact route
- Recruitment checklist DBS eligibility assessment and criminal-record risk assessment
- Conflicts register gifts register and meeting declaration line
- Delegated authority schedule purchasing rules cash count sheet and restricted-fund register
- Fire risk assessment evacuation plan and drill log
- Food safety management records temperature and allergen controls
- First aid needs assessment kit checks and accident book
- Lone-worker visit plan and missed-check-in escalation record
- Data inventory privacy notices retention schedule breach log and rights-request log
- Volunteer agreement induction checklist supervision record and exit checklist

Additional policies to adopt when triggered

The following should be added when the stated activity becomes material or is not already controlled through a contract or procedure.

- Employment disciplinary grievance sickness maternity and flexible-working policies for paid staff, using current employment advice
- Fundraising and donation acceptance policy if UAA expands public fundraising, commercial participation or high-value gifts
- Cyber security and acceptable-use policy if UAA manages more devices, remote access or case-management systems
- Business continuity plan for prolonged premises, staffing, supplier, utility or technology disruption
- Transport and driving procedure for regular organisational transport or volunteer drivers
- Medication procedure where UAA routinely holds or administers medication
- Environmental policy where required by a funder or where UAA sets measurable environmental commitments
- Procurement and contract-management procedure for material contracts or commissioned services

Important implementation note

These governance documents were approved by the Chair in October 2026. UAA should obtain specialist legal, safeguarding, employment, food-safety or health-and-safety advice where a serious incident, regulated activity, contract or unusual risk requires it. Contact details kept in operational procedures should be checked at least quarterly.

Approval

Approved by the Chair



Raymond
Chair of UAA
Approval date: October 2026
Next review date: October 2027