



SIG Policies Quality Assurance Checks – guidance for SIG Affiliate applicants

Introduction

The SIG Policy checklist is intended to guide and support any VCSEF group or organisation completing their application to affiliate with the SIG.

The purpose of completing quality assurance checks at the application stage for all SIG affiliates is to:

- Provide potential funders with increased confidence in investing and partnering with VCSEF SIG affiliates.
- Minimise the amount of information VCSEF affiliates need to submit every time they apply for funding (the SIG will have already undertaken and maintained records of your quality assurance evidence)
- Potential partnerships are easier to form with fellow SIG affiliates that meet the same quality assurance standards.
- Helps SIG affiliates to achieve 'contract ready' status – which is beneficial as part of the SIG as well as each organisation's wider fundraising activities.

A member of the SIG model delivery lead team will review policies you upload as part of your application against the following criteria – and will notify you if they identify any gaps in your policies that need to be addressed to fully meet the quality assurance checks. You will be offered support to help address any gaps and invited to re-submit any revised policies.

Policy Quality Assurance Checklists

Please note that all policies should be dated within the last three years and should show a date of the next review date.

EDI policy – Content Expected to be Present:

1. Accurate reference to The Equality Act 2010
2. Evidence that the policy relates to staff, service users, contractors and facilities
3. The duty to make reasonable adjustments for disabled employees
4. Arrangements for recruitment and selection (and promotion), with a commitment to recruiting from a wide pool of applicants.
5. Commitment to providing access to training for all employees
6. Arrangements for equality training
7. How the policy is communicated
8. Where responsibility for the policy lies
9. How complaints under the equalities policy will be dealt with
10. Monitoring of the profile of trustees, volunteers & service users

11. Addresses identified under representation or potential discrimination

Safeguarding policy (for adults and children – can be separate policies or combined) -Content Expected to be Present:

1. Definition of adults and children at risk and of different types of abuse
2. Safe recruitment of staff, volunteers trustees & DBS checks
3. Induction training for staff, volunteers, Trustees
4. Codes of conduct for safe working
5. Confidentiality & record keeping/logging
6. Procedures if a suspicion or disclosure of abuse and for responding to allegations
7. Clear roles/responsibilities for implementation & processes e.g. designated Safeguarding Officer
8. Relevant contact details (and roles/contacts of other agencies)
9. Reference to local authority safeguarding and legal framework
10. Reference to whistle-blowing policy or process
11. Reference to the Care Act 2014

Complaints policy or statement on website - Content Expected to be Present:

1. How to raise a concern or complaint
2. A clear process for the complainant (e.g. what format, who addressed to, timescale for response and escalation routes)
3. Staff and volunteer complaints training and how complaints are recorded
4. Learning from complaints – how this is done

Last Updated: 8.4.25