**Safeguarding and dignity at work policies proforma - NPO**

The standard terms and conditions of your funding agreement for the 2018–22 funding period require that you “comply with any relevant laws or government requirements and comply with best practice in governance, reporting and operation” by having in place and complying with appropriate and effective policies and procedures to ensure safeguarding and dignity at work.

In order to confirm that you are complying with the terms and conditions of your grant, please provide a full list of your organisational policies that cover requirements as detailed in section 6.2.6 of the [Standard terms and conditions for National Portfolio Organisations](https://www.artscouncil.org.uk/sites/default/files/download-file/FINAL_NPO_Standard_Terms_Conditions_2018_22.pdf), which forms part of your funding agreement.

This should include (but is not limited to):

* policies and procedures to ensure the protection of children, young people and vulnerable adults including procedures to check backgrounds and disclosures of all employees, volunteers, trustees, partners or contractors who will supervise, care for, or have significant direct contact with children and adults at risk with the Disclosure and Barring Service (DBS)
* appropriate and effective policies and procedures concerning equality and diversity, harassment and bullying
* appropriate and effective disciplinary, grievance and whistleblowing policies
* equal opportunities policy in compliance with all relevant equality legislation

Please provide a full list of relevant organisational policies that cover requirements as detailed in section 6.2.6 below:

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If you are unable to confirm all required policies are in place, please provide an explanation below:

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**Please upload a completed copy of this proforma to your January 2019 payment request on Grantium.**