



CONSORTIUM
for stronger lgbt+ communities

Toolkit Resource

Key Policies for Staffed LGBT+ Groups

There are some key policies that all LGBT+ Group should have, covering topics such as safeguarding, equality and diversity and data protection.

When you start employing staff, you will need to expand your collection of policies to ensure that you have everything you need to protect the group and the employees as well as your service users.

Below is a list of some of the essential policies all groups with staff should have, and then a list of policies that it would be good practice to have (if relevant)

Essentials

- Health and Safety
- Safeguarding
- Equal Opportunities/Diversity
- Volunteer
- Complaints
- Data Protection
- Confidentiality
- Financial Management
- Bullying and Harassment
- Conflicts of Interest
- Reimbursing Expenses and Purchases
- Recruitment and Starting Employment
- Salaries and Benefits
- Developing Performance, Managing Underperformance
- Flexible Working and Time off
- Managing Annual, Parental and Compassionate/Dependants Leave
- Sickness Absence, Wellbeing and Stress
- Discipline, Grievance and Whistleblowing
- Contract of Employment
- Delegated Authority
- Risk Management



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Others:

- Flexible working
- Information Technology
- Social Media
- Fundraising
- Environmental

Templates for many basic policies are available online, but a Safeguarding Policy in particular should not be a copy and paste document. We have created a Toolkit exploring safeguarding and as you work through the toolkit you will be working towards producing a truly bespoke policy that works for your group.