SPAN Policies agreed by Trustees 05 05 2026

Policy on Complaints or Disagreements

If anyone has a complaint about the policies or activities of SPAN, he or she should raise it in the first instance with a member of the Committee, who may consult other Committee members before responding. If the complainant is not satisfied with the response, he or she should submit the complaint in writing to the Trustees, who will consider it in a timely manner, and their response will be final.
If there is any serious disagreement between Trustees, they may decide at a Trustees' meeting to invite an independent third party to advise or mediate on the matter.

Policy on Conflicts of Interest for Trustees

If any Trustee becomes aware of a possible conflict of interest between his or her duty to make decisions wholly in the best interests of the Trust (SPAN), and any duty or loyalty he or she may have outside SPAN or any personal benefit which could arise from decisions or actions of the Trust, then he or she must declare it to the other Trustees, who should then ensure that the potential conflict does not affect decisions of the Trust. A written record of the declared conflict, the Trustees' discussion of it, and how it was resolved, will be entered into the Trustees' Minute Book.

Policy on Protecting Vulnerable Groups and Safeguarding

The SPAN Charity does not work directly with vulnerable groups or individuals.
From time to time, SPAN may be required to deliver gifts or cards. As there is a possibility of parishioners coming in to contact with vulnerable adults and children during these deliveries, the Trustees have agreed the following policy:
No parishioner who has volunteered to make such a delivery should enter the recipient's home. After identifying the recipient they should pass the relevant parcels to them on their doorstep. If invited into the home, they should politely refuse. Any allegation that a person delivering a parcel for SPAN has behaved inappropriately must be reported to the SPAN Committee immediately, who will decide urgently what action to take, and if they judge the incident to be serious, they will report it to the relevant authority.

Policy on Risk Management

The SPAN Trustees have reviewed the potential risks in the management of the Trust and the disbursements of benefits, and did not identify anything of major consequence. Our policy is for the Trustees to repeat or review the risk assessment each year. Contact our Secretary to see a copy.

Health and Safety

SPAN meets regularly in the Church Hall which is monitored for health and safety as it is used by the public on a daily basis. When events are held, due regard is had to keeping fire regulations and making people aware of fire doors etc.

GDPR Statement

SPAN only holds personal data to fulfil its business requirements. i.e. data is held to facilitate claiming, recording and reporting Gift Aid; e-mail addresses are held in a distribution list to enable information about meetings or events to be shared. Entries are added or removed upon request.
Accounting records are retained and a record of minutes of meetings.
Other personal data is not kept after use e.g. SPAN has provided food vouchers at Christmas but uses other agencies to deliver them, collecting data for each event, not holding onto names but recollecting them each time thus adhering to Data Protection requirements without having to register under GDPR.

Equality, Diversity and Inclusion

SPAN is committed to promoting and upholding the principles of equality, diversity and inclusion in our organisation. We believe that everyone should be treated with dignity and respect and that diversity is a key strength. We are committed to having an inclusive organisation, free from discrimination, harassment and that values and celebrates the differences that make each of us unique. All individuals will be treated fairly and equally, regardless of their age, disability, gender, race or sexual orientation.

Environment, Sustainability and Social responsibility

We are aware that we have a responsibility to look after our planet and are Live Simply Parishes in Leamington. This is a CAFOD initiative. The precepts to live up to are 'to live simply, sustainably and in solidarity with the poor'. We attempt to keep our use of resources to a minimum (paper and ink for example), to recycle where possible, We are pleased to encourage applications from projects that promote sustainability such as 'Grandma's gardens' (small scale market gardens as a route out of poverty) and STAND – formerly Legs4Africa (recycling artificial limbs).