

Legal Policy for Crafting for Communities

Last updated: August 2026

Crafting for Communities (“the charity”, “we”, “our”, “us”) is a registered charity in England and Wales, charity number **1194136**, operating from:

221 Hagley Rd Stourbridge West Midlands DY8 2JP

This Legal Policy outlines the charity’s commitments, responsibilities, and procedures to ensure lawful, safe, and transparent operation in accordance with UK charity law, including the Charities Act 2011, UK GDPR, the Data Protection Act 2018, and relevant safeguarding legislation.

1. Governance and Accountability

Crafting for Communities is governed by a Board of Trustees responsible for:

- Ensuring the charity operates exclusively for its charitable purposes
- Complying with all legal and regulatory obligations
- Managing finances responsibly and transparently
- Overseeing risk management and safeguarding
- Ensuring volunteers and members act in accordance with charity policies

Trustees act collectively and must always act in the best interests of the charity and its beneficiaries.

2. Financial Management

We are committed to responsible financial stewardship. This includes:

- Maintaining accurate financial records
- Ensuring funds are used only for charitable purposes
- Producing annual accounts in line with Charity Commission requirements
- Preventing fraud, misuse of funds, or financial misconduct
- Ensuring transparency in fundraising and donations

All financial decisions are overseen by the Board of Trustees.

3. Safeguarding Policy

Crafting for Communities is committed to safeguarding children, young people, and vulnerable adults.

We will:

- Follow UK safeguarding legislation and Charity Commission guidance
- Ensure volunteers and trustees understand safeguarding responsibilities
- Respond promptly to concerns, disclosures, or allegations
- Report safeguarding concerns to appropriate authorities when required



- Maintain confidentiality except where disclosure is legally necessary

A designated Safeguarding Lead oversees safeguarding procedures.

4. Health and Safety

We take reasonable steps to ensure the safety of all participants, volunteers, and visitors.

This includes:

- Conducting risk assessments for events and activities
- Maintaining safe premises and equipment
- Providing clear safety instructions
- Ensuring first aid support is available at events
- Recording and reviewing incidents or accidents

All individuals must follow safety guidance provided by the charity.

5. Data Protection and Privacy

Crafting for Communities complies with UK GDPR and the Data Protection Act 2018.

We commit to:

- Collecting only necessary personal information
- Storing data securely
- Limiting access to authorised personnel
- Using data only for legitimate charity purposes
- Allowing individuals to exercise their data rights

Our full Privacy Policy is available separately.

6. Photography, Media, and Communications

We will:

- Obtain consent before taking or using photographs or videos of individuals
- Respect requests to withdraw consent
- Use images only for charity-related promotion, reporting, or documentation
- Ensure communications are respectful, accurate, and lawful

We do not share personal information publicly without explicit permission.

7. Volunteer Conduct and Responsibilities

Volunteers must:

- Act respectfully and responsibly



- Follow charity policies and instructions
- Maintain confidentiality
- Avoid behaviour that could harm others or the charity's reputation
- Report concerns to trustees or the Safeguarding Lead

The charity reserves the right to end volunteer involvement if conduct breaches policy.

8. Complaints and Concerns

We take all complaints seriously and aim to resolve issues promptly and fairly.

Our process:

1. Submit the complaint in writing to the trustees
2. A trustee will acknowledge the complaint within 14 days
3. The issue will be reviewed and investigated
4. A written response will be provided
5. If unresolved, the matter may be escalated to the Charity Commission

Complaints relating to safeguarding will follow safeguarding procedures.

9. Liability

Crafting for Communities:

- Maintains appropriate insurance for events and activities
- Accepts no liability for personal items lost or damaged during activities
- Accepts no liability for injuries resulting from failure to follow safety instructions

Participants must act responsibly and follow guidance provided.

10. Policy Review

This Legal Policy is reviewed annually by the Board of Trustees or sooner if legislation changes. Updates will be published on our website or made available upon request.

Contact Information

Crafting for Communities 221 Hagley Rd Stourbridge West Midlands DY8 2JP Email: Hello@cforc.co.uk.
Charity Number: **1194136**

