



FRIENDS OF WELLINGTON SCHOOL CIO

POLICIES AND PROCEDURES

Updated September 2025

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Internal Charity Financial Controls Policy and Procedures

Financial Records and Accounts

1. Financial records must be kept so that:
 - The organisation meets its legal and other statutory obligations, such as Charity Acts, His Majesty's Revenue & Customs and common law.
 - The Trustees have proper financial control of the organisation.
 - The organisation meets the contractual obligations and requirements of funders.
2. Financial records are kept in the following way:
 - The Treasurer is responsible for maintaining accurate and up to date financial records
 - The School processes various transactions on behalf of the FOWS and details of these transactions are provided to the Treasurer by the School on a monthly basis.
 - The internal controls operated by the School and audited by external auditors are relied on to ensure that transactions processed by the School are captured completely and accurately. Overview by the Treasurer of FOWS CIO monitors the accounting by the School on a monthly basis.
3. Accounts must be drawn up at the end of each financial year in cooperation with Wellington School and in parallel with the School's external audit and year end processes. The accounts will be approved by the Committee at the meeting following the completion of the accounts.
4. A report showing actual income and expenditure should be presented to the Trustees every term or whenever meetings take place.
5. The Treasurer oversees the financial operations in the CIO but all Trustees have overall responsibility for ensuring that the CIO has appropriate financial controls.
6. All new Trustees are given a copy of the latest accounts, relevant guidance and the CIO's governing document
7. All event leads are given sufficient training to be able to follow the financial controls.

Banking

1. The Charity will bank with Lloyds Bank plc at its 31 Fore Street branch in Taunton and the one account will be held in the name of the Friends of Wellington School.
2. The bank mandate (list of people who can create and approved payments on the organisations behalf) will always be approved and minuted by the Trustees, as will any changes to it.
3. The charity will require the bank to provide statements every month. The bank statements will be provided to the Treasurer by the School using the pigeonhole system in reception.
4. The charity will not use any other bank or financial institution or use overdraft facilities or loan without of the agreement of the Trustees.

Income

1. Income is derived from the following sources:

- a. *Donations* – these are received into the School's bank account and the FOWS CIO's bank account. Any donations received by FOWS members at events should be added to the cash collected at the event and a clear note made for the accounting department how much was received as a donation.
- b. *Income received for events:*
 - i. Trybooking income. Ticketed events use the Trybooking System. The Treasurer and Co-chairs have access to the system and will monitor income received. The FOWS will usually use the FOWS Trybooking account and income is paid directly into the CIO's bank account. If necessary, the School's Trybooking account will be used and the income will be paid into the School's bank account and accounted for accordingly.
 - ii. Card income. Card machines, owned by the school, are borrowed for FOWS events. At the end of each event a Z report should be printed off from each machine and a note of the income noted on the Event Cash Form (kept in the Storeroom). The Z report print outs should be attached to the form. The Treasurer should be given the Event Cash Form after each event.
 - iii. Cash. Cash is used during most events and the following controls should be operated to ensure appropriate financial controls are in place:

CASH CONTROLS

- At least five working days before an event the School's accounts department should be emailed to request a float. The event, when the float is needed, and the number and denominations of the cash required should be clearly detailed.
- Before the event the float should be picked up from accounts office and counted to check that the correct amount has been received. A note of the amount of the float received should be kept in the cash box with the cash so the Treasurer is aware of how much float was collected. If the float is collected a day or more before the event it should be kept in the safe. The safe will remain open when not in use.
- At every committee meeting it will be determined who has the code to the safe and if it is appropriate the code will be changed.
- On starting the event the float should be recounted by two people who are helping at the event. The amount of the float should be entered onto the Event Cash Form
- At the end of the event all the cash should be put into one or more tamper proof cash bags (in the red folder in the storeroom) and a member of the event team who is not taking the cash away should sign the bag(s). The cash should be taken by another member of the team (ideally the event lead) to the safe in the FoWS storeroom.

- After the event, the event lead and another FOWS volunteer should check that the cash is still in the signed bag(s) and count the cash together, agreeing the final amount and entering the totals on the Event Cash Form. The cash should be put into cash bags (in the amounts and denominations detailed on the bags) and handed back into the School office with a copy of the Event Cash Form (the original to be given to the Treasurer)
- c. *Prize provision/weather lottery.* There is currently a small amount of money paid into the bank from the weather lottery. This is to be reviewed on an ongoing basis by the committee
- d. *Easy Fundraising.* A volunteer for FOWS undertakes promoting raising funds through Easy Fundraising. Easy Fundraising return funds via a cheque which is paid into the School's bank account and accounted for accordingly.

Payments (expenditure)

The aim is to ensure that all expenditure is on the charity's business and is properly authorised and that this can be demonstrated.

Bank payments

1. Online banking will be set up to allow the three signatories access to the bank online. An authorisation process will be enabled to ensure that all payments need the authorisation of two signatories
2. Two of the three signatories (not the Treasurer) can have a debit card to use on FOWS business. The Treasurer must be told before it is used and all card payments will be monitored by the Treasurer by scrutinising bank statements. Before making a payment on the debit card the treasurer should be informed.
3. The FOWS does not have a cheque book.

Payment documentation

1. *Invoices on account*
 - a. The following organisations have accounts with Wellington School and can be used by FOWS CIO to purchase stock for sale at events:
 - i. Booker
 - ii. Majestic
 - iii. Sheppy's
 - b. No items should be purchased from the above suppliers without prior approval from the School accounts department. This should be in the form of an email rather than verbally. The FOWS have their own electronic Booker card that is linked to the FoWS account and payment can be made via the FoWS debit card or via a personal card and claimed back. Invoices from Bookers should be retained and passed to the Treasurer making it clear if it was purchased by the FOWS debit card or is to be reclaimed under expenses.
 - c. Invoices should be obtained for all purchases and given to the Treasurer for approval and for entry onto the stock system. If appropriate, the approved invoices will be given

to the accounts office for payment. All items will be entered as stock so the details of the event that it is purchased for is not required.

- d. The Treasurer will not be the person buying from any of the above stores as she/he is responsible for recording all stock purchases and approving invoices.

2. *Expenses*

- a. All other purchases should be made through the expenses system.
- b. Expenses can be taken out of takings at an event. If this is done a receipt must be attached to the Event Cash Form and the event lead should initial the expense to approve it.
- c. Expenses that need to be reclaimed that are not taken from cash at an event should be detailed on an Expense Claim Form (in the red folder in the Storeroom), receipts attached and approved by the Event Lead (or Treasurer if the Event Lead is putting in the claim form). This form, including bank details, should be given to the Treasurer who will process it for payment through the CIO's bank account.

3. *Car mileage.* Car mileage will not be reimbursed for FOWS business.

Bid expenditure – (see separate Bid Policy)

Other rules

1. The Charity does not accept liability for any financial commitment unless properly authorised. Any orders placed or undertakings given which are likely to cost the Charity in excess of £1000 must be authorised and minuted by the Trustees.
2. All fundraising and grant applications undertaken on behalf of the organisation will be done in the name of the Charity with the prior approval of the Trustees or in urgent situations the approval of the Chairperson who will provide full details to the next Trustee's meeting.

Stock

The FOWS CIO holds a reasonable value of stock in a locked storeroom. The following procedures should be followed to ensure that appropriate controls over stock are maintained:

1. A stock system will be used to monitor stock levels and track stock movements. This is the responsibility of the Treasurer although the day-to-day management can be delegated to another person who has the approval of the Committee
2. Any item(s) taken out of stock for whatever reason should be recorded on a 'Stock used for events' form (on the cupboard door in the Storeroom). Any stock returned to the storeroom after an event should also be recorded on the form. This form should always be given to the Treasurer to ensure the stock system is up to date.
3. A stock check should be performed at the end of each half term and reconciled back to the stock system. The results of this stock check will be minuted at the following Committee meeting.

4. The key to the storeroom is kept in the Wellington School Estates office and has to be signed out and should be returned to the office after stock has been removed/returned. In addition, there is a key safe by the caretaker's office, access to the keysafe will be monitored by the committee and the code changed if it is considered necessary. As a minimum this will be every September.

These financial controls will be reviewed by The Friends Committee each term.

Safeguarding policy and procedures

1. Introduction

This policy sets out the principles for safeguarding within The Friends of Wellington School CIO (“The Friends”). It is relevant to all volunteers and is endorsed by the committee of The Friends of Wellington School CIO. The FoWS adheres to the comprehensive "Safeguarding Policy and Child Protection Procedures - Whole School" document. [Safeguarding Policy and Child Protection Procedures - Whole School](#) which is available on the school website.

2. Responsibility

The Friends has a duty of care to consider the safety of children and vulnerable adults. This should be taken into consideration when risk assessing a Friends’ event and the duration of such events.

The Event Leads (Senior School and Prep School) as well as other members of the committee will have undertaken the school safeguarding training. The Event Leads will ensure that the individual leads on each event are aware of when and who to call if they have any safeguarding concerns. The school contacts are listed below.

3. What to do if you have concerns about a child

You may have concerns about a child because of something you have seen or heard or a child may choose to disclose something to you.

If a child discloses information to you, you should:

- Listen to the child without displaying shock or disbelief
- Accept what is said and reassure the child, do not make promises that you may not be able to keep, e.g. ‘Everything will be alright now’
- Do not ask leading questions and do not interrogate the child – this is not your responsibility to investigate
- Explain to the child what you have to do next and who you have to talk to
- Take notes, if possible, or write up the conversation as soon as possible afterwards
- Contact the school safeguarding officer or a member of the school leadership team as soon as possible

4. Guidance for Events:

- All Events should be risk assessed
- The Friends do not undertake any events that involve unaccompanied children (children will always be accompanied by members of staff or parents).

5. School contacts: (A laminated copy of this list is in the Events Box)

- Mrs Sam Dean – Head of Upper School – Designated Safeguarding Lead 01823 668678
- Mrs Lucy MacAlister – Head of Sixth Form – 01823668800
- Mr Jason Swarbrick – Head of Lower School – 01823 668800
- Mr Simon Costello – Head of Boarding – 01823 668810
- Mrs Rachel Lucas – For Early Years 01823 668700
- Mrs Vics Richardson – Children in Year 1 to Yr 6 01823 668700

6. Access Protocols & Identification

- **Green Lanyard Holders:** Volunteers and Committee members may choose to undergo the process to become green lanyard holders, granting unaccompanied access to school premises. This requires:
 - In-depth background checks
 - DBS clearance
 - Participation in yearly procedure reviews
- **Visitors Without Green Lanyards:** Must follow these procedures:
 - Be accompanied by a wearer of a green or blue (Staff) lanyard
 - Sign in at either school office and wear a red visitor lanyard, OR
 - Use the dedicated sign-in book when attending events in Café 37
 - Lanyards are needed Monday to Friday 8am -5pm on the prep school site and Monday to Friday 8.15-5.30 on the Senior School Site.

This policy will be reviewed by the Friends Committee annually.

Financial reserves policy and procedures

The charity's policy is to retain sufficient funds to cover management and administration and to respond to grant applications from the school which arise from time to time.

Complaints policy and procedures

1. Introduction

This policy sets out the principles for the Complaints Procedures within The Friends of Wellington School CIO (“The Friends”). It is relevant to all within the charity and is endorsed by the committee of The Friends. It will be reviewed annually to ensure that it remains appropriate to the organisation and its volunteers’ needs.

As Committee Members and Trustees of The Friends we understand it is our duty to make decisions that are in the best interests of The Friends. We know that where any of us hold a personal or other interest, this will stop us from achieving this duty and acting in the best interest of The Friends.

2. Applicability

This applies to every member of The Friends.

The Friends defines a complaint as an expression of dissatisfaction in The Friend’s actions or the standard of service provided.

Our organisation takes the following steps to identify and deal with any complaint made against The Friends:

- We make all new committee members aware of this policy
- Complaints should be made in writing to the committee and handed, in the first instance, to one of the Chairpersons. If the complaint is regarding either of the elected Chairpersons then the complaint may be passed to another elected committee member.
- The committee will meet to discuss any complaint made within 30 days of receipt of the written complaint.
- The committee will respond to the complainant, detailing the committee’s decision made and whether there will be any further discussions or meetings regarding the complaint.
- If a meeting is arranged for the complainant to meet with the committee, the complainant may bring additional representatives with them. The complainant is also required to supply any documentation or evidence that they wish the committee to view at least 10 days prior to the meeting
- At the meeting the complainant should detail their grounds for complaint. The committee may ask questions of the complainant. Minutes of the meeting will be taken.
- Any decision made by the Committee in response to a complaint will be confirmed in writing within 10 days with details of any action to be taken.

Serious incident reporting policy and procedures

1. What is a serious incident?

The Charity Commission describes a serious incident as one that causes:

- harm to your charity's beneficiaries, staff, volunteers or others who come into contact with your charity through its work.
- loss of your charity's money or assets.
- damage to your charity's property.
- harm to your charity's work or reputation”

2. Procedure

- If the Trustees of the Friends consider an event serious in the context of the charity’s operations they will immediately inform the school compliance officer and, with their guidance, respond in line with The Charity Commission’s guidelines on ‘How to report a serious incident in your charity’. (<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>)

Risk Assessment policy

1. Introduction

This policy sets out the principles for risk management within The Friends of Wellington School CIO ("The Friends"). It is relevant to all within the organisation and is endorsed by the committee of The Friends. It will be reviewed annually to ensure that it remains appropriate to the organisation and its volunteers' needs.

2. Purpose

The purpose of Risk Management is to identify risks as early as possible, develop a strategy to mitigate those risks and implement a risk management process as part of The Friend's event planning process.

For all Friend's events:

- A Risk Assessment is to be carried out by whoever is leading an event with assistance from the Committee and the School to:
 - Identify potential hazards
 - Identify who may be harmed by such hazards
 - Determine whether existing precautions are adequate or whether further action needs to be taken
 - Record your findings on the Friends Risk Assessment template
 - Review your assessment and update when necessary
- Take advice from the school/venue where appropriate – look at previous risk assessments and adhere to recommendations
- Take advice from the HSE where appropriate – www.hse.gov.uk
- A copy of the Risk Assessment to be kept in a designated folder for use by the Committee – this can be used for reference if the same event is being run in the future
- A copy of the Risk Assessment is always given to the school for them to also sign off.
- All committee members should be made aware of each risk assessment.

Useful Links

<https://www.parentkind.org.uk/Info-sheets/Producing-A-Risk-Assessment>

https://www.parentkind.org.uk/file_download_resources.aspx?ID=4400

Conflicts of interest policy and procedures

1. Introduction

This policy sets out the principles for Conflict of Interest within The Friends of Wellington School CIO (“The Friends”). It is relevant to all within the association and is endorsed by the committee of The Friends. It will be reviewed annually to ensure that it remains appropriate to the organisation and its volunteers’ needs.

As Committee Members and Trustees of The Friends we understand it is our duty to make decisions that are in the best interests of the charity. We know that where any of us hold a personal or other interest, this will stop us from achieving this duty and acting in the best interest of The Friends.

2. Applicability

This applies to every elected member of The Friends committee.

Our charity takes the following steps to identify and deal with any conflicts of interest:

- We make all new committee members aware of this policy
- We ask all committee members to declare any conflict of interest
 - 1) When they are appointed
 - 2) At the beginning of each meeting
 - 3) Whenever a committee member becomes aware of a possible conflict of interest
- Any committee member with an identified conflict of interest is asked to withdraw from any discussion of and/or vote on that issue.
- Where conflicts of interest arise, we will detail in the minutes of the meeting how this has been addressed
- The charity will work to make sure there is a good mix of parents across the school involved within the organisation. This will stop any one part of the school being overly-represented.
- Where decisions made may favour one year group, subject area or particular aspect of the school over others we will ensure we have consulted with our members and over time will ensure that all aspects of the school will benefit equally. The Treasurer will keep a rolling record of the areas of The School that benefit from grants made by The Friends and this will be reviewed before any decisions are made regarding allocation of funds.

3. Useful Links

<https://www.parentkind.org.uk/Info-sheets/Conflicts-of-interest>

Code of Conduct Policy

1. Introduction

This Code of Conduct binds both committee and non-committee members of The Friends of Wellington School CIO (“The Friends”).

These guidelines describe the basic expectations for behaviour and the importance for all members to conduct themselves professionally and ethically, and will run alongside our constitution, which is a legally binding document.

In order for The Friends to function successfully it is essential that all members agree to follow these guidelines while in acting in association with the organisation.

2. The Code

- Any parent or guardian of a pupil or ex-pupil of Wellington School and all members of school staff are deemed to be members of the Friends, with the vested interest in enhancing the school for all pupils.
- All work done on behalf of The Friends is voluntary and is done for no personal gain.
- All members will act in the best interest of The Friends and the school.
- All members will be encouraged to make relevant and positive contributions to meetings they attend.
- All members have the right to be heard and must respect each other’s opinions.
- All members have the right to communicate together responsibly. Communication will largely be done through Whatsapp groups.
- Any items emailed through to The Friends email address may not be answered immediately. All committee members work on behalf of The Friends on a voluntary basis, in their free time and may not be able to address issues straight away. Any query raised will need to be discussed by the committee and if necessary will be added to their next meeting agenda.
- The committee will work to the rules stated in their constitution. As per the constitution, decisions will be made by a majority vote of the elected committee members. The committee will consult with the wider membership; however, the committee’s decision is final.

- All members must ensure that any material or discussion of a confidential nature, especially matters concerning individual staff, pupils or parents/guardians, is confined to the meeting, attended only by elected committee members. Names will be blacked out of the meeting minutes, if necessary.
- The committee should be made aware of any conflict of interest and the person involved should withdraw from any discussion pertaining to that subject.
- All members must respect the School and personal property.
- All paperwork and assets relating to The Friends are the property of The Friends, and not that of the individual. When leaving The Friends, a member should return any relevant paperwork or assets to The Friends Committee.
- Should it be deemed by the committee that any member has disregarded this code or their actions have brought the Friends or the school into disrepute, the committee has the right to exclude that member from future involvement. The procedure for removal of a committee member is stated in the constitution.

Social Media Policy and Procedures

1. Social Media Policy

This policy explains how our association uses social media. It is available and applies to all members of our association.

The Friends of Wellington School ("The Friends") uses both Facebook and What'sApp. We have two facebook accounts. The first [Friends of Wellington School, Somerset \(Facebook\)](#) covers all aspects of The Friends and the second [Friends of Wellington School \(PREP\) \(Facebook\)](#) which is just for Prep activities.

The general Friends Facebook presence is an open page. This means it can be accessed by any Facebook user without permission being given by The Friends. This page accepts comments but not posts from any Facebook user, again without permission being needed from The Friends.

The Prep Facebook group: This is a closed group meaning that you can apply to join but this will need to be approved through our Facebook group administrators. Only approved members can see posts made to the group. However, once you are a member of the group, you can also post and these will be seen by all other members of the group who have been similarly approved. Please enter [\(Friends of Wellington School \(PREP\)\)](#) into your web browser and make a request to join the group.

The What'sApp groups are open to anyone who has an interest in the activity which the group is for EG Walk and Talk, The Friends volunteer Bar Group. Within the group everyone is allowed to post.

2. Permitted members

The General Facebook group is also open to members of the community to spread awareness of our work. The Prep Facebook page and What'sApp groups of The Friends are only intended for members of the organisation, in this case the past or present, parents and teachers of Wellington school.

The Friends does not want to encourage inappropriate use of social media by children. No application to join our Facebook group will be accepted by anyone aged less than 13 years.

Please note that pupils at the school are not usually regarded as Friends members. However, especially at secondary level, The Friends may work closely with pupils meaning it could be advantageous to allow those appropriately aged to access our social media.

What'sApp groups are set up as and when one is needed for a specific event as a way of managing volunteers. Nobody is added without their permission (See GDPR policy). Each What'sApp group has a specific purpose and are made up of past and present parents who are volunteers.

The Friends uses its Facebook groups and What'sApp groups for the running of the association and for supporting the school events. It is used to communicate with members, promote events or

elements of events, to recruit volunteers to support the The Friends' activities, thank local supporters and canvass members' views.

The Facebook groups of The Friends does not allow any personal correspondence between members, is not intended for discussing any aspect not related to the school, the Friends and its activities and should not be used to promote any business other than where this is done for the benefit of The Friends or the school and with its permission. Inappropriate posts, including any derogatory comment, can and will be removed by the administrator and The Friends retains the right to ban any user who continues to make inappropriate use of the group.

The Prep Facebook and What'sApp groups of The Friends allows members to post photographs. However, it is explicitly assumed that anyone posting a photograph will own the rights to the image and will have the permission of anyone featured to do so. The Friends accepts no responsibility regarding ownership or permissions for any photographs posted by members of the group.

By using the Facebook group and What'sApp of The Friends you are accepting the terms of this policy. If you do not agree with any of the terms, please remove yourself as a member of the group.

This policy is publicly available and is referenced as part of the information stated on our Facebook Group pages.

Food Hygiene policy and procedures

1. Introduction

FoWS is committed to ensuring the highest standards of food hygiene in line with the Food Safety Act 1990, the Food Hygiene (England) Regulations 2013, and relevant guidance from the Food Standards Agency (FSA). This policy outlines the responsibilities and procedures for the safe sourcing, handling, preparation, and serving of food at all FoWS events. We adhere to the policy that Wellington School is a nut free school.

2. Procurement and Storage

- All food must be purchased from reputable suppliers.
- Food items must not be used past their use by date (*note: "best before" dates relate to quality only*).
- Cans without plastic on are not stored on the floor
- Inspect storage areas for signs of pests or contamination before use.

3. Cooking and Hot Holding

- Only volunteers with a Level 2 Food Hygiene Certificate may oversee cooking.
- Cooked food must reach a core temperature of at least 82°C.
- Bacon is checked visually if it is cooked.
- Hot food must be held at 65°C or above and not kept warm for longer than 2 hours.
- Temperatures must be monitored hourly using a cleaned probe thermometer.
- Readings must be logged with time, temperature, and initials of recorder. Logs to be retained for 7 days.
- Use blue probe wipes before and after temperature checks.

4. Cold Storage

- Cold food must be stored below 8°C.
- Use small quantities of milk, cream etc., and keep chilled until needed.
- Hourly temperature checks are required with proper recordkeeping.

5. Food Handling & Serving

All food handlers must:

- Wash hands before handling food or putting on gloves.
- Wear clean disposable gloves or use tongs/napkins
- wear plastic aprons if cooking.
- Tie back long hair if cooking
- Avoid food handling if unwell or recently ill.
- Volunteers giving out food do not require formal training but must read and comply with the volunteers guide.

- Those handling cash must not also handle food unless hands are washed and gloves changed between tasks.

7. Cross-Contamination & Allergen Management

- Always display allergen signage prominently.
- Ensure ingredients are clearly labelled on all home-prepared items.
- Clean surfaces before and after use with food-safe disinfectants, observing correct contact time.
- Use single-use cloths for cleaning.
- Keep antibacterial gel available at food stations.
- Take precautions to prevent fly or pest contact with food.

8. First Aid

- A First Aid Kit must be available at every event involving food.
- It must include blue plasters.
- Volunteers with open wounds must cover them securely or be excluded from food handling.

9. Record Keeping

- Record the following:
 - Temperature of food (hot and cold)
 - Time of each check
 - Name/initials of the person recording
- Logs must be retained for seven days after the event.

10. Legal Framework

This policy supports compliance with:

- Food Safety Act 1990
- Food Hygiene (England) Regulations 2013
- Food Standards Agency (FSA) guidance

Policy Review

This policy will be reviewed annually by the FoWS Committee or sooner if required by regulation or operational need.

Alcohol Policy

1. Introduction

The FoWS take the responsibility of serving, selling and storing alcohol on Wellington School (School) premises very seriously.

2. Location

All alcohol is stored in the locked FoWS Store. In preparation for events, it may be left temporarily in other places such as fridges; however, it is never left where children may have unsupervised access. A stock count will be done at least once every half term after alcohol has been used.

Dates on all alcohol will be checked and 'use by' dates adhered to; this is different to Best Before, which is for taste.

3. Licencee

The FoWS will have one member who has a Personal Licence issued under the Licensing Act 2003.

<https://www.gov.uk/guidance/alcohol-licensing#personal-licence>

This person is responsible for ensuring that everyone serving at a bar run by the FoWS understands their responsibilities. However, they do not have to be at each event when alcohol is served but when they are in attendance, they need to have their Personal Licence with them.

The Licencee is responsible for ensuring that persons volunteering to sell alcohol are aware of the legal requirements and, as such, requests that the lead will complete a Bar request form beforehand and hand in a signed bar rules form afterwards.

The School and the FoWS Committee need to be given a copy of the Personal Licence number.

The FoWS will pay for all the costs relating to obtaining the Licence. If the person holding the Personal Licence no longer wishes to be the FoWS licensee, they must give at least one term's notice in writing so that another licence holder can be found.

4. Yearly bar list

At the beginning of the school year, all planned events at which alcohol is being sold will be listed by the FoWS licensee and given to the School and the FoWS Committee.

This list will be reviewed termly by the Committee and amended as necessary.

5. Alcohol and children

The FoWS will follow School practices during all events regarding 6th Form students and alcohol; this therefore, this needs to be checked with the School before each event and be on the risk assessment. This also follows UK law.

Where the FoWS run honesty bars, there will be no children at these events and there will always be a responsible person available to monitor the bar, and it will be added to the risk assessment.

6. Event requirements

A Bar Licence will be displayed at each event.

The school would also like us to display their premises licence.

Those serving on FoWS bars will be made aware of the Bar Licence and its stipulations regarding who can and cannot be served, including those who might be underage or appear intoxicated.

This policy will be reviewed annually by both the licensee and the FoWS committee

First Aid Policy

1. Introduction

This policy outlines the procedures and responsibilities regarding first aid provision at all Friends of Wellington School (FoWS) events. The FoWS Committee (CIO) is committed to maintaining the health, safety, and wellbeing of its volunteers and attendees in line with best practice and relevant legislation.

2. Legal Context

FoWS adheres to the Health and Safety (First Aid) Regulations 1981, which applies to all employers and require adequate equipment, facilities, and personnel to ensure prompt first aid. While these regulations do not extend to event attendees, FoWS recognises a duty of care to everyone present at events.

3. Responsibilities

- A small First Aid Box that meets the British Standard (BS) 8599, has been identified as meeting general need, is stored in the Friends Store and must be taken to all events.
- The Event Lead is responsible for:
 - Checking the First Aid Box prior to event for contents and laminated contact numbers
 - Ensuring its availability during the event.
 - Ensuring that volunteers who are injured receive the first aid box to use for themselves.
 - Ensuring that all volunteers know we are not responsible for attendee or child first Aid
 - Where the Risk Assessment shows a Trained First Aider is necessary to mitigate risk, appointing person/s to be the nominated First Aider/s.
 - Reporting any use of the First Aid Box to the CIO to facilitate restocking.
- The CIO will check the contents of the First Aid Box termly at their meeting.

4. Risk Assessment

Each event must have a risk assessment that determines whether first aid provision is required for volunteers and/or attendees. This assessment must:

- Identify any potential risks or hazards.
- Specify where the nearest School First Aid Box is on-site.
- Confirm who is the designated Volunteer First Aid contact, if one is needed.
- Note if the School Nurse's office is available.

5. Incident Reporting

- All first aid incidents must be reported to the FoWS CIO within 24 hours.
- A written record should be created by the Event Lead and retained by the CIO.
- The Accident book should be taken to all events.

6. School-Organised Events

- For School-run events where FoWS is providing support (a bar), FoWS is responsible for providing first aid cover for its volunteers as defined in the event's risk assessment.
- The School remains responsible for the health and safety of pupils and the general public at these events.

7. First Aid Equipment & Emergency Information

These are the places around school nearest to our usual locations:

First Aid Box Locations:

- Prep Medical Room
- Prep Kitchen (grab box on wall)
- Prep Staff Room
- ARC downstairs - main entrance
- ARC- upstairs - entrance to exam hall and opposite a classroom
- Friends Store
- PRSC - Outside reception and upstairs
- Great Hall Entrance
- Dining Hall / Kitchen
- Cafe 37
- School Reception
- Bulford Pavilion (inside)

Defibrillator Locations:**Code to use 1837**

- Inside Princess Royal Sports Complex
- Outside Science Block (near tennis courts)– Senior School
- Main school reception

Anaphylaxis Kits:

The Emergency Anaphylaxis kits can be found in the following locations:

- Café 37
- School Main Kitchen
- Princess Royal Sport Centre Entrance
- Prep School

Bleed Kits:

There are bleed kits located across the school campus.

- Opposite main reception office of The Princess Royal Sports Complex
- Bulford Pavilion
- Outside the School Main Reception

Nearest Hospital: Musgrove Park Hospital, Taunton, TA1 5DA

This policy is to be reviewed annually by the FoWS Committee.

Privacy Notice/GDPR Policy

1. Introduction

Under the **UK GDPR** and the **Data Protection Act 2018**, any charity that processes personal data must comply with data protection law. The Friends of Wellington School take your privacy seriously. This notice explains how we use your personal information.

2. The Information We Collect

We may collect:

- 1. Details of exhibitors for the Christmas Fair
- 2. Volunteer details for events and activities- through WhatsApp groups.
- 3. Email addresses and phone numbers of CIO Members

3. How We Use Your Information

We use your information only to:

- 1. Keep you updated about the Christmas Fair
- 2. Coordinate volunteers for events.
- 3. CIO member details for Charity Commission

4. Lawful Basis

We process your information because:

- 1. You have given consent
- 2. We have a legitimate interest in running events to support the school.
- 3. We have a legal obligation to the Charity Commission

5. Sharing Your Information

We never sell or share your information with third parties. It is only accessed by committee members who need it for their role.

Where parents choose to join WhatsApp groups run by the Friends of Wellington School, their phone number and profile name will be visible to other group members. Joining is voluntary and parents may leave at any time.

When you book an event through Trybooking, the information on there is managed by their GDPR policy.

6. How Long We Keep It

- 1. Christmas fair Mailing list, yearly updated
- 2. The length of being on WhatsApp groups is determined by you.
- 3. CIO details for the length of their term plus 7 years

7. Your Rights

You have the right to:

- Ask for a copy of the information we hold about you.
- Ask us to correct or delete your details.
- Withdraw your consent at any time.

8. Contact Us

If you have any questions, please contact:

development@wellington-school.org.uk

If you are unhappy with how we handle your data, you can complain to the UK **Information Commissioner's Office (ICO)**: www.ico.org.uk

This policy is to be reviewed annually by the FoWS Committee