



Walsham Le Willows Sports Club

CIO Trustee Policy Handbook

Reviewed Periodically

Table of Contents

1	Introduction	2
2	Financial Governance Policy	2
3	Safeguarding and Child Protection Policy	2
4	Equality, Diversity and Inclusion Policy.....	2
5	Code of Conduct Policy.....	2
6	Complaints and Disciplinary Oversight Policy	2
7	Health and Safety Policy.....	2
8	Data Protection and Confidentiality Policy	3
9	Governance and Delegation Policy	3
10	Review and Adoption	3

Document Control	
Version	1.0 (January 2026)
Approved by	Board of Trustees
Review Frequency	Periodically



1 Introduction

- 1.1 This Policy Handbook sets out the key governance policies adopted by the Trustees of Walsham-Le-Willows Sports Club CIO. These policies align with Charity Commission guidance, including CC3 (The Essential Trustee), and define how Trustees meet their legal duties to act in the charity's best interests, manage resources responsibly, and ensure compliance.

2 Financial Governance Policy

- 2.1 Trustees must safeguard the charity's assets and ensure resources are used only to further the CIO's charitable purposes. Trustees will ensure appropriate financial controls, budgeting, reporting, reserves, and insurance arrangements are in place, in line with Charity Commission expectations.

3 Safeguarding and Child Protection Policy

- 3.1 The Trustees recognise safeguarding as a core governance responsibility. The welfare of children is paramount. Trustees will ensure robust safeguarding arrangements, clear reporting procedures, and appropriate training, consistent with Charity Commission guidance on safeguarding.

4 Equality, Diversity and Inclusion Policy

- 4.1 The CIO is committed to fairness and inclusivity. Trustees will ensure the charity operates without unlawful discrimination and promotes equality of opportunity, consistent with public benefit obligations.

5 Code of Conduct Policy

- 5.1 Trustees set the tone and culture of the CIO. High standards of integrity, respect, and accountability are expected of all involved with the charity. Breaches will be addressed proportionately.

6 Complaints and Disciplinary Oversight Policy

- 6.1 Trustees will ensure complaints are handled fairly, transparently, and in accordance with natural justice. Trustees act as the final appeal body where appropriate.

7 Health and Safety Policy

- 7.1 Trustees will ensure reasonable steps are taken to protect members, volunteers, staff, and visitors. Health and safety risks will be identified, managed, and reviewed in line with legal duties.



8 Data Protection and Confidentiality Policy

- 8.1 Trustees will ensure compliance with data protection legislation and Charity Commission expectations on confidentiality, particularly in safeguarding and disciplinary matters.

9 Governance and Delegation Policy

- 9.1 Trustees retain ultimate responsibility for the CIO and may delegate day-to-day management while maintaining oversight, accountability, and strategic control.

10 Review and Adoption

- 10.1 This handbook is reviewed periodically and approved by Trustee resolution. It forms part of the CIO's core governance framework.