



ELEVATED UP CIC

Policy Pack Summary

This document summarises the policies adopted by Elevated Up CIC. Each policy is held as a separate, signed document and is reviewed at least once a year, or sooner if the law, guidance or our activities change.

Organisation	Elevated Up CIC, Unit 2 Winster Grove, Birmingham, West Midlands, B44 9EG (Company No. 16143711)
Number of policies	26
Pack version	1.0
Date adopted	June 2026
Review cycle	Annually – next review June 2027
Approved by	Board of Directors

Policy register

No.	Policy	Policy owner	Next review
01	Anti-Bullying & Harassment Preventing and responding to bullying and harassment.	Designated Safeguarding Lead	June 2027
02	Anti-Fraud, Bribery & Corruption Zero tolerance to fraud, bribery and corruption; protecting funds.	Board of Directors	June 2027
03	Code of Conduct Expected behaviour and professional boundaries.	Designated Safeguarding Lead	June 2027
04	Complaints How concerns are raised and resolved.	Board of Directors	June 2027
05	Conflict of Interest Declaring and managing conflicts to protect decisions.	Board of Directors	June 2027
06	Data Protection & Privacy (GDPR) Handling personal information lawfully and securely.	Director (Data Protection Lead)	June 2027
07	Environmental & Sustainability Reducing our impact and promoting good habits.	Board of Directors	June 2027
08	Equality, Diversity & Inclusion Fair treatment, removing barriers and meeting Equality Act 2010 duties.	Board of Directors	June 2027
09	Financial Management & Controls How money, especially grant funding, is authorised, banked and spent.	Board of Directors	June 2027
10	First Aid Prompt, appropriate care for illness and injury.	Designated Safeguarding Lead	June 2027
11	Food Safety & Allergen Management	Director (Operations)	June 2027



No.	Policy	Policy owner	Next review
	Safe food, allergen management and school food standards.		
12	Health & Safety Safe premises, activities and equipment; accidents and emergencies.	Director (Operations)	June 2027
13	Lone Working Keeping lone workers safe and avoiding unobserved one-to-one contact.	Director (Operations)	June 2027
14	Missing & Uncollected Child Keeping children safe if they go missing or are not collected.	Designated Safeguarding Lead	June 2027
15	Online Safety Keeping people safe online and in our digital communications.	Designated Safeguarding Lead	June 2027
16	Photography, Filming & Social Media Consent and safe use of images and social media.	Designated Safeguarding Lead	June 2027
17	Positive Behaviour Management Managing behaviour positively and inclusively.	Designated Safeguarding Lead	June 2027
18	Prevent Duty (Anti-Radicalisation) Protecting people from radicalisation and extremism.	Designated Safeguarding Lead	June 2027
19	Privacy Notice How we collect, use and protect personal information.	Director (Data Protection Lead)	June 2027
20	Reserves Why we hold reserves and how much we aim to keep.	Board of Directors	June 2027
21	Risk Management & Assessment Identifying, assessing and controlling risk.	Director (Operations)	June 2027
22	Safeguarding & Child Protection Keeping children and young people safe; recognising and reporting concerns.	Designated Safeguarding Lead	June 2027
23	Safeguarding Adults at Risk Protecting adults at risk from abuse and neglect (Care Act 2014).	Designated Safeguarding Lead	June 2027
24	Safer Recruitment & DBS Recruiting suitable staff and volunteers; DBS checks.	Board of Directors	June 2027
25	Volunteer Recruiting, supporting and valuing volunteers.	Board of Directors	June 2027
26	Whistleblowing Speaking up safely about serious wrongdoing.	Board of Directors	June 2027



Approval

This policy pack is approved on behalf of the Board of Directors:

A handwritten signature in black ink, appearing to read 'Emma Hobbis', positioned above a horizontal line.

Emma Hobbis

Director, Elevated Up CIC

Date approved: June 2026