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Registered Charity 1035426

DREAM-A-WAY POLICY STATEMENTS

The following policies have been agreed by the Trustees of Dream-A-Way

This document will be regularly updated by the Trustees.

1. Payments to Other Charities

Dream-A-Way will not normally provide funds to support other charity events.

2. Corporacy

In order to ensure the corporate image of Dream-A-Way all correspondence will be prepared using the corporate Dream-A-Way stationery and literature. All letters and documents will be typed whenever possible. Handwritten letters are discouraged. All Dream-A-Way documents must carry the registered charity number, 1035426 and the Dream-A-Way logo. The Queen's Award for Voluntary Service logo may also be used but will be printed in compliance with the guidelines issued.

3. Risk Assessments and Health & Safety

A written risk assessment will be carried out before every event. At the conclusion of the event the risk assessment will be signed off by two Dream-A-Way members. The risk assessment must consider all potential risks associated with the event, and indicate control measures which have been put in place to minimize the risks.

Completed Risk assessments must be sent to the Secretary as soon as possible after completion.

Remember the best way to minimize a risk is to eliminate it, even if this means that an activity cannot be carried out.

4. Attendance at Committee Meetings

The committee have agreed that any member who fails to attend 2 meetings without sending an apology will be suspended until a decision is taken to allow them to join the committee again, or leave. A member who fails to attend 6 meetings in any one year, including when apologies have been properly tendered, will be suspended until a decision is taken as to their future membership.

5. Offering Dream-A-Way Support

No member of Dream-A-Way will promise support to anyone until the committee have approved the request.

6. Applications for Holidays and Outings

In addition to the rules provided for by the governing document, it has been agreed that all applications for support must have been received by the Future Spending officer at least 48 hours before the committee meeting at which it will be discussed.

All applicants must complete a holiday application form.

Pre-booked holidays will not be supported by Dream-A-Way except in very exceptional circumstances.

All applications for the caravans will be dealt with by the Chairman. Unless otherwise approved by the Chairman, no client will be offered a caravan holiday in consecutive years.

All applicants must provide evidence of their disability, usually in the form of medical evidence from a Healthcare Professional.

Any client who has been awarded a holiday will not be considered for further funding within 3 years of the original award. This will not apply to holidays in the caravans or to clients who attend Dream-A-Way organised coach trips.

Applications for holidays from disabled persons who reside outside our 'Area of Benefit' will not normally be considered, however the Trustees and Committee have the discretion to offer a caravan holiday at Sandy bay at a reduced rental charge which will be payable in advance. Such applications will not take preference over holidays for people residing in our Area of benefit and will be outside the months of July and August.

7. Expenses

The Trustees of Dream-A-Way have agreed that no expenses will be paid to any Trustee, Committee Member or Friend of Dream-A-Way. This policy has been in place since the formation of the charity and will continue following the 2005 and 2008 modernisation.

8. Income

All income, in any form (cash, cheque, foreign currency etc) must be given to the Treasurer or Chairman as soon as possible, with details of where it came from.

Collecting boxes, which are sealed, must not be opened except by the Treasurer or another Trustee when necessary.

9. Publication of Personal Information

Dream-A-Way will not use photographs or personal details in publicity without prior permission in writing from the client or Dream-A-Way member.

10. CRB Checks

All Trustees and relevant Committee Members of DAW will be checked against the Criminal Records Bureau database to ensure they are not disqualified from working with children or vulnerable persons. The Trustees will carry out regular reviews.

11. Disciplinary Matters

In the event of a need to conduct a disciplinary investigation or hearing a sub-committee will be formed which will consist of:

3 members of the committee, 1 of whom should be a Trustee. This sub-committee will be chaired by the Trustee.

The matter will be dealt with by the sub committee within 14 days of the matter being reported.

A right of appeal to the remaining Trustees and committee will be available and will be held within 14 days of the original decision, or at a mutually agreed later date.

The decision of the appeal committee will be binding on all parties.

12. Vulnerable Persons

All members of Dream-A-Way will comply with the Vulnerable Persons Policy at all times.

VULNERABLE PERSONS POLICY

Statement of Intent

Dream-A-Way exists to provide holidays and outings to persons of all ages with disabilities. As such Dream-A-Way will be dealing with vulnerable people including children.

Dream-A-Way and all of its Trustees, Committee, 'Friends' and helpers are committed to creating and maintaining a safe environment, free from all forms of abuse, and delivering the highest levels of client care at all times.

Dream-A-Way will take any failure to operate at these high levels of care extremely seriously and will be proactive to prevent such occurrences by ensuring that effective policies are in place.

Guidance

All committee members are issued with the following information:

- Declaration of Trust
- Vulnerable Persons Policy
- Policy Statements
- Who's Who of Dream-A-Way
- Contact details
- A brief introduction to Dream-A-Way
- Links to Further Information

Behaviour

All persons working with Dream-A-Way will be expected to behave in a professional manner at all times. Everyone will be treated with respect and honesty. We will endeavour to create an environment in which people feel safe, valued and trusted.

Any misbehaviour or wrong doing must be reported without delay to an Officer of the Committee and the Dream-A-Way disciplinary policy will be invoked.

Any person working with Dream-A-Way who feels that they have insufficient skills or ability to carry out the task required must immediately inform a member of the committee of their concerns. The task should not be undertaken until sufficient training or advice has been received. This will include carrying out risk assessments.

Further Information

Dream-A-Way will seek appropriate support, training and advice from professionals when required.

13. New Committee Members

Persons wishing to join the committee will be interviewed by 3 Trustees. If successful they will be co-opted to the committee and given a number of objectives to complete. After 6 months successful 'probation' they will be formally invited to join the committee.

14. Essential Purchases

It is accepted that there will be essential purchases that are necessary from time to time and the following spending is duly authorised by the Trustees without approval from the committee. All expenditure will be reported to the next committee meeting.

Caravan expenses – Chairman can spend or authorise up to £250

Fundraising – Fundraising Co-ordinator can spend or authorise spend of up to £250

Miscellaneous – Treasurer can spend or authorise spend of up to £250

15. Caravans

The purpose of Dream-A-Way caravans is:

- a) to provide comfortable holidays to disabled clients and their carers.**
- b) to provide income from summer lets to support the cost of ground rent**

1. Caravans will be maintained in first class condition and any defects will be rectified as soon as practicable. Defects can be rectified by Dream-A-Way volunteers or by Haven staff when approved by a Dream-A-Way Trustee or committee member, although this may incur a charge.
2. Each caravan will contain a book in which clients can report defects or make suggestions for improvements. These will be read each Saturday by Dream-A-Way staff and remedial action will be taken wherever possible.
3. When items are purchased for the caravans a receipt will be kept and provided to the Treasurer before re-imburement of the cost is made. The maximum spend will be £250 in any month unless authorised by the Chairman or Treasurer.
4. Each caravan will be cleaned on Saturdays between 10am and 13:30pm by official Dream-A-Way cleaners and volunteers. Cleaners working for letting agents may be used when essential on the authority of a Dream-A-Way Trustee.

5. A score out of 10 will be given to each caravan as soon as possible after it has been vacated, usually soon after 10am on Saturday, and before it is cleaned. Any client who has left a caravan with a score of 5 or less will not be eligible for a future caravan holiday.
6. Smoking will not be permitted in any Dream-A-Way caravan
7. All perishable food will be removed by the cleaners each week
8. Pets (with the exception of guide dogs) will not be permitted in any Dream-A-way caravan.
9. Applications from disabled persons to stay in a caravan must be made on an official Dream-A-Way application form and a self addressed envelope with the correct postage attached must be included by the client. Dream-A-Way will require full details of next of kin and emergency contact details to be provided on booking forms. Without this the booking will be rejected.
10. A maintenance/service donation of £25 per caravan per week must be paid in advance by the clients
11. No single occupants will be permitted to stay in any of the caravans unless approved by the Chairman
12. All guests must have a responsible carer staying in the holiday home throughout the duration of the holiday to ensure the safety and well being of the clients.
13. Emergency contact signs will be displayed in the caravans. The initial response to an emergency or faults will always be dealt with by Haven Holidays.
14. Caravans will not normally be available for weekend only (Fri-Sun/Mon) periods.
15. When property is left in a caravan by a client it will be assessed and either held in store for 4 weeks and then disposed of or it will be handed to Haven reception with details of caravan number and client name attached.
16. Caravans will be fully insured under the Dream-A-Way insurance policy

16. Environmental Policy

Recycling Policy

Dream-A-Way is committed to recycling products to raise funds in support of our objectives. This will be undertaken by a proactive marketing strategy managed by the Dream-A-Way Environmental Officer. All income from recycled items will be used to pay for the objectives of the charity.

17. Equal Opportunities

Introduction

Dream-A-Way believes that all people should be treated fairly, with respect, dignity and honesty.

Statement of intent

Dream-A-Way affirms its commitment to show the same openness to all people in today's world. It intends in spirit and in deed to promote equality of opportunity and diversity in all spheres of its activity and is committed to behaving as an equal opportunity organisation. It acknowledges that people are called to be diverse and lively, inclusive and flexible.

Equal Opportunities and Diversity Policy Statement

Exclusion and discrimination can occur on many grounds including those recognised in law, gender, gender reassignment, sexual orientation, religious beliefs, colour, ethnic or national origin, age, marital status and disability. Dream-A-Way seeks to eradicate less favourable treatment in these areas by endeavouring to:

- Involve everyone where all will be treated with dignity and respect and have equality of opportunity to contribute their views and skills to the common good of the charity;
- Identify and remove barriers to participation in events relating to the work of Dream-A-Way;
- Take positive action to counter attitudes and practices contrary to this statement of intent.

18. Dream-A-Way Policy on Quorums

Introduction

This policy has been written with consideration to the Charity Commission guidance on Quorums (document cc48 para. 23 to 26)

Trustee Meetings

With 5 Trustees a quorum will consist of 3 Trustees who must be present throughout the meeting.

If the number of Trustees increases a quorum will be one third of the total number of Trustees plus one who must all be present throughout the meeting.

Committee Meetings

With a committee of 10 or more a quorum for Committee meetings will be 5 at least one of whom must be a Trustee and all present throughout the meeting.

Resolutions and Voting

All decisions at trustee and committee meetings requiring a vote will be approved when a majority is in favour. If necessary the Chairman will have the casting vote.

19. Trustee Recruitment

Introduction

Dream-A-Way has a clearly defined structure.

New Trustees

Appointment of a new Trustee will always be undertaken in line with the guidance issued by the Charity Commission (see document CC30, Finding New Trustees)

The Trustees of Dream-A-Way will be responsible for electing new Trustees following an interview.

It is expected (but not essential) that any new Trustee will have served as a Dream-A-Way committee member for at least 2 years before becoming eligible as a Trustee.

Procedure

As soon as a new Trustee is to be appointed the Chairman will ensure that current Charity Commission guidance is adhered to and that legal requirements are met.

Following a successful appointment of a new Trustee the Secretary will inform the Charity Commission in writing with full details as required.

20. RESERVE FUNDS

Introduction

Dream-A-Way relies on income from fundraising events and occasional donations. Fundraising events cost varying amounts to organise from zero in the case of arranging collections at supermarkets to over £6,000 to run a large event such as a Ball or Dragon Boat Challenge.

Dream-A-Way owns 7 luxury holiday homes at Haven Holidays, Sandy Bay. The annual cost for ground rent, utilities and maintenance is in excess of £40,000. This is partly offset by income from rent received during the peak summer months.

This policy has been prepared with consideration to Charity Commission guidance OG43 B2

Restricted Funds

Almost all income received by Dream-A-Way will fall into the category of Restricted Funds, i.e. it must be used for the purpose shown on the Trust Deed. This has the effect that unless the income is used to provide holidays and outings we may be in breach of our own rules. Clearly it is not possible to run Dream-A-Way without separate 'Designated Funds' and a reserve of funds.

Designated Funds & Reserves

The trustees of Dream-A-Way have agreed a policy to use a proportion of the Restricted Funds as Designated Funds and in reserve. The justification for this is as follows:

- a) eventually all funds will be used to provide the holidays and outings as described in our Trust Deed
- b) It is in the best interest of the charity to hold a portion of income in reserve for unplanned circumstances
- c) It is necessary to retain a repairs and renewals fund for planned and unplanned maintenance and replacement of the caravans
- d) Fluctuations in fundraising, especially during recessions, may affect the ability of Dream-A-Way to operate especially where large annual expenditure such as ground rent and utility bills must be paid

Transparency

This policy will ensure transparency of Dream-A-Way financial affairs and ensure that the charity acts responsibly in relation to spending income. It will also ensure that at times of fluctuating financial income we have the ability to continue to operate and offer holidays to our clients.

Level of Reserves Held

Clearly the level of reserve held by Dream-A-Way will vary but the Trustees have set the following baseline figures as a minimum to ensure financial stability and effective security:

To service and maintain the 7 caravans annually £40,000

For replacement of caravans on a rolling 5 to 7 year programme £40,000

Maintaining Reserves

The Treasurer will identify the best account in which the funds will be held.

Policy Review

This policy will be reviewed annually by the Trustees

August 2009

Signed

J Merrrett MBE, R Beer, G Freeman, T Rea, C Thomas
The Trustees of Dream-A-Way

Updated August 2009