

## *Systems for Registering Public Contributors*

Issue to be addressed	System Response
1 <b>Duty of care in emergencies</b> – fire, accident, illness, mental health crisis. We need to know the identity of anyone who enters our building and who to contact in crisis.	<b>Signing In book</b> on IMH Reception <b>Event Register</b> for conferences and seminars. <b>PPI Register</b> to include home address and contact details, next of kin, care coordinator
2 <b>Legal and procedural compliance.</b> A migrant to this country may commit an offence by volunteering without appropriate permission, and the engaging organisation may incur a civil penalty. We must track protected characteristics to satisfy the Public Sector Equality Duty under the Equalities Act. The Data Protection Act 1998 appoints data controllers to ensure that personal information about Public Contributors is managed properly.	<b>PPI Register</b> to include right to volunteer in the UK, protected characteristics, appropriate information governance systems
3 <b>Internal systems</b> – we will want to market future opportunities for participation, we must create an appropriate audit trail when finance is involved and we need to stay in touch in order to exercise our pastoral ‘duty of care’. When money is changing hands, compliance with issue 2 above is doubly important. Obtaining the person’s signature in the absence of other checks does not form a sufficient demonstration that proper processes have been followed.	<b>PPI Register</b> to include bank details <b>Development support</b> and <b>training</b> , including mechanisms to ensure that people receive it helps to satisfy our duty of care. <b>Risk management</b> and mitigation processes
4 <b>Keeping everyone safe</b> – minimise risks and ensure that public contributors will enhance the activities of IMH. Meet the common law ‘duty of care’ and the Management of Health and Safety at Work Regulations 1999 including proportionate risk assessment.	<b>Safety briefing</b> at events (fire procedure etc) <b>Training</b> – safeguarding, information governance, ethics <b>Induction</b> and <b>Supervision</b> to mitigate risks associated with unobserved time and reduce opportunity to abuse others or to steal property or confidential information <b>References</b> and <b>interview</b> . <b>DBS check</b> where indicated followed by <b>risk mitigation plan</b> with those with a history of causing substantial risk to others or who misuse unobserved time by abusing others or stealing property or confidential information. <b>Insurance</b> cover for public and employer’s liability
5 <b>Representation and Reputation</b> – acting, writing or speaking on behalf of the organisation, or being perceived as doing so.	<b>Event badge</b> or <b>Photo ID badge</b> <b>Code of Conduct.</b>