RESULTS is a grassroots advocacy organisation with a long history of volunteer-based and volunteer-led advocacy and campaigning. We are committed to supporting all our volunteer grassroots Group Leaders to feel confident in running their local grassroots groups safely. We want all our volunteer advocates across the country to feel safe and secure when campaigning with RESULTS.

1. Raising concerns about grassroots group safety

If you have concerns or questions about safety or security that are not answered by this guidance, please contact us in the RESULTS UK office – we are here to help. Your first point of contact is the Grassroots Campaigns Team:

Naveed Chaudhri, Head of Campaigns – naveed.chaudhri@results.org.uk
Hannah McLean-Knight, Campaigns Officer – hannah.mcleanknight@results.org.uk
Telephone: 020 7793 3970
Address: RESULTS UK, 2nd Floor, 31-33 Bondway, London SW8 1SJ

If you wish to raise your concerns independently of the staff, you can contact the Grassroots members on the RESULTS UK Board of Trustees. The current grassroots trustees are:

Vikki Burns - v.e.burns@bham.ac.uk
Reg Davis – helen4reg@outlook.com

These guidelines aim to help grassroots volunteers comply with RESULTS’ Safeguarding Policy. The full policy may be viewed on request.

2. The RESULTS volunteer grassroots group model

As all our Group Leaders will know, RESULTS grassroots groups are volunteer-led – they are led by you, the volunteers, not by us in the office. This is central to RESULTS’ philosophy – we aim to empower ordinary citizens to exercise their personal and political power to take action towards the end of poverty.

We trust and encourage you to drive forward your own campaigning, and to work together as a group. RESULTS staff will support you as much as possible from the office, so that you feel confident in your campaigning on global poverty. We do this through our monthly national grassroots conference calls, webinars, regular advocacy training days, and by supporting you financially where needed (e.g. assisting with group meeting venue hire).

It is important to us that we are open and honest with our volunteers at all times. This includes communicating realistic expectations of our ability to provide financial and other support. We are a small organisation with a small budget, and rely on our volunteers to be proactive and autonomous in taking forward their campaigning.

Please be aware that, given that our grassroots groups meet in locations across the UK, independently, and not on RESULTS premises, we as an organisation cannot insure you against risks you might encounter in your volunteer campaigning. This is true of any volunteering you might undertake with any organisation that is not office-based and which is undertaken in your own free time.

3. Guidance for Group Leaders

The following are recommended actions for grassroots Group Leaders to ensure your personal and group safety when you meet. Most of what follows is common sense. This advice is intended to help you to campaign safely and securely, but it remains each individual’s responsibility to ensure your own personal safety.
Where to hold grassroots group meetings

Where possible it is preferable to organise group meetings in public places such as meeting rooms in local libraries, community centres or cafes. If meetings are to be held in group members' homes then the leaders/group members should personally know those attending and feel confident in admitting them to their homes.

If you are expecting to meet new group members, it is sensible to do so with another person present (e.g. a known group member or friend). If that is not possible, then meet new volunteers in a public place e.g. a café.

Managing group meetings

As the Group Leader, you are in charge of running your group meetings. Be welcoming to group members, new and old alike, and thank them for coming! At the outset of a meeting give a clear indication of the time a meeting will end, and try to ensure that all attendees feel safe in their journey home. Try to make sure any new volunteer is not the last to leave.

If, after a meeting, you or your group members have concerns about a new volunteer’s behaviour, please contact the RESULTS UK office.

Children/ Young Persons

Generally speaking, volunteer campaigning with RESULTS UK is open to anyone who wants to play their part in fighting global poverty.

If anyone under 18 years old wishes to attend a group meeting, ask that an adult accompanies them (preferably a close relative). The minimum requirement is written consent from a parent/guardian that the child/young person can attend.

It is essential that if unaccompanied the child/young person should never be alone with one person. A designated adult is always preferable.

If your campaigning activity includes taking photos or recording video of your grassroots group members, then you should always check that they are happy before proceeding with this. Written consent should be obtained to take images of children prior to taking the photographs/video footage. Anyone photographed for RESULTS UK should be made aware of when, where and how the images may be used to give their consent.

If an event is organised involving children, checks should be made with any organisation involved regarding DBS checks (Disclosure and Barring Service – previously CRB checks) e.g. if involving children at a school a qualified teacher with appropriate checks should be present.

For more guidance on DBS checks, see https://www.gov.uk/disclosure-barring-service-check/overview.

If, whilst acting on behalf of RESULTS UK, you have any cause for concern involving children/young persons you should report your concern immediately to the RESULTS UK office.

Vulnerable Adults

The Government defines ‘Vulnerable adults’ as “anyone who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation”.

If a vulnerable adult is present at RESULTS activity e.g. at a grassroots group meeting, it is advisable to have a designated adult accompany the vulnerable adult. At any RESULTS activity a vulnerable adult should not be alone with a grassroots volunteer.
Carrying out a Risk Assessment

Risk is an inevitable part of life, and cannot be avoided completely. Risk management concerns dealing with uncertainties and reducing or removing risk factors. The process of risk management involves identifying risks, deciding how serious or likely they are to occur and controlling those risks.

Grassroots Group Leaders, acting for RESULTS UK, should carry out a basic risk assessment for a venue or activity such as a group meeting. Take account of the possible presence of children/vulnerable adults. Consider all safety aspects including fire risks (e.g. make everyone aware of fire exit routes).

Volunteering England and the Health & Safety Executive have useful guidance on risk assessment, including a simple risk assessment template. See http://www.volunteering.org.uk/component/gpb/healthsafety

Data Protection of grassroots group members

The RESULTS UK office will ask you, as the Group Leader, to keep us updated with the names and contact details of your group members so that we can keep them updated about campaigning actions and opportunities, subject to their explicit consent. We will not share this information with any other organisation without gaining consent.

As a Group Leader, you should not share the personal information of grassroots group members, such as addresses and telephone numbers, with others without the consent of the individual.

You can see our Privacy Policy here.

Social Media

All RESULTS grassroots groups are encouraged to use social media such as Twitter and Facebook as campaigning tools and as ways to communicate with your group members and other campaigners.

Please advise the RESULTS office if you have any concerns about communications on social media involving your campaigning with RESULTS.

Handling money

As a charity, we are very grateful to any grassroots member who wishes to fundraise for RESULTS. If you or your group plan to organise a fundraising activity or event for RESULTS, please contact our Development Officer for advice and support about procedures for collection and forwarding of money gathered on behalf of RESULTS.

Keeping records of your grassroots group activities

As a grassroots Group Leader, we encourage you to keep good records of your group’s campaigning activities for RESULTS. This enables you to keep track of your campaigning, measure your progress and celebrate your success. Good record keeping would include:

- A short note of each group meeting – when and where did you meet, who attended, what key actions or decisions did you take.
- Correspondence between your group and decision-makers (such as your local MP) – keep copies of letters or emails you send, and responses you receive. Do report back to the RESULTS office on your activity so that we know what success you are having in influencing your decision-makers.
- Keep a record of any media you and your group manage to secure e.g. local or national press, or online media. Keep a note of where and when the media appeared, a copy or link to the original article if possible, and do report back to the RESULTS office on this success.

If you have any safety concerns or issues during your grassroots group activities for RESULTS, do keep a record of all relevant events and communications to discuss with RESULTS staff.