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**COMMUNITY RESPECT AWARD**

**ORGANISATION NAME AND ADDRESS:**

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| **Name(s):**  **Position in organisation:**    **E-mail:**  **Telephone:**  **Number of staff / volunteers at the organisation:** |

**DATE APPLICATION SENT:**

**The Community Respect Award recognises community and voluntary sector organisations within Derby which can demonstrate their ongoing commitment to promoting and delivering dignified services. If your organisation is successful in obtaining the award it will assist you when making applications for funding to Derby City Council and Derby Homes.**

**Please complete the questions below, if you are not able to provide an answer or evidence a question because of the type of service you provide please state not applicable.**

Explain below in a short sentence what your service is about. For example “We are a community centre”

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**In order to achieve the Community Respect award, you must be able to answer YES to the following statements, and where applicable provide evidence.**

**Dignity Do #1 - Have a zero tolerance of all forms of abuse.**

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| **Policy** Assessment | YES | NO |
| Does your organisation have an up to date Safeguarding Policy?  If so please attach to the application. |  |  |
| Does your organisation have an up to date Anti Bullying Policy?  If so please attach to the application. |  |  |
| Does your organisation have an up to date Equality & Diversity Policy?  If so please attach to the application. |  |  |
| Does your organisation have an up to date Health & Safety Policy?  If so please attach to the application. |  |  |

Please give details of how you ensure these policies are implemented amongst staff and volunteers, e.g. team meetings or committee meetings?

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| **Training Assessment** | YES | NO |
| Do all staff and volunteers receive basic Safeguarding Training? |  |  |
| Do all staff and volunteers receive basic Equality & Diversity Training? |  |  |
| Do all staff and volunteers receive basic Health & Safety Training? |  |  |

Please give details of other training you offer your staff and volunteers that are relevant to this application?

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Community Action Derby offers a range of training and advice around training and policy development – please contact them for further information.

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| **Leadership Assessment** | YES | NO |
| Does your organisation have a Safeguarding Champion? |  |  |
| Has your Safeguarding Champion attended the FREE Derby City Council Safeguarding Training?  If yes, please provide the date when they last attended |  |  |

**Dignity Do #2 Support people with the same respect you would want for yourself or a member of your family**

**In order to achieve the Community Respect award, you must be able to provide examples for the following statements:**

Please give an example of how your organisation treats people with the same respect that you would want for yourself or a member of your family

**Dignity Do #3 Treat each person as an individual by offering a personalised service**

Please give an example of how your organisation treats each person as an individual e.g. personalised one to one support plans, focus groups, surveys

**Dignity Do #4 Enable people to maintain the maximum possible level of independence, choice and control**

Please give an example of how your organisation supports individuals so they are able to do things for themselves

**Dignity Do #5 Listen and support people to express their needs and wants**

Please tell us how your organisation listens and supports people to express their needs…

e.g. Suggestion box, Focus groups, Committee meetings, surveys, social media.

**Dignity Do #6 Respect people’s right to privacy**

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| **Privacy Assessment** | YES | NO |
| Does your organisation have a Data Protection Policy?  If so please attach the policy to the application. |  |  |
| Is your organisation compliant with General Data Protection Regulations (GDPR)? |  |  |

**Dignity Do #7 Ensure people feel able to complain without fear of retribution**

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| **Complaints** Assessment | YES | NO |
| Does your organisation have a Complaints Policy?  If so please attach the policy to the application. |  |  |
| Are people able to make a complaint in a variety of ways? |  |  |
| Does your organisation have a whistle-blowing policy?  If so please attach the policy to the application. |  |  |

**Dignity Do #8 Engage with family members and carers as care partners**

Please give an example of how your organisation engages family members and carers. e.g. are service user’s family members/carers invited to activities/events or provided information/updates?

**Dignity Do #9 Assist people to maintain confidence and positive self esteem**

Please give an example of how your organisation supports individuals so they are able to maintain confidence and positive self-esteem?

**Dignity Do #10 Act to alleviate people’s loneliness and isolation**

How do you enable people who use your services to engage with the wider community? e.g. do you have volunteers, does your organisation take part in community events

Does your organisation have dignity champions?

Yes No

All the information that has been submitted for our Community Respect application to my knowledge is current and correct to date.

Signed