01 Safeguarding and Child Protection

Version 1.0

Scope: WCA directors, personnel, associates and subcontractors, as applicable to their work.

Purpose

Protect children and adults at risk in consultancy, training, research and online activities.

Policy commitment

The welfare of children takes priority. Abuse, exploitation, grooming and inappropriate contact are prohibited.

Implementation

Assess safeguarding risks before each engagement; agree reporting routes with host organisations; undertake legally appropriate vetting and training before assigning relevant work. Avoid unsupervised contact unless authorised and risk assessed.

Reporting and accountability

Report concerns immediately to the designated safeguarding lead or local statutory authority where appropriate. In immediate danger contact emergency services. Record facts securely; do not investigate allegations independently. The director must appoint a safeguarding lead and alternative reporting route before relevant work begins.

02 Equality, Diversity and Inclusion

Version 1.0

Scope: WCA directors, personnel, associates and subcontractors, as applicable to their work.

Purpose

Promote equitable access and fair treatment in recruitment, consultancy and service delivery.

Policy commitment

Discrimination, harassment and victimisation are prohibited. WCA will observe applicable equality legislation, including the Equality Act 2010 where applicable.

Implementation

Use objective selection criteria, accessible materials and reasonable adjustments where required. Review programme design for barriers and avoid stereotypes. Apply the same principles to associates and suppliers.

Reporting and accountability

Raise concerns through the complaints route; investigate impartially, protect against retaliation and implement corrective actions. Review accessibility and equality risks at project planning and closeout.

03 Data Protection and GDPR

Version 1.0

Scope: WCA directors, personnel, associates and subcontractors, as applicable to their work.

Purpose

Protect personal information processed by WCA in its business and research activities.

Policy commitment

Process personal data lawfully, fairly and transparently under applicable UK GDPR and Data Protection Act 2018 requirements, as amended. Collect only necessary data and retain it only as justified.

Implementation

Document lawful bases, controller/processor roles, privacy notices, retention periods and security controls. Use access restrictions, secure transfer and appropriate processor contracts. Assess high-risk processing and international transfers before they occur.

Reporting and accountability

Refer rights requests promptly to the director; respond within statutory deadlines. Record breaches and notify the ICO within 72 hours where legally required; notify affected individuals where required. Confirm ICO registration obligations and publish a separate privacy notice.

04 Anti-Bribery and Anti-Corruption

Version 1.0

Scope: WCA directors, personnel, associates and subcontractors, as applicable to their work.

Purpose

Prevent bribery and improper influence in commercial and public-sector engagements.

Policy commitment

WCA prohibits bribes, kickbacks, facilitation payments and improper gifts, including through intermediaries, consistent with the UK Bribery Act 2010.

Implementation

Conduct proportionate due diligence on agents and partners; document commissions, gifts and hospitality; require director approval for sensitive expenditure. Maintain accurate records and prohibit payments intended to influence procurement decisions.

Reporting and accountability

Report suspected misconduct promptly; suspend questionable transactions, preserve evidence and obtain independent advice where needed. Protect good-faith reporters and take proportionate corrective action.

05 Modern Slavery Statement

Version 1.0

Scope: WCA directors, personnel, associates and subcontractors, as applicable to their work.

Purpose

Prevent forced labour, trafficking and exploitation within operations and supply chains.

Policy commitment

WCA rejects modern slavery and expects suppliers and associates to uphold lawful and fair working conditions.

Implementation

Screen higher-risk suppliers; prohibit recruitment fees charged to workers, coercion and unlawful retention of identity documents. Include appropriate contractual expectations and review concerns before renewing engagements.

Reporting and accountability

Escalate suspected exploitation safely; seek specialist or statutory support and avoid actions that endanger victims. Review supplier risks annually. This is a voluntary statement unless statutory reporting applicability is confirmed.

06 Environmental and Sustainability

Version 1.0

Scope: WCA directors, personnel, associates and subcontractors, as applicable to their work.

Purpose

Reduce environmental impacts arising from consultancy and business operations.

Policy commitment

WCA aims to use resources responsibly and consider environmental impacts in project decisions.

Implementation

Prefer digital delivery where effective, minimise unnecessary travel and printing, consider lower-impact transport and select responsible suppliers. Establish a proportionate baseline before setting measurable reduction targets.

Reporting and accountability

The director will review travel, resource use and relevant project impacts annually and document improvement actions. Do not claim carbon neutrality or certified environmental performance without evidence.

07 Health and Safety

Version 1.0

Scope: WCA directors, personnel, associates and subcontractors, as applicable to their work.

Purpose

Provide safe working arrangements for staff, associates and participants.

Policy commitment

WCA will comply with applicable health and safety duties and take reasonable steps to prevent foreseeable harm.

Implementation

Assess risks for travel, training venues, remote work and site visits; agree responsibilities with hosts; provide relevant safety information and emergency arrangements. Stop work where serious danger exists.

Reporting and accountability

Record incidents and near misses, investigate causes and report to authorities where legally required. Review risk assessments after incidents or changes and confirm appropriate insurance before delivery.

08 Quality Assurance

Version 1.0

Scope: WCA directors, personnel, associates and subcontractors, as applicable to their work.

Purpose

Ensure consultancy, training and research deliverables meet agreed requirements.

Policy commitment

WCA commits to evidence-informed practice, professional competence and continuous improvement.

Implementation

Agree scope, deliverables, milestones and acceptance criteria in writing. Assign competent personnel, review evidence and outputs before release, control document versions and seek client feedback.

Reporting and accountability

Record nonconformities, agree corrective actions and verify completion. Review delivery outcomes at project closeout. Where independent review is needed, appoint a suitably qualified reviewer.

09 Complaints

Version 1.0

Scope: WCA directors, personnel, associates and subcontractors, as applicable to their work.

Purpose

Provide an accessible and fair mechanism for resolving concerns.

Policy commitment

Complaints will be handled confidentially, impartially and without retaliation.

Implementation

Accept complaints through the published contact channel. Proposed service targets: acknowledge within five working days and provide a substantive response within twenty working days, or explain delays. Record the issue, evidence and outcome.

Reporting and accountability

Assign an impartial reviewer; where the director is implicated, arrange independent review. Explain escalation options and preserve statutory rights. Use anonymised complaint trends to improve services.

10 Conflict of Interest

Version 1.0

Scope: WCA directors, personnel, associates and subcontractors, as applicable to their work.

Purpose

Protect impartiality in procurement, consultancy and research.

Policy commitment

Actual, potential and perceived conflicts must be disclosed and managed before decisions are made.

Implementation

Declare financial interests, personal relationships, external employment, competing commitments and access to confidential information. Maintain a register and review declarations at project initiation and when circumstances change.

Reporting and accountability

Recuse conflicted individuals, establish information barriers or decline work where conflicts cannot be managed. Seek required employer permissions and do not use another organisation’s resources or confidential information without authorisation.

11 Research Ethics and Integrity

Version 1.0

Scope: WCA directors, personnel, associates and subcontractors, as applicable to their work.

Purpose

Protect participants and maintain credible, responsible research practice.

Policy commitment

Research must respect autonomy, confidentiality, fairness and integrity. Fabrication, falsification and plagiarism are prohibited.

Implementation

Prepare a protocol, risk assessment, participant information and appropriate consent arrangements. Obtain required independent ethics and local permissions before data collection. Use proportionate methods, secure data and transparent analysis; disclose funding and conflicts.

Reporting and accountability

Provide withdrawal arrangements and report adverse events or integrity concerns through agreed channels. Correct material errors and distinguish commissioned findings from client preferences. Do not imply university ethics approval or affiliation without authorisation.

12 Ethical Procurement

Version 1.0

Scope: WCA directors, personnel, associates and subcontractors, as applicable to their work.

Purpose

Ensure purchasing and subcontracting decisions are fair, transparent and proportionate.

Policy commitment

WCA will select suppliers on relevant criteria, avoid improper influence and respect applicable contractual and legal obligations.

Implementation

Document requirements, compare suitable suppliers where proportionate, check competence, conflicts, safeguarding, data protection and labour risks. Agree written terms, deliverables, payment arrangements and subcontracting permissions.

Reporting and accountability

Maintain decision records and monitor supplier performance. Escalate suspected misconduct, address breaches and terminate arrangements where justified. Follow buyer-specific procurement conditions when bidding or delivering contracts.