



COODAL POLICY: PROTECTING THE CHARITY FROM HARM AND WORKING WITH PARTNERS

Approved by the Board of Trustees: [Insert Date]

1. Purpose

This policy outlines COODAL's commitment to comply with legal and governance standards required by English charity law, with particular reference to safeguarding the charity from harm, managing relationships with partner organisations, and ensuring the secure and transparent transfer of charitable funds overseas.

2. Scope

This policy applies to all trustees, officers, staff, volunteers, and any third parties engaged in delivering COODAL's charitable objectives.

3. Legal Framework

This policy draws on and incorporates the following Charity Commission guidance:

- *Protecting charities from harm – Compliance Toolkit* (focus on Sections 7 & 8)
- *Charities working internationally (CC37)*

All trustees are required to be familiar with and act in accordance with these guidelines.

4. Working with Partners

COODAL frequently works with partners, including local organisations overseas, to deliver charitable services. To manage these relationships responsibly and mitigate risks:

- **Due Diligence:** All partners will be subject to appropriate due diligence checks before engagement. This includes assessing their legal status, financial health, governance, reputation, and alignment with COODAL's values.
 - **Written Agreements:** A formal written agreement or Memorandum of Understanding (MoU) will be put in place for all partnerships. This will clearly outline:
 - Objectives and scope of the partnership
 - Roles and responsibilities of each party
 - Reporting and accountability requirements
 - Duration and termination provisions
 - **Monitoring and Review:** Partnerships will be regularly reviewed. COODAL will monitor financial reports, project updates, and compliance with agreed terms.
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5. Protecting COODAL from Harm

Trustees must take reasonable steps to protect the charity from undue risk, including financial abuse, fraud, and reputational damage.

- **Risk Assessment:** All overseas projects and partnerships must undergo risk assessments, identifying any potential risks related to funding, compliance, security, or political environments.
 - **Record Keeping:** COODAL will maintain full and accurate records of all decisions relating to the use of funds, partner selection, and monitoring processes.
 - **Whistleblowing:** A secure process will be provided for staff, volunteers, and partners to raise concerns about misconduct or misuse of funds.
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6. Transferring Funds Overseas

COODAL will ensure that all international fund transfers comply with the Charity Commission's guidance and UK legislation on counter-terrorism and money laundering.

- **Traceability of Funds:** All charitable funds transferred abroad must be traceable from the source in the UK to their end use. This includes:
 - Bank transfer records
 - Recipient details
 - Confirmation of fund usage through receipts or activity reports

- **Banking Channels:** Funds should be transferred through regulated and reputable financial institutions. Cash transfers will be avoided unless there is no practical alternative, in which case, exceptional approval and justification must be documented.
 - **Verification of Use:** COODAL will verify that funds are used for the intended charitable purposes through:
 - Periodic financial and narrative reports from partners
 - On-site visits where practical
 - Independent audits or reviews, if appropriate
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7. Trustee Responsibilities

All trustees have a legal duty to:

- Act in the best interests of COODAL
- Ensure the charity's funds and reputation are protected
- Comply with UK charity law and Charity Commission guidance

Trustees are required to:

- Familiarise themselves with Sections 7 & 8 of *Protecting charities from harm – compliance toolkit*
 - Review and follow the guidance for *Charities working internationally (CC37)*
 - Attend periodic training on governance and risk management
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8. Review and Updates

This policy will be reviewed annually or sooner if required by changes in law or Charity Commission guidance.

Version: 1.0

Adopted on: [Insert Date]

Next Review Due: [Insert Date]
