Session Transcript

Charity 501 (SC501001) | 18 October 2026

Charity Compliance Engine — Session Output

Provided by Integrity Nexus Ltd | SC837413 | Blackridge, Bathgate EH48 3SG | Scotland

Charity Profile

Charity 501
OSCR registration number: SC501001
Legal structure: SCIO — Two Tier
Annual income: £100,000 – £250,000
Workforce: Mixed paid and volunteer workforce
Premises: We own or lease premises (including a licence to occupy)
Activities: Health and social care, Education and training, Community development, Sport and recreation
Beneficiaries: Children (under 18), Vulnerable adults (regulated roles / PVG), People with disabilities or long-term conditions, Place-based community / local residents
Regulated roles: Yes - PVG scheme applies
Context: A two-tier SCIO with twelve paid staff and around forty volunteers, running weekly support groups, a youth programme and supported day trips from our own leased premises.

Participants and parents sign a consent and disclaimer form before trips, saying they take part at their own risk and that we are not liable for injury. Nobody has checked whether that form does what we think it does.

Two employment matters are live with the board and we are not confident the contracts we issue meet the legal minimum.

Cash from the tuck shop and trip contributions is handled by whoever is on shift, and one person reconciles and banks.

We hold health, wellbeing and PVG information about the people we support and about staff.

Items the trustees agreed to add to the framework before the session: Cyber security policy; Social media policy; Fraud, bribery and financial misconduct policy; Confidentiality policy. Items considered and deferred at this stage (record for the review): Financial controls policy (no reason stated); Public liability insurance record (no reason stated).

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Compliance Session

Session plan

Here's the plan for your session, Charity 501

Based on what you've told me, I've built your **document map: 41 documents** in total. These are your baseline: the documents and registrations a charity like yours needs in place. It isn't a to-do list to worry about: it's the shape of where we're headed, and we'll build it together one piece at a time, in a sensible order.

We'll work through it in **6 stages**, starting with safeguarding and PVG and moving outward from there.

1. Safeguarding and PVG *(highest priority for you)* Where the legal weight sits when you work with protected groups. Your Safeguarding policy, PVG scheme compliance procedure and Referral policy (Disclosure Scotland), plus 2 more. → *Start here: "Explain what safeguarding documents we need and why"*

2. Governance foundations The things OSCR expects every charity to have in place. Your Trustee register, Trustee declaration of eligibility and Conflicts of interest policy, plus 2 more. → *Start here: "Walk me through our governance baseline"*

3. Employment essentials Your duties as an employer, owed to staff from day one. Your Employment contracts, Discipline and appeals policy and procedure and Grievance policy and procedure. → *Start here: "What employment documents must we have as an employer?"*

4. Finance and OSCR reporting Keeping money accountable and meeting your OSCR reporting duties. Your Accounting records (money in / money out), Receipts and payments accounts and Independent examination, plus 8 more. → *Start here: "What finance and reporting documents do we need?"*