

THE SHEFIELD CHURCH OF THE NAZARENE

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Registered with the Charity Commission in England and Wales, Charity Number 1159621

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Index of Policies, procedures and guidelines		Last reviewed	Due for review
1a	Safeguarding Policy	Nov 2025	Nov 2026
1b	Safeguarding Procedure	Nov 2025	Nov 2026
2	Emergency Food Guidelines	May 2017	
3	Emergency Use of the Building in case of Emergency Evacuation of Local Schools	Jul 2018	
4	District Events: Benefits and Allowances	April 2024	April 2027
5	Fire Safety Risk Assessment and supplement 5a	Nov 2025	Nov 2026
6	First Aid and Accident Reporting	Dec 2025	Dec 2028
7	Food Hygiene Policy	Dec 2025	Dec 2028
8	Guidelines on the Safe Use of Tower Scaffolding		
9	Health and Safety policy, statement and template forms	Dec 2025	Dec 2028
10	GDPR policy	March 2025	March 2026
11	GDPR forms	March 2025	March 2026
12	Sleepover Policy	Nov 2025	Nov 2028
13	Social Media	Dec 2018	
14	Staff Absence Policy	Dec 2018	
15	Staff Benefits and Allowances Policy	April 2019	
16	Staff Holiday Policy	Dec 2018	
17a	Trustee Conflict of Interest Policy	May 2017	
17b	Trustee Responsibilities	March 2019	
17c	Trustee responsibilities check list and notes	March 2025	March 2026
18	Work at Height and checklist (a)	Jan 2019	
19	The Constitution of the Sheffield Church of the Nazarene	2014	
20	Petty Cash Policy and Procedures	April 2024	April 2026
21	Finance Policy	April 2024	April 2026
22	Investment Policy	April 2024	April 2026
23	The Role of the Treasurer	April 2024	April 2026
24	Trustee, Worker and Volunteer Expenses	July 2022	Jul 2025
25	Handling of DBS certificate information	Feb 2023	Feb 2026
26	GDPR appropriate policy document	Feb 2023	Feb 2026
27	Equal Opportunities policy	Sept 2025	Sep 2028
28	Lone working policy	Sept 2025	Sep 2028
29	Complaints policy	Feb 2024	Feb 2027
30	Safe electronic communications policy	Feb 2024	Feb 2026
31	Risk management policy	Jan 2026	Jan 2027