

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