

THE SHEFFIELD CHURCH OF THE NAZARENE

Fitzroy Road, Sheffield, S2 3BB

Tel. No: (0114) 2500995

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

Administrator: Jo Bambrough Tel.No: (0114) 2500995 E-mail: admin@sheffieldnazarene.com

Index of Policies, procedures and guidelines		Last reviewed	Due for review
Essential Policies			
	Complaints policy	Feb 2024	Feb 2027
	Equal Opportunities policy	Sept 2025	Sep 2028
	Finance Policy	April 2026	April 2028
	GDPR policy	March 2026	March 2027
	GDPR forms and data privacy notice	March 2026	March 2027
	Handling of DBS certificate information	Feb 2026	Feb 2029
	Health and Safety policy, statement and template forms	Dec 2025	Dec 2028
	Risk management policy	Jan 2026	Jan 2027
	Safe electronic communications policy	Feb 2026	Feb 2028
	Safeguarding Policy	Nov 2025	Nov 2026
	Safeguarding Procedure	Nov 2025	Nov 2026
	Trustee Responsibilities and code of conduct	May 2026	May 2029
	Trustee Conflict of Interest Policy	May 2026	May 2029
	Trustee, Volunteer and employee Expenses	July 2022	In review
General Policies			
	District Events: Benefits and Allowances	April 2024	April 2027
	Emergency Food Guidelines	May 2017	
	Emergency Use of the Building in case of Emergency Evacuation of Local Schools	Jul 2018	
	Fire Safety Risk Assessment and supplement 5a	Nov 2025	Nov 2026
	First Aid and Accident Reporting	Dec 2025	Dec 2028
	Food Hygiene Policy	Dec 2025	Dec 2028
	Guidelines on the Safe Use of Tower Scaffolding		
	GDPR Appropriate Policy Document	Feb 2026	Feb 2029
	Investment Policy	April 2026	April 2028
	Lone working policy	Sept 2025	Sep 2028
	Petty Cash Policy and Procedures	April 2024	April 2026
	Sleepover Policy	Nov 2025	Nov 2028
	Social Media	Feb 2026	Feb 2028
	Paid Employee and Pastors Absence Policy	Dec 2018	In review
	Paid Employees and Pastors Benefits and Allowances Policy	April 2019	In review
	Paid Employee and Pastors Holiday Policy	Dec 2018	In review
	The Constitution of the Sheffield Church of the Nazarene	2014	
	The Role of the Treasurer	April 2026	April 2028
	Trustee responsibilities check list and notes	March 2025	March 2028
	Work at Height and checklist (a)	Jan 2019	