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 2026***
	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 2026**	**Nov 2027**
	First Aid and Accident Reporting	**Dec 2025**	**Dec 2026 ***
	Food Hygiene Policy	**Dec 2025**	**Dec 2026***
	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 2026**	**April 2028**
	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**	

***In review**