

Policy log (16 Oct 23) NB CHANGE DATE OF FILE NAME AND LOG EVERYTIME UPDATED

Policy name	Trustee "owner"	Date created	Date reviewed/status	Final uploaded to Box	Date of next review	Comment
Complaints policy	AL	April 2021	Reviewed and approved Trustees Oct 23	Yes Policy folder	August 2025	
Reserves policy	AL	March 2021	approved Trustees Oct 23	Yes	August 2024	Reserve amount to be set annually
Sustainability policy	DP	August 2019	Approved Trustees Oct 23,	Yes	August 2025	Approved 5 Oct 23, with name change from environment to sustainability
Health and safety policy	CR	Jan 2019		Final approved 26 March 2022	August 2023	Review pending
Privacy policy	SF	December 2020	Oct 2021 Finalised Jan 22	Yes	Oct 2023	SF is nominated contact person. Review pending
Safeguarding policy	CW	August 2018	Approved Trustees Oct 23 Further amends made after safeguarding training and new developments with college	Yes	August 2024	. CW as chair is contact person
Whistleblowing policy	AL	June 2020 Updated Aug 2021	Approved Trustees Oct 23	Yes	August 2025	

Covid 19 Vaccination Policy	SF	August 2021	To be updated re booster jabs	Yes	Update if required – dormant at present	Agreed Aug Trustee meeting that this policy is dormant.
Equality Diversity and Inclusion Code of Conduct	SF/CW	August 21	Retitled and amends approved Trustees Oct 2023	yes	August 2024	Agreed and incorporated into induction of volunteers. Customer notice re behaviour also introduced July 2023 Updated Sept 2023 alongside a new “incident response pathway”