**Policy Review Schedule November 2022)**

**PM – Project Manager DPM – Deputy Project Manager BM – Board Member**

**PYW – Principal Youth Worker PC – Project Chair CS – Company Secretary**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Policy No.** | **Policy** | **Schedule** | **Review Date** | **Review by** |  |
| **1** | Staff Handbook | Annually | Dec 2022 | **DPM** |  |
| **2** | Now included in Policy No. 1 |  |  |  |  |
| **3** | Child Protection / Safeguarding | Annually | Feb 2023 | **PM / PYW** |  |
| **4** | Young People Code of Conduct | 3 yearly | July 2025 | **PM** |  |
| **5** | Smoking, Alcohol & Illegal Substance | 3 yearly | April 2025 | **PM** |  |
| **6** | Confidentiality | 3 yearly | July 2025 | **PM** |  |
| **7** | Equality & Diversity | 3 yearly | Feb 2025 | **PC** |  |
| **8** | Recruitment | 3 yearly | Nov 2025 | **PC** |  |
| **9** | Volunteer | 3 yearly | July 2025 | **PM** |  |
| **10** | Induction | 3 yearly | April 2024 | **PM / DPM** |  |
| **11** | Subsistence & Travel expenses | 3 yearly | April 2024 | **PC** |  |
| **12** | Annual Leave & Absences | 3 yearly | Jan 2024 | **PC** |  |
| **13** | Personal Safety | 3 yearly | April 2024 | **PC / PM** |  |
| **14** | Staff Grievance (Including bullying & harassment) | 3 yearly | Sept 2023 | **PC** |  |
| **15** | Staff Disciplinary | 3 yearly | June 2023 | **PC** |  |
| **16** | Staff Capability | 3 yearly | June 2023 | **PC** |  |
| **17** | Staff Alcohol / Substance misuse | 3 yearly | Oct 2023 | **PC** |  |
| **18** | Staff sickness & absence reporting | 3 yearly | April 2025 | **PC** |  |
|  |  |  |  |  |  |
| **20** | E-Safety | 3 yearly | June 2024 | **DPM** |  |
| **21** | Data Protection | 2 yearly | October 2024 | **CS** |  |
| **22** | Training & Development | 3 yearly | April 2024 | **PC** |  |
| **23** | Employee Exit Strategy | 3 yearly | April 2024 | **DPM** |  |
| **24** | Health & Safety | 1 yearly | Feb 2023 | **PM / PC** |  |
| **25** | Youth Participation | 3 yearly | Feb 2025 | **PYW** |  |
| **26** | Staff Supervision | 3 yearly | Nov 2025 | **PM / PC** |  |
|  |  |  |  |  |  |
| **28** | Redundancy | 3 yearly | March 2023 | **PC** |  |
| **29** | Family & Parental Rights | 3 yearly | Nov 2025 | **PC** |  |
| **30** | Whistleblowing | 3 yearly | June 2023 | **PC** |  |
| **31** | Complaints Procedures | 3 yearly | Nov 2025 | **PC** |  |
| **32** | Safeguarding Adults at Risk | Annually | June 2025 | **PM** |  |
| **33** | Digital Images | 3 yearly | Oct 2025 | **DPM** |  |
| **34** | Transporting Young People | 3 yearly | July 2025 | **DPM** |  |
| **35** | Information Sharing | 3 yearly | Oct 2025 | **CS / PM** |  |
| **36** | Cleaning of Premises | 3 yearly | April 2024 | **DPM** |  |
| **37** | Finance | 2 yearly | Oct 2023 | **BM (BW)** |  |
| **38** | Market Supplement | 3 yearly | April 2024 | **PC** |  |
| **39** | Communications | 3 yearly | Sept 2025 | **PM** |  |