



## MAYFACS Policies Index – website version Mayfield & Five Ashes Community Services (MAYFACS)

Policy Name	Policy number	Date last reviewed	Date of next review	Person responsible for review	Approval / Sign off by
MAYFACS constitution signed	000	Feb 2016	Not for website	Trustees	Trustees
MAYFACS management structure Includes Addresses & DOB	001	May 2021	Not for website	Trustees	L.Firrell (Chair)
MAYFACS management structure Excludes Addresses and DOB	001b	May 2021	Not for website	Trustees	L.Firrell (Chair)
MAYFACS safeguarding vulnerable adults	01	Sept 2024	Sept 2027	Trustees	L.Firrell (Chair)
MAYFACS child protection	02	Sept 2024	Sept 2027	Trustees	L.Firrell (Chair)
MAYFACS confidentiality	03	Sept 2024	Sept 2027	Trustees	L.Firrell (Chair)
MAYFACS Equality, Diversity and Inclusion Policy	04	Sept 2024	Sept 2027	Trustees	L.Firrell (Chair)
MAYFACS Health & Safety	05	Sept 2024	Sept 2027	Trustees	L.Firrell (Chair)
MAYFACS Privacy & Data protection	06	Sept 2024	Sept 2027	Trustees	L.Firrell (Chair)
MAYFACS Privacy statement for signing	06a	Sept 2024	-	-	-
Community Transport privacy statement	06b	Sept 2024	-	-	-
MAYFACS Staff Agreement	06c	Sept 2024	Sept 2027	Trustees	L.Firrell (Chair)
ESCC DBS compliance policy	06d	n/a ESCC	-	-	-
MAYFACS lone working	07	Sept 2024	Sept 2027	Trustees	L.Firrell (Chair)
Display screen equipment working	07a	May 2021	-	-	-
MAYFACS Community transport	08	Jan 2024	Jan 2026	Trustees	L.Firrell (Chair)
Volunteer Management Guidelines	09	Jan 2024	Jan 2027	Trustees	L.Firrell (Chair)
MAYFACS Investment Policy	10	Feb 2024	Feb 2027	Trustees	L.Firrell (Chair)
MAYFACS Interim Reserve Policy	11	Feb 2024	Feb 2027	Trustees	L.Firrell (Chair)
MAYFACS Complaints Policy	12	Sept 2024	Sept 2027	Trustees	L.Firrell (Chair)
Shed H&S	(MSP01)	Aug 2023	Aug 2026	Trustees	L.Firrell (Chair)

### Note:

\* Full review required every 3 years and signed off by Trustees. Policies will be given a quick review annually by the office team particularly H&S and if Laws change.

\*\* Note: MAYFACS Community Transport policy to be reviewed every 2 years – **next review due Jan 2026**