



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 |
| MAYFACS management structure Excludes Addresses and DOB | 001b | May 2021 | Not for website | Trustees | L. Firrell |
| MAYFACS safeguarding vulnerable adults | 01 | Sept 2024 | Sept 2027 | Trustees | L. Firrell |
| MAYFACS child protection | 02 | Sept 2024 | Sept 2027 | Trustees | L. Firrell |
| MAYFACS confidentiality | 03 | Sept 2024 | Sept 2027 | Trustees | L. Firrell |
| MAYFACS Equality, Diversity and Inclusion Policy | 04 | Sept 2024 | Sept 2027 | Trustees | L. Firrell |
| MAYFACS Health & Safety | 05 | Sept 2024 | Sept 2027 | Trustees | L. Firrell |
| MAYFACS Privacy & Data protection | 06 | Sept 2024 | Sept 2027 | Trustees | L. Firrell |
| 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 |
| ESCC DBS compliance policy | 06d | n/a ESCC | - | - | - |
| MAYFACS lone working | 07 | Sept 2024 | Sept 2027 | Trustees | L. Firrell |
| Display screen equipment working | 07a | May 2021 | - | - | - |
| MAYFACS Community transport | 08 | Jan 2024 | Jan 2027 | Trustees | L. Firrell |
| Volunteer Management Guidelines | 09 | Jan 2024 | Jan 2027 | Trustees | L. Firrell |
| MAYFACS Investment Policy | 10 | Feb 2024 | Feb 2027 | Trustees | L. Firrell |
| MAYFACS Reserve Policy | 11b | June 2026 | June 2029 | Trustees | C. Kerr |
| MAYFACS Complaints Policy | 12 | Sept 2024 | Sept 2027 | Trustees | L. Firrell |
| Shed H&S | (MSP01) | Aug 2023 | Aug 2026 | Trustees | L. Firrell |
| MAYFACS Code of Conduct | 13 | Oct 2025 | Oct 2028 | Trustees | L. Firrell |
| MAYFACS Social Media | 14 | June 2026 | June 2029 | Trustees | C. Kerr |
| MAYFACS Whistleblowing | 15 | June 2026 | June 2029 | Trustees | C. Kerr |

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.