



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 2021	Sept 2024*	Trustees	L.Firrell (Chair)
MAYFACS child protection	02	May 2021	May 2024*	Trustees	L.Firrell (Chair)
MAYFACS confidentiality	03	May 2021	May 2024*	Trustees	L.Firrell (Chair)
MAYFACS confidentiality with outside agencies	03b	May 2021	May 2024*	Trustees	L.Firrell (Chair)
MAYFACS equal opportunities	04	May 2021	May 2024*	Trustees	L.Firrell (Chair)
MAYFACS Health & Safety	05	May 2021	May 2024*	Trustees	L.Firrell (Chair)
MAYFACS Privacy & Data protection	06	Sept 2021	Sept 2024*	Trustees	L.Firrell (Chair)
MAYFACS Privacy statement for signing	06a	May 2021	-	-	-
Community Transport privacy statement	06b	May 2021	-	-	-
MAYFACS Staff Agreement	06c	May 2021	May 2024*	Trustees	L.Firrell (Chair)
ESCC DBS compliance policy	06d	n/a ESCC	-	-	-
MAYFACS lone working	07	May 2021	May 2024*	Trustees	L.Firrell (Chair)
Display screen equipment working	07a	May 2021	-	-	-
MAYFACS Community transport	08	May 2021	May 2023*	Trustees	L.Firrell (Chair)
Volunteer Management Guidelines	09	Nov 2021	Nov 2022	Trustees	L.Firrell (Chair)
Shed H&S	(MSP01) 11	Sept 2021	Sept 2024	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 May 2023**