

Checklist for Key Policies & Procedures

Statutory Checks			
Item	Status	Organisation's Notes	Further Advice
Enhanced DBS for all staff & Volunteers (no older than 3 years)			Organisations should hold a single central record which lists all staff names, job role, DBS number, date of issue and date renewal due date. Voluntary Action Doncaster provide up to £200 to cover volunteer expenses including costs for DBS checks: https://www.voluntaryactiondoncaster.org.uk/funding/funding-for-volunteer-expenses
Statutory Posters			
Item	Status	Organisation's Notes	Notes
Health & Safety at Work Poster			Further information available from: https://www.hse.gov.uk/pubns/books/lawposter.htm
First Aid Poster			Further information available from: https://www.hse.gov.uk/firstaid/what-employers-need-to-do.htm
Insurance Policies			
Item	Status	Organisation's Notes	Notes
Public Liability Insurance			
Training			
Item	Status	Organisation's Notes	Notes
Safeguarding Training (Level 2 for all staff)			Community Wealth Builder can signpost to free L2 training (Community.WealthBuilder@doncaster.gov.uk) or https://buy.doncaster.gov.uk/Training
Safeguarding Training (Level 3 for Named Designated Safeguarding Lead (DSL) and Deputy (DSL) (Repeated every 2 years)			https://buy.doncaster.gov.uk/Training
Safeguarding Adults			Free training can be booked: - https://www.doncaster.gov.uk/services/adult-social-care/how-to-access-learning-and-development
Qualified First Aider			
Policies			
Item	Status	Organisation's Notes	Notes
Safeguarding Policy			
GDPR Policy			
Equality & Diversity Policy			

Volunteer Policy			
Complaints Policy			
Health & Safety Policy			
Other Documents			
Item	Status	Organisation's Notes	Notes
Risk Assessments			
Recommended Documents			
Item	Status	Organisation's Notes	Notes
Confidentiality Policy			
Lone Working Policy			
Whistleblowing Policy			



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