**POLICY AND PROCEDURE CHECK LIST - STAFF & VOLUNTEERS**

All Chilli Studio staff and volunteers are expected to keep up to date with policies and procedures of the charity. All staff and volunteers have been emailed these or received copies to read at beginning of role. Please check dates of Policy updates and initial below once read and understood. There is policy and procedure hard copies kept in Bob’s office and available at all times. There is also a set of documents up on the Chilli “Staff Login” via our webpage [www.chillistudios.co.uk](http://www.chillistudios.co.uk) password: chilliteam16

Please initial each policy once read and understood. Please contact if there are any queries, we are happy to discuss.

**Staff or volunteer Full Name:**

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| **Date completed** (this can be a past date but must be after policy updates) | **Initials** | **Policy and Procedure** |
|  |  | Professional boundaries (updated 20/02/17) |
|  |  | Safeguarding adults at risk (updated 03/03/17) |
|  |  | Health and safety policy (updated 03/03/17) |
|  |  | Equal opportunities policy (updated 03/03/17) |
|  |  | Complaints policy and procedure or volunteers “Problem Solving Procedure” (updated 03/03/17) |
|  |  | Confidentiality declaration (updated 03/03/17)Volunteers only. Staff in contract and code of conduct |
|  |  | Code of conduct (Updated 25/04/16) |
|  |  | Social media privacy policy (Updated 25/04/16) |
|  |  | Personal safety policy (Updated 25/04/16) |
|  |  | Policy on exclusion (Updated 25/04/16) |
|  |  | ICT policy (Updated 24/04/16) |
|  |  | GDPR – OCT 18  |
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