

## Policy Compliance and Review

St Paul's Kingston has a number of policies and procedures which help to ensure that we do things correctly. Some of these are regulated by the Diocese of Southwark or the Charity Commission, while others are required by our insurance company and still others are internal procedures to ensure best practice.

All policies are maintained on the staff shared drive and are reviewed regularly by the Operations Manager in conjunction with experts in particular areas as required – see Appendix A. The PCC will be advised at each meeting of any changes made to policies via the cover sheet in Appendix B. Any new policies need to be approved by the PCC.

The Operations Manager will ensure that relevant policies are sent to staff and volunteers working in areas affected by the policies to ensure they are aware of expectations. For example, those serving coffee should have a copy of the food hygiene policy. The Operations Manager will keep a record of any breaches to policies which will be reported to the PCC as required.

In terms of compliance, we do not have a formal audit process for every policy, but we ensure we have complied with those which are statutory requirements and that the standing item on the PCC agenda for breaches of policy should ensure the PCC is monitoring compliance.

## Appendix A – Current Policies & review timetable as of March 2023

Policy	Last Reviewed	Review Schedule	Notes	Risk of Non Compliance		
				Impact (out of 3)	Likelihood (out of 3)	Risk (IXR)
Financial Controls	Mar 23	Annually		3	1	3
GDPR – Data Protection	Mar 21	3 years		2	2	4
GDPR – Privacy Notice	Jan 23	3 years		2	1	2
HS – Fire Risk	Jul 19	3 years		3	1	3
HS – Food Hygiene	Sep 21	3 years		2	1	2
HS – Health and Safety	Apr 22	Annually		2	2	4
HS – Working at heights	Jan 21	3 years		2	1	2
Hire – Conditions of Hire	Sep 21	3 years		1	1	1
PCC – Complaints	Mar 21	3 years	Charity Commission	2	1	2
PCC – Conflicts of Interest	Mar 22	3 years	Charity Commission – new forms required annually	3	1	3
Safeguarding Policy	May 22	Annually	Diocese of Southwark – compliance monitored by our PSO's	3	1	3
Safeguarding Policy: domestic abuse	May 22	Annually	Diocese of Southwark – compliance monitored by our PSO's	3	1	3
Safer Recruitment		3 years	Diocese of Southwark	3	1	3
Staff – Handbook	Feb 21	3 years	N/A			
Staff – Disciplinary Procedure	Feb 21	3 years	N/A			
Staff – Equal Opportunities	Feb 21	3 years	N/A			
Staff – Grievance Procedure	Feb 21	3 years	N/A			
Staff – IT	Mar 22	3 years	N/A			

### Risk rating key

*Likelihood* - what is the likelihood of the policy being breached (low=1, medium=2, high=3)

*Impact* - what is the impact if the policy is breached (low=1, medium=2, high=3)

*Risk rating* - the likelihood times the impact.

For example,

The likelihood of someone not using the working at heights policy is fairly low but if someone fell because of a breach, then the impact is high.

Policies which are annually checked have a low likelihood because we are monitoring them regularly, but a breach would have a significant impact. Likelihood is higher for policies which are more difficult to monitor compliance with, such as food hygiene, but a breach may not have a significant impact.

## Appendix B – Cover sheet for Policy review

Name of Policy:	
Date of review:	
People involved:	
Areas requiring updating:	
Date reported to PCC:	