**Safeguarding Policies and Documents Review Sheet - Template**

**[Date]**

Setting up a simple spreadsheet to keep record of when policies and other documents were last adopted and due for review, is a useful quick reference tool. Below provides an example of what one might look like.

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| --- | --- | --- | --- | --- |
| **Policy No.** | **Name** | **Adopted Date** | **Review Date** | **Comments** |
| *P1* | *Safeguarding Adults Policy* |  |  | *Lead reviewer, legislation changes, consultation* |
| *P2* | *Safeguarding Children Policy* |  |  |  |
| *P3* | *Safeguarding Whistleblowing policy* |  |  |  |
| *P4* | *Modern Slavery Policy* |  |  |  |
| *P5* | *Domestic Abuse Policy* |  |  |  |
| *P6* | *Social Media Policy* |  |  |  |
| *P7* | *Safe Recruitment and Selection* |  |  |  |
| *P8* | *Equality Diversity and Inclusion Policy* |  |  |  |
| *P9* | *Volunteer Policy* |  |  |  |
| *P10* | *Discipline and Grievance* |  |  |  |
| *P11* | *Contract Compliance* |  |  |  |
| *P12* | *GDPR and Information Sharing Policy* |  |  |  |
| **Supplementary Documents No.** | **Name** | **Adopted Date** | **Review Date** | **Comments** |
| *S1* | *Code of conduct - staff* |  |  |  |
| *S2* | *Code of conduct - volunteers* |  |  |  |
| *S3* | *Code of conduct participants* |  |  |  |
| *S4* | *Role of the Safeguarding Board Champion* |  |  |  |
| *S5* | *Role of the Lead Safeguarding Officer* |  |  |  |
| **Template No.** | **Name** | **Adopted Date** | **Review Date** | **Comments** |
| *T1* | *Recording concerns template* |  |  |  |
| *T2* | *Volunteer application form* |  |  |  |
| *T3* | *Volunteer reference form* |  |  |  |
| *T4* | *Self-disclosure form* |  |  |  |
| *T5* | *Activity risk assessment form* |  |  |  |
| **Guidance No.** | **Name** | **Adopted Date** | **Review Date** | **Comments** |
| *G1* | *Safe recruitment process for applicants* |  |  |  |
| *G2* | *Receiving concerns: do’s and don’t guidance* |  |  |  |
| *G3* | *Training requirement guidance* |  |  |  |
| *G4* | *Ude of social media guidance* |  |  |  |
| *G5* | *Reporting concerns guidance* |  |  |  |