



Policies and Procedures

1. Operational

Name	No.	Last Amended	Version No.
Health & Safety Policy	010	Jan 2011	2.0
Safeguarding Policy	001	Sep 2010	2.0
Confidentiality Policy	002	Jun 2011	2.0
Data Protection	003	Jul 2011	2.0
Anti-Bullying Policy	004	Jun 2010	2.0
Substance Use & Misuse Policy	005	Nov 2010	2.0
Equal Opportunities Policy	006	Jul 2010	1.2
Strategy for Dealing with Difficult Behaviours	012	Dec 2010	2.0
Environment Policy	009	Jul 2010	1.1
Risk Assessment	011	Jan 2010	1.3
Bus Driver Instructions	013	Jan 2010	3.0
Power Supply Procedures	015	Jun 2009	1.2
Membership Policy	018	Mar 2009	1.0
Finance Procedures (tuck & petty cash)	017	Oct 2009	1.0
Complaints Procedure	020	Jun 2009	1.0
Sexual Health Policy	021	Jan 2010	1.0
Communications Policy	023	Sep 2010	1.0

2. Office Policies

Name	No.	Last Amended	Version No.
Ethical Advertising and Sponsorship Policy	007	24 Jun 08	1.0
Staffing Policy	016	April 2010	2.0
Disciplinary Procedures	008	Nov 2011	2.0
Bus Pricing Policy	014	Feb 2010	4.0
Administrative Procedures for Policy Documents	019	Oct 2010	2.0
Financial Procedures (main accounts)	022	Sep 2011	1.1