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| Policy and Procedure | Location | Associated Documents |
| Confidentiality | Confidentiality Policy | Confidentiality, Concerns and Complaints Family Leaflet |
| Equality and Diversity | Equal Opportunities and Diversity Policy |  |
| Safeguarding and Promoting the Welfare of Children | Safeguarding and Promoting the Welfare of Children Policy  Managing Allegations Policy | Records Of Concern |
| Capability issues | Human Resources Policy (26) |  |
| Complaints | Complaints Policy | Confidentiality, Concerns and Complaints Family Leaflet |
| Disclosure and Barring | DBS Policy |  |
| Data Protection | Data Protection Policy |  |
| Disability | Human Resources Policy |  |
| Disciplinary Procedure | Human Resources Policy (24) | Staff Code of Conduct |
| Grievance Procedure | Human Resources Policy(22) |  |
| Harassment Procedure | Human Resources Policy (21) |  |
| Health and Safety | Health and Safety Policy |  |
| Information Sharing | Information Sharing Policy |  |
| Investments guidance | Financial Management Policy |  |
| Managing referrals and waiting lists | Managing referrals policy |  |
| Personal Safety | Human Resources Policy |  |
| Recruitment of ex-offenders | Recruitment of ex-offenders Policy |  |
| Promotions | Promotions and Internal Appointments Policy |  |
| Record keeping and retention | Data Protection Policy |  |
| Redundancy | Reduction of Service Policy |  |
| Reserves  **Policy and procedure** | Reserves Policy  **Location** |  |
| Responsible Reporting (whistle blowing) | Human resources Policy (23) |  |
| Retirement | Human Resources |  |
| Safe storage and handling of disclosure information | Safe storage and handling of disclosure information |  |
| Safeguarding Vulnerable Adults | Safeguarding Vulnerable Adult Policy |  |
| Safer Recruitment and selection | Human Resources Policy (34) |  |
| Sickness Absence | Sickness Absence Policy |  |
| Social Networking Policy | Social Networking Policy |  |
| Staff development | Human Resources Policy (21) |  |
| Standing Orders for financial Management | Financial Management Policy |  |
| Succession Planning | Succession Planning policy |  |
| Supervision of staff | Human Resources Policy (19) |  |
| Supervision of Volunteers | Volunteer Supervision Policy | Volunteer Terms of reference |
| Trips and Outings | Trips and Events Policy |  |
| Volunteer Resting policy | Human Resources Policy |  |

Additional Policies at HSWF.

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| **Policy and procedure** | **Location** |  |
| Gift and Hospitality | Gift and Hospitality Policy |  |
| Reference Policy | Reference Policy |  |
| Acceptable use Policy (email/phone) | Acceptable Use Policy |  |
| Unplanned Visit Policy | Unplanned Visit Policy |  |
| Family Group | Family Group Policy |  |