

Watford FC's Community Sports & Education Trust Policies and Procedures

Period 1

the policies below are all scheduled for review by the Board. This will happen on an annual basis during meeting 1.

	Policy Name	Last Update Date	Review Date	Reviewed & Approved By Board	Trustee Owner	Adopted from Club
1	Risk Management Policy	Dec-18	Sep-20	Yes	Simon Macqueen	No
2	Financial Control Policy	Dec-18	Sep-20	Yes	Chris Norton	No
3	Reserves Policy	Dec-18	Sep-20	Yes	Chris Norton	No
4	Risk Assessment Policy	Nov-18	Sep-20	Yes	Simon Macqueen	No
5	Equality and Diversity Policy	Dec-18	Sep-20	Yes	Justin Davis-Smith	No
6	Health and Safety Policy	Dec-18	Sep-20	Yes	Simon Macqueen	No
7	Health and Safety Risk Assessment Policy	Dec-18	Sep-20	Yes	Simon Macqueen	No
8	Data Protection Policy (GDPR) and Privacy Policy	Oct-18	Jun-20	Yes	Chris Luff	No
9	Trustee Conflict of Interest Policy	Dec-18	Jun-20	Yes	Chris Norton	No
10	Scheme of Delegation	Dec-18	Jun-20	Yes	Chris Norton	No
11	Trustee Expenses Policy	Dec-18	Jun-20	Yes	Chris Norton	No

Period 2

the policies below are all scheduled for review by the Board. This will happen on an annual basis during meeting 2.

	Policy Name	Last Update Date	Review Date	Reviewed & Approved By Board	Trustee Owner	Adopted from Club
1	Trustees Code of Conduct	Dec-18	Jun-20	Yes	Chris Norton	No
2	Matters Reserved for the Board	Oct-18	Jun-20	Yes	Chris Norton	No
3	Quality Assurance		Sep-20	Yes	Paul Clark	No
4	Communications and PR Policy	Nov-18	Sep-20	Yes	Paul Clark	No
5	Impact Policy	Nov-18	Sep-20	Yes	Paul Clark	No
6	Remuneration Policy	Feb-19	Sep-20	Yes	Justin Davis-Smith	No
7	Business Gifts and Hospitality Policy	Feb-19	Sep-20	Yes	Chris Norton	No
8	Safeguarding Adults at Risk Policy	May-19	Sep-20	Yes	Paul Clark	No
9	Safeguarding Children Policy and Procedures	May-19	Sep-20	Yes	Paul Clark	No
10	Recruitment of Ex-Offenders Policy				to be written	
11	Social Media Policy	May-19	Sep-20	Yes	Emma Saunders	No
12	Recruitment of Trustees Policy	May-19	Dec-20	Yes	Chris Norton	No
13	Office Conduct Policy	May-19	Dec-20	Yes	Chris Luff	No

Period 3

the policies below are all scheduled for review by the Board. This will happen on an annual basis during meeting 3.

	Policy Name	Last Update Date	Review Date	Reviewed & Approved By Board	Trustee Owner	Adopted from Club
1	Anti-Corruption and Bribery Policy	May-19	Dec-20	Yes	Chris Luff	Yes
2	Lone Worker Policy	May-19	Dec-20	Yes	Simon Macqueen	Yes
3	Participant Antbullying and Harassment Policy	May-19	Dec-20	Yes	Gayle Clarke	Yes
4	Computer and Internet Policy	Sep-18	Dec-20	Yes	Emma Saunders	No
5	Complaints Policy	Feb-19	Jan-21	Yes	Justin Davis-Smith	No
6	Image and Video Policy	Sep-18	Jan-21	Yes	Ed Coan	No
7	Staff Training and Development Policy	Oct-18	Jan-21	Yes	Gayle Clarke	Yes
8	Trustee Role Description	Oct-19	Jan-21	Yes	Chris Norton	No
9	Safeguarding Supervision Policy and Procedure	May-19	Jan-21	Yes	Paul Clark	No
10	Late Collection and Missing Persons Procedure	Oct-19	Jan-21	Yes	Paul Clark	No
11	Work Experience Policy	Jul-19	Jan-21	Yes	Gayle Clarke	No
12	Expenses Policy	Nov-19	Jan-21	Yes	Martine Gabbittas	No
13	Investments Policy				to be written	
14	Fundraising Policy	Nov-19	Mar-21	Yes	Chris Luff	No
15	Internship Policy	Dec-19	Mar-21	Yes	Justin Davis-Smith	No

Period 4

the policies below are all scheduled for review by the Board. This will happen on an annual basis during meeting 4.

	Policy Name	Last Update Date	Review Date	Reviewed & Approved By Board	Trustee Owner	Adopted from Club
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1	Volunteer Policy				to be written	No
2	Modern Slavery and Human Trafficking Policy Statement	Feb-19	Mar-21	Yes	Adopted from the Club	Yes
3	Website Terms and Conditions	Nov-19	Mar-21	Yes	Adopted from the Club	Yes
4	Matchday and Event Working Policy	Nov-18	Mar-21	Yes	Adopted from the Club	Yes
5	Matchday Mascots	Nov-19	Mar-21	Yes	Adopted from the Club	Yes
6	Ball Boy and Girl Schedule Procedure	Nov-19	Mar-21	Yes	Adopted from the Club	Yes
7	Whistleblowing Policy	Nov-19	Mar-21	Yes	checked against Club policy	Yes
8	Privacy Notice for employees, workers and contractors	Nov-19	Jun-21	Yes	checked against Club policy	Yes
9	Mobile Device Policy	Nov-19	Jun-21	Yes	checked against Club policy	Yes
10	Parental Leave Policy	Nov-19	Jun-21	Yes	checked against Club policy	Yes
11	Staff Bullying and Harrassment Policy	Nov-19	Jun-21	Yes	checked against Club policy	Yes

Period 5						
the policies below are all scheduled for review by the Board. This will happen on an annual basis during meeting 5.						
	Policy Name	Last Update Date	Review Date	Reviewed & Approved By Board	Trustee Owner	Adopted from Club
1	Confidential Reporting Procedure	Nov-19	Jun-21	Yes	Adopted from the Club	Yes
2	Player Engagement Policy	Nov-19	Jun-21	Yes	Adopted from the Club	Yes
3	Safeguarding and Security of Information Policy	Nov-19	Sep-21	Yes	checked against Club policy	Yes
4	Service User Consent Policy	Nov-19	Sep-21	Yes	Adopted from the Club	Yes
5	Working Time Regulations Policy	Nov-19	Sep-21	Yes	Adopted from the Club	Yes
6	Recruitment and Selection Policy	Nov-19	Sep-21	Yes	checked against Club policy	Yes
7	Grievance Procedure	Nov-19	Sep-21	Yes	Adopted from the Club	Yes
8	Equal Opportunities Policy	Nov-19	Sep-21	Yes	checked against Club policy	Yes
9	Sickness Absence Policy	Nov-19	Sep-21	Yes	checked against Club policy	Yes
10	Adoption Leave and Pay Policy	Nov-19	Sep-21	Yes	checked against Club policy	Yes

Period 6						
the policies below are all scheduled for review by the Board. This will happen on an annual basis during meeting 6.						
	Policy Name	Last Update Date	Review Date	Reviewed & Approved By Board	Trustee Owner	Adopted from Club
1	Maternity Policy	Nov-19	Dec-21	Yes	checked against Club policy	Yes
2	Paternity Policy	Nov-19	Dec-21	Yes	checked against Club policy	Yes
3	Shared Parental Leave (Adoption) Policy	Nov-19	Dec-21	Yes	checked against Club policy	Yes
4	Shared Parental Leave (Birth) Policy	Nov-19	Dec-21	Yes	Adopted from the Club	Yes
5	Time-Off for Adoption Appointments Policy	Nov-19	Dec-21	Yes	Adopted from the Club	Yes
6	Time-Off for Antenatal Appointments Policy	Nov-19	Dec-21	Yes	Adopted from the Club	Yes
7	Time-Off for Dependants or Emergencies Policy	Nov-19	Dec-21	Yes	Adopted from the Club	Yes
8	Flexible Working Policy	Nov-19	Dec-21	Yes	checked against Club policy	Yes
9	Disciplinary Policy and Procedure	Nov-19	Dec-21	Yes	checked against Club policy	Yes
10	Company Vehicle Policy (Minibus & Van)	Mar-19	Dec-21	Yes	checked against Club policy	Yes
11	Company Vehicle and Driver Policy	Nov-19	Dec-21	Yes	checked against Club policy	No