

EXAMPLE POLICY & HR SIGN OFF SCHEDULE for TRUSTEES, STAFF AND VOLUNTEERS

NAME	POSITION	Policy Sign Off	Trustee Code of Conduct sign off	Conflict of Interest	Induction Pack	Job Description & Contract	Roles & Responsibilities		
Trustee 1	Chair	20.04.11	20.04.11	20.04.11	20.04.11	N/A	20.04.11		
Trustee 2	Treasurer	10.01.10	10.01.10	10.01.10	10.01.10	N/A	10.01.10		
Trustee 3	Secretary	10.01.10	10.01.10	10.01.10	10.01.10	N/A/	10.01.10		
Staff 1	Project Manager	02.02.10	n/a	02.02.10	02.02.10	02.02.10	N/A		
Staff 2	Administration Assistant	01.03.10	01.03.10	01.03.10	01.03.10	01.03.10	N/A		
Volunteer 1	Co-ordinator	10.06.10	N/A	10.06.10	10.06.10	N/A	10.06.10		
Volunteer 2	Children's Worker	20.07.10	N/A	20.07.10	20.07.10	N/A	20.07.10		
Volunteer 3	Children's Worker	20.07.10	N/A	20.07.10	20.07.10	N/A	20.07.10		
Volunteer 4	Children's Worker	15.08.10	N/A	15.08.10	15.08.10	N/A	15.08.10		
Volunteer 5	Cook	20.06.20	N/A	20.06.10	20.06.10	N/A	20.06.10		

NOTE: Policy sign off refers to Health and Safety, Equal Opportunities, Safeguarding Children and / or Adults at risk, Complaints, Confidentiality and Volunteer policies.

The dates noted above will come from the individual sign off sheets that you have collected (see Example Policy & HR Sign off sheet) and will help you see at a glance if all paperwork is up to date.