

## **Appendix 2 - Policies Related to CMFOT Safeguarding and Internal Operations**

### **Website Policies on Capernwray Website**

- Acceptable Internet Use Policy
- Anti-Bullying and Harassment Policy
- Anti-Extremism and Anti-Radicalisation (PREVENT) Policy
- Bible School Conduct and Discipline Policy
- Complaints Policy
- Data Protection Policy
- Equal Opportunities Policy
- Privacy Policy
- Staff Recruitment Policy & Procedure
- Voluntary Staff Recruitment Policy
- Whistleblowing Policy

### **Operational Policies and Handbooks for Staff, Voluntary Workers and Students**

- Administering and Storing Medication Policy
- Confidentiality Agreement between Students and Capernwray
- Current Students staying in Staff Homes Policy
- Driving Vehicle Policy
- Employee Handbook
- First Aid and Health Policy
- Grievance Policy
- Health and Safety Policy
- MA Handbook
- Voluntary Worker Handbook
- Student Handbook
- Mental Health Policy
- Pastoral Care Policy
- Phone Policy at International Youth Weeks and Connect
- Voluntary Worker Recruitment Procedures
- VW Handbook