

Policy Approval and Version Index

Pocket Money Adventures CIC | Version 2.0

Effective: 2 October 2026 | Review: 2 January 2027; each change or sooner on relevant change

Policy owner: Nathan Waldron, Director | Signatories: Nathan Waldron and Bernadette Houlton | Approved policy issue

Adopted by Pocket Money Adventures CIC on 2 October 2026.

Signed electronically: Nathan Waldron, Director and Designated Safeguarding Lead.

Signed electronically: Bernadette Houlton, Director and Deputy Designated Safeguarding Lead.

Typed electronic signatures in the established policy format.

Approval and scope

Adopted by Pocket Money Adventures CIC on 2 October 2026.

Signed electronically: Nathan Waldron, Director and Designated Safeguarding Lead.

Signed electronically: Bernadette Houlton, Director and Deputy Designated Safeguarding Lead.

Typed electronic signatures in the established policy format.

This schedule records the current policy issues and templates. It replaces the old rebuild-due adoption schedule. The approval block follows the established typed electronic signature format for both directors, Nathan Waldron and Bernadette Houlton. No separate Board meeting is asserted. Contracts, host signatures, individual training acknowledgements and actual site inspections remain separate.

DBS, DSL and Training Statement | v1.4

Approved policy issue | Review: On new DBS or training evidence; scheduled 2 October 2027

DBS and Safer Recruitment Procedure | v1.4

Approved policy issue | Review: 2 October 2027

Privacy Policy | v1.4

Approved policy issue | Review: 2 October 2027

Cookie and Similar Technologies Policy | v1.1

Approved policy issue | Review: 2 October 2027

Subject Access Request Procedure | v1.1

Approved policy issue | Review: 2 October 2027

Children and Adult Safeguarding Policy | v1.7

Approved policy issue | Review: 2 October 2027

Safeguarding Handbook | v1.5

Approved policy issue | Review: 2 October 2027

Safer Recruitment Policy | v2.1

Approved policy issue | Review: 2 October 2027

Adult Safeguarding and Trauma Informed Response | v1.1

Approved policy issue | Review: 2 October 2027

Lone Working Policy | v2.1

Approved policy issue | Review: 2 October 2027

Emergency and Lockdown Procedure | v1.1

Approved policy issue | Review: 2 October 2027

Photography Filming and Image Consent Policy | v1.1

Approved policy issue | Review: 2 October 2027

Money Guidance Boundary and Escalation Policy | v1.1

Approved policy issue | Review: 2 October 2027

Information Sharing and Supported Connection Protocol | v1.1

Approved policy issue | Review: 2 October 2027

Confidentiality and Information Sharing Procedure | v1.1

Approved policy issue | Review: 2 October 2027

Participant Privacy and Consent | v1.1

Approved policy issue | Review: 2 October 2027

DPIA Pause Plan Prepare | v1.1

Approved policy issue | Review: 2 October 2027

Equality Diversity and Inclusion Policy | v2.2

Approved policy issue | Review: 2 October 2027

Volunteer Policy | v1.1

Approved policy issue | Review: 2 October 2027

Disciplinary Policy | v1.1

Approved policy issue | Review: 2 October 2027

Grievance Policy | v1.1

Approved policy issue | Review: 2 October 2027

Whistleblowing Policy | v1.2

Approved policy issue | Review: 2 October 2027

Complaints Policy | v2.1

Approved policy issue | Review: 2 October 2027

Financial Governance Note | v1.1

Approved policy issue | Review: 2 October 2027

Finance Controls and Delegated Authority Policy | v1.4

Approved policy issue | Review: 2 October 2027

Anti Bribery and Gifts Policy | v1.1

Approved policy issue | Review: 2 October 2027

Anti-Money Laundering and Counter-Terrorist Financing Policy | v1.1

Approved policy issue | Review: 2 October 2027

Terms and Conditions | v1.1

Approved policy issue | Review: 2 October 2027

Social Media Policy | v1.1

Approved policy issue | Review: 2 October 2027

Accessibility and Inclusion Statement | v1.1

Approved policy issue | Review: 2 October 2027

Record of Processing Activities | v1.1

Approved policy issue | Review: 2 January 2027 and every material change

Data Breach Response Plan | v1.1

Approved policy issue | Review: 2 October 2027

Data Processing Agreement | Template | v1.1

Approved blank template; agreement not executed | Review: 2 October 2027

Parent Information and Research Consent Pack | v2.1

Approved information/template pack; no new research authorised | Review: 2 October 2027

KCSIE 2026 and Inspection Evidence Addendum | v1.1

Approved policy issue | Review: On next guidance change; scheduled 2 October 2027

School Safeguarding and DBS Schedule | v1.1

Approved blank visit schedule; host agreement pending | Review: 2 October 2027

Facilitator Safeguarding Briefing and Acknowledgement | v1.1

Approved briefing template; individual acknowledgement pending | Review: 2 October 2027

School Delivery Evidence Map | v1.1

Approved policy issue | Review: 2 October 2027

Post-Delivery Evidence Record | v1.1

Approved blank post-delivery form | Review: 2 October 2027

Health and Safety Policy | v3.1

Approved issue; actual session checks remain pending | Review: Each use; scheduled 2 October 2027

Risk Assessment Register | v2.0

Approved issue; actual session checks remain pending | Review: Each use; scheduled 2 October 2027

Venue and Session Self-Assessment | v1.0

Approved issue; actual session checks remain pending | Review: Each use; scheduled 2 October 2027

Stoke Library | Session Risk Assessment | v1.0

Approved issue; actual session checks remain pending | Review: Before delivery on 6 October 2026; each material change

Outstanding evidence, owners and gates

Nathan: resolve role eligibility and required barred-list check with registered DBS body and host before qualifying delivery. Verify training, first aid, current contact holders, ICO renewal, insurer scope for actual headcount/activities and systems/security/processor arrangements. Host/Nathan: complete the Stoke physical visit, room/headcount, supervision, first-aid, safeguarding and evacuation checks before delivery. No policy signature represents these as completed.

Archiving and publication

Archive superseded master copies. Publish current public policies/templates only. Keep DBS certificates, personal suitability/training records, sensitive RoPA implementation records and completed safeguarding/incident records private. Do not publish the private provider ZIP. Historic research letters and executed agreements remain historic.

Issue control: current approved issue dated 2 October 2026. Earlier issues are archived. Policy approval does not complete host agreements, individual acknowledgements or venue checks.