Heron Foods

Box File 11 – Challenge 25

MESSAGE:

Upholding the expectations is very important as this box file will be your evidence to show due diligence when visited by Trading Standards & Police Officers.
The most up to date Challenge 25 Policy document which will be available on Sharepoint.

ACTION:

1. Please place this notice on the inside of your box file

WHAT SHOULD I HAVE IN HERE?

1. **Challenge 25 Policy**
    Check that you have the latest version of the Challenge 25 Policy. The latest version will be on Sharepoint under Challenge 25 on the Home Page.
2. **Assessments**
    Completed assessments from all staff should be placed in this box and retained for
    1 year to show proof of refresher training
    The answer sheet for the assessment should be kept in a sealed envelope
3. **Training Declaration Form:**
    ✓ The Training Declaration Form should be completed for all staff on your rota and up to date to show evidence of refresher training
    ✓ You will be informed via News at 4 when to print off and complete the next quarters refresher training declaration form from Sharepoint.
4. **Challenge 25 badge**
    Challenge 25 badges should be kept in this box and made available for your staff to wear. They should not be taken home ie they must be returned to the office before staff leave the store.
5. **Datasym Report**
    ✓ Store Management must print off the PDF report attached to the weekly e.mail.
    ✓ This e.mail is automatically sent on Sunday morning. It contains your previous week's DataSym Report.
    ✓ This report should be dated and signed once you have reviewed and checked it against the Refusal Register. Clearly mark any amendments together with actions taken and sign and date, before placing the completed report in this box.

CHECKLIST OF ACTIONS

All New Starters and Current Staff must:
    ✓ read the Challenge 25 Policy
    ✓ successfully complete their assessment
    ✓ sign the training declaration form before being placed on a till

Store Management must:
Ensure all new starters and current staff are trained
That the weekly Datasym Report is reconciled