







GENERAL POLICIES & PROCEDURES REVIEW



All JRH Support policies and procedures are reviewed annually by the General Manager.

Policy / Procedure	Date of Review	Signed
General Policies & Procedures		
Accessing Service User's Property Policy	20/07/2023	
Alcohol and Drugs Policy	09/11/2023	
Annual Leave Policy	20/07/2023	
Anti-Bullying Policy	20/07/2023	
Booking On and Off Policy	06/10/2023	
Company Software Usage Policy	20/07/2023	
Company Vehicle Policy	20/07/2023	
Complaints Procedure	20/07/2023	
Confidentiality Policy	20/07/2023	
Covert Medication Policy	20/07/2023	
Dress Code Policy	20/07/2023	
Duty of Candour Policy	20/07/2023	
End of Life Care Policy	24/07/2023	
Equality and Diversity Policy	24/07/2023	
Falls Prevention and Management Policy	24/07/2023	
Finance Procedure (Outreach and Care at Home)	24/07/2023	
Finance Procedure (Supported Living)	24/07/2023	
GDPR Communication Policy	24/07/2023	
GDPR Data Breach Notification Policy	24/07/2023	
GDPR Data Protection Policy - Service Users	24/07/2023	
GDPR Data Protection Policy - Employees	24/07/2023	
GDPR Policy on Your Rights in Relation to your Data	24/07/2023	
GDPR Privacy Notice for Customers	24/07/2023	
GDPR Privacy Notice for Employees	24/07/2023	
GDPR Privacy Notice for Job Applicants	24/07/2023	

GDPR Subject Access Request Policy	24/07/2023	
Holidays and Outings Policy	25/07/2023	
Intimate Personal Care and Clinical Tasks Policy	25/07/2023	
Managing Risk Positively	25/07/2023	
Meal Planning and Nutrition Policy	25/07/2023	
Medication Policy	25/07/2023	
Mental Capacity Policy	25/07/2023	
Missing Persons Policy	25/07/2023	
Performance Management Policy	25/07/2023	
Personal Harassment Policy	25/07/2023	
Person Centred Planning and Approaches Policy	25/07/2023	
Physical Interventions Policy	26/07/2023	
PREVENT Policy	26/07/2023	
Principles of Enablement Policy	26/07/2023	
Professional Boundaries Policy	26/07/2023	
Quality Assurance Policy	26/07/2023	
Record Keeping Policy	26/07/2023	
Record Retention Policy	26/07/2023	
Recruitment of Ex-Offenders Policy	26/07/2023	
Recruitment and Selection Procedure	26/07/2023	
Redundancy Policy	26/07/2023	
Relationships and Sexuality Policy	26/07/2023	
Safeguarding Adults Policy	26/07/2023	
Safe Keeping of Keys and Entry Codes	27/07/2023	
Service Users in Staff Vehicles Policy	27/07/2023	
Service Users Photography and Video Guidance	18/08/2023	
Sickness Absence Policy	27/07/2023	
Supervision Policy	27/07/2023	
Support Planning and Review Procedures	27/07/2023	
Time Owing Policy (Leadership Team Only)	27/07/2023	
Training and Development Policy	27/07/2023	
Wellbeing Policy	12/10/2023	

Workplace Stress Policy	12/10/2023	
Work-Related Social Events Policy	10/11/2023	
Zero Tolerance to Verbal & Physical Violence to Staff	27/07/2023	
Additional Policies Specific to Children & Young People		
Physical Restraint and Contact Policy (CYP)	27/07/2023	
Positive Behaviour Management (CYP)	27/07/2023	
Safeguarding Children Policy (CYP)	27/07/2023	

Paul Battershall
General Manager