




GENERAL POLICIES & PROCEDURES REVIEW



Policy / Procedure	Date of Review	Signed
General Policies & Procedures		
Accessing Service User's Property Policy	27/10/2020	
Annual Leave Policy	27/10/2020	
Anti-Bullying Policy	27/10/2020	
Code of Conduct	27/10/2020	
Company Software Usage Policy	27/10/2020	
Company Vehicle Policy	28/10/2020	
Complaints Procedure	28/10/2020	
Confidentiality Policy	28/10/2020	
Coronavirus Policy and Procedure	28/10/2020	
Covert Medication Policy	28/10/2020	
Dress Code Policy	28/10/2020	
Duty of Candour Policy	28/10/2020	
End of Life Care Policy	28/10/2020	
Equality and Diversity Policy	28/10/2020	
Falls Prevention and Management Policy	28/10/2020	
Finance Procedure (Outreach and Care at Home)	29/10/2020	
Finance Procedure (Supported Living)	29/10/2020	
GDPR Communication Policy	29/10/2020	
GDPR Data Breach Notification Policy	29/10/2020	
GDPR Data Protection Policy - Service Users	29/10/2020	
GDPR Data Protection Policy - Employees	29/10/2020	
GDPR Policy on Your Rights in Relation to your Data	29/10/2020	
GDPR Privacy Notice for Customers	29/10/2020	
GDPR Privacy Notice for Employees	29/10/2020	
GDPR Privacy Notice for Job Applicants	29/10/2020	
GDPR Subject Access Request Policy	29/10/2020	
Holidays and Outings Policy	29/10/2020	

Intimate Personal Care and Clinical Tasks Policy	30/10/2020	
Managing Risk Positively	30/10/2020	
Meal Planning and Nutrition Policy	30/10/2020	
Medication Policy	30/10/2020	
Mental Capacity Policy	30/10/2020	
Missing Persons Policy	30/10/2020	
Performance Management Policy	30/10/2020	
Personal Harassment Policy	30/10/2020	
Person Centred Planning and Approaches Policy	02/11/2020	
Physical Interventions Policy	02/11/2020	
PREVENT Policy	02/11/2020	
Principles of Enablement Policy	02/11/2020	
Professional Boundaries Policy	02/11/2020	
Quality Assurance Policy	02/11/2020	
Record Keeping Policy	02/11/2020	
Record Retention Policy	02/11/2020	
Recruitment of Ex-Offenders Policy	02/11/2020	
Recruitment and Selection Procedure	02/11/2020	
Redundancy Policy	02/11/2020	
Relationships and Sexuality Policy	03/11/2020	
Safeguarding Adults Policy	03/11/2020	
Safe Keeping of Keys and Entry Codes	03/11/2020	
Service Users in Staff Vehicles Policy	03/11/2020	
Sickness Absence Policy	03/11/2020	
Supervision Policy	03/11/2020	
Support Planning and Review Procedures	03/11/2020	
Time Owing Policy (Leadership Team Only)	03/11/2020	
Training and Development Policy	03/11/2020	
Zero Tolerance to Verbal & Physical Violence to Staff	03/11/2020	
Additional Policies Specific to Children & Young People		
Physical Restraint and Contact Policy (CYP)	03/11/2020	
Positive Behaviour Management (CYP)	03/11/2020	

Safeguarding Children Policy (CYP)	03/11/2020	
Additional Policies Specific to Supported Living Properties		
Handling Service User's Money	03/11/2020	
Eligibility Criteria and Referral Procedures	29/10/2020	

Paul Battershall
General Manager