
















# GENERAL POLICIES & PROCEDURES REVIEW



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

| Policy / Procedure                                  | Date of Review | Signed |
|---|----------------|--------|
| <b>General Policies &amp; Procedures</b>            |                |        |
| 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     |        |
| Carers Leave Policy                                 | 04/04/2024     |        |
| 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     |        |
| Dignity and Respect Policy                          | 22/02/2024     |        |
| 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 (Community Support)               | 24/07/2023     |        |
| Finance Procedure (Supported Living)                | 24/07/2023     |        |
| Flexible Working Policy                             | 04/04/2024     |        |
| 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     |        |

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| 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 |    |
| Maternity Policy                                 | 16/02/2024 |    |
| 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 |    |
| Parental Bereavement Policy                      | 04/04/2024 |    |
| Parental leave Policy                            | 04/04/2024 |   |
| Paternity Leave Policy                           | 04/04/2024 |  |
| 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                                | 04/04/2024 |  |
| 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 |  |

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| Service Users Photography and Video Guidance                       | 18/08/2023 |    |
| Sickness Absence Policy  | 27/07/2023 |    |
| Social Media Policy  | 14/02/2024 |    |
| Spot Check Policy  | 22/12/2023 |    |
| 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                                    | 17/01/2024 |    |
| 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 |    |
| <b>Additional Policies Specific to Children &amp; Young People</b> |            |   |
| 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**