

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	03/07/2024	
Alcohol and Drugs Policy	03/07/2024	
Annual Leave Policy	03/07/2024	
Anti-Bullying Policy	03/07/2024	
Booking On and Off Policy	03/07/2024	
Carers Leave Policy	03/07/2024	
Company Software Usage Policy	03/07/2024	
Company Vehicle Policy	03/07/2024	
Complaints Procedure	03/07/2024	
Confidentiality Policy	03/07/2024	
Covert Medication Policy	03/07/2024	
Dignity and Respect Policy	03/07/2024	
Dress Code Policy	03/07/2024	
Duty of Candour Policy	03/07/2024	
End of Life Care Policy	03/07/2024	
Equality and Diversity Policy	03/07/2024	
Falls Prevention and Management Policy	03/07/2024	
Finance Procedure (Community Support)	03/07/2024	
Finance Procedure (Supported Living)	03/07/2024	
Flexible Working Policy	03/07/2024	
GDPR Communication Policy	05/07/2024	
GDPR Data Breach Notification Policy	05/07/2024	
GDPR Data Protection Policy - Service Users	05/07/2024	
GDPR Data Protection Policy - Employees	05/07/2024	
GDPR Policy on Your Rights in Relation to your Data	05/07/2024	

GDPR Privacy Notice for Customers	05/07/2024	
GDPR Privacy Notice for Employees	05/07/2024	
GDPR Privacy Notice for Job Applicants	05/07/2024	
GDPR Subject Access Request Policy	05/07/2024	
Handling of DBS Certificate Information Policy	05/07/2024	
Handling of Service User's Money & Valuables Policy (Supported Living)	05/07/2024	
Holidays and Outings Policy	05/07/2024	
Intimate Personal Care and Clinical Tasks Policy	05/07/2024	
Managing Risk Positively	05/07/2024	
Maternity Policy	05/07/2024	
Meal Planning and Nutrition Policy	05/07/2024	
Medication Policy	08/07/2024	
Menopause Policy	08/07/2024	
Mental Capacity Policy	08/07/2024	
Missing Persons Policy	08/07/2024	
Parental Bereavement Policy	08/07/2024	
Parental leave Policy	08/07/2024	
Paternity Leave Policy	08/07/2024	
Performance Management Policy	08/07/2024	
Personal Absence Policy	23/10/2024	
Personal Harassment Policy	08/07/2024	
Person Centred Planning and Approaches Policy	08/07/2024	
Physical Interventions Policy	08/07/2024	
Positive Behaviour Support Policy	08/07/2024	
PREVENT Policy	08/07/2024	
Professional Boundaries Policy	09/07/2024	
Quality Assurance Policy	09/07/2024	
Record Keeping Policy	09/07/2024	
Record Retention Policy	09/07/2024	
Recruitment of Ex-Offenders Policy	09/07/2024	
Recruitment and Selection Procedure	09/07/2024	

Redundancy Policy	09/07/2024	
Relationships and Sexuality Policy	09/07/2024	
Right to Work in the UK Policy	24/09/2024	
Safeguarding Adults Policy	09/07/2024	
Safe Keeping of Keys and Entry Codes	09/07/2024	
Service Users in Staff Vehicles Policy	09/07/2024	
Service Users Photography and Video Guidance	09/07/2024	
Sickness Absence Policy	09/07/2024	
Social Media Policy	09/07/2024	
Spot Check Policy	09/07/2024	
Supervision Policy	09/07/2024	
Support Planning and Review Procedures	09/07/2024	
Time Owing Policy (Leadership Team Only)	09/07/2024	
Training and Development Policy	09/07/2024	
Wellbeing Policy	09/07/2024	
Workplace Stress Policy	09/07/2024	
Work-Related Social Events Policy	09/07/2024	
Zero Tolerance to Verbal & Physical Violence to Staff	09/07/2024	
Additional Policies Specific to Children & Young People		
Physical Restraint and Contact Policy (CYP)	09/07/2024	
Positive Behaviour Management (CYP)	09/07/2024	
Safeguarding Children Policy (CYP)	09/07/2024	

Paul Battershall
General Manager