

## CONTENTS

REF	FILE NO.	POLICY	DATE REVIEWED	NEXT REVIEW DATE
A	13	ABSENCES POLICY/GUIDELINES/CODE OF PRACTICE	AUG 2008	AUG 2011
	1	ACCIDENT/INCIDENT/NEAR MISS REPORTING PROCEDURE	AUG 2008	AUG 2011
	2	ADULTS AT RISK(Protecting SU from abuse)	MAR 2008	MAR 2011
	3	ALCOHOL & OTHER DRUGS AT WORK	APR 2008	APR 2011
B	11	BULLYING & HARASSMENT	NOV 2009	NOV 2012
C	5	CONFIDENTIALITY	APR 2008	APR2011
	6	COMPLAINTS	APR 2008	APR 2011
	31	CONTINENCE	2006	JUNE 2012
	4	CAPABILITY	MAY 2008	MAY 2011
	36	COMMUNICATION POLICY	AUG 2008	AUG 2011
D	7	DISCIPLINARY PROCEDURE	MAR 2008	MAR 2011
	30	DISCHARGE	JUNE 2009	JUNE 2012
	37	DEATH & DYING	FEB 2006	FEB 2009
	45	DECISION MAKING	NOV 2009	NOV 2012
E	24	EQUAL OPPORTUNITIES	AUG 2008	AUG 2011
	42	ELECTRONIC MAIL – The use of	JULY 2006	JULY 2009
F	38	FOOD STANDARDS	NOV 2005	NOV 2008
G	10	GRIEVANCE PROCEDURE	MARCH 2009	MARCH 2012
H				
I	41	INTERNET – The use of	MAR 2007	MAR 2010
J				
K				

L	9	LONE WORKER	FEB 2008	FEB 2011
	12	LOCKED DOOR	AUG 2008	AUG 2011
M	15	MATERNITY GUIDE	JUNE 2007	APR 2010 or when changes
	47	MANAGEMENT FEEDBACK & PERFORMANCE REVIEW	JAN 2007	JAN 2010
	27	MEDICINES – Administration of	MARCH 2009	AUG 2011
	39	MISSING SERVICE USERS	APRIL 2008	APRIL 2011
	8	MOBILE PHONES	APR 2006	APR 2009
N	16	NURSE BANK POLICY	FEB 2006	FEB 2009
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P	17	GUIDELINES ON MANAGEMENT OF AGGRESSION & VIOLENCE	APR 2009	APRIL 2012
	18			
	33	PARENTAL LEAVE	APR 2006	APR 2009
	19	PROFESSIONAL BOUNDARIES	FEB 2008	FEB 2011
R	44	RECORDS & INFORMATION – Management of	AUG 2008	AUG 2011
	29	REFERRAL & ADMISSIONS	MAY 2008	MAY 2011
	21	RECRUITMENT & SELECTION POLICY	MAR 2009	MAR 2012
	26	RESIDENTS PERSONAL MONIES	JAN 2007	JAN 2010
	43	RESUSCITATION (Cardiopulmonary resuscitation)	Nov 2009	NOV 2012
	46	RESERVATION & PAYMENT FOR SERVICE USERS LEISURE ACTIVITIES	MAR 2007	MAR 2010
S	22	SECURITY	JAN 2006	JAN 2009
	20	SEXUALITY	JUL 2008	JUL 2011
	18	SLEEP-IN POLICY	JAN 2010	JAN 2013
	25	SUPPORT PLANNING FOR DRH SERVICE USERS	AUG 2008	AUG 2011
	28	SUPERVISION PRACTICE & GUIDELINES	JAN 2007	JAN2010

T	23	TRANSPORT	JULY 2008	AUG 2011
	34	TRAINING	2006	2009
U				
V	35	VISITING DRH HOMES	NOV 2009	NOV 2012
	40	VOLUNTARY WORKERS	OCT 2008	OCT 2011
W	14	WHISTLEBLOWING	SEPT 2008	SEPT 2011
XYZ				

**SECTION 32 CURRENTLY NO POLICY**

**FEB 2010**