

London Borough of Southwark

Additional Adults Care at Home Tender

Essential Policy Requirements

Appendix 7

Version 2.3



- Record keeping and access to files
- Records of the management of money or property belonging to the Service User
- Dealing with accidents/incidents
- Handling difficult/violent behaviour
- Procedures in the event of an emergency
- Disciplinary procedure (staff)
- Induction and training programmes
- Health and Safety
- Risk Management
- Personal relationships
- Moving and handling
- Action in the event of the death of a Service User
- Equality and Diversity (relating to both Service User and staff)
- Use of staff vehicles for transporting Service Users
- Whistle blowing
- Infection control
- Fire safety
- Food safety
- Nutrition
- Principles of Care/Code of Conduct/Professional Boundaries
- Conflict of interest
- Personal safety and Out of Hours working
- Protocols and procedures for entering and leaving Service User's homes
- Confidentiality of information/Data Protection/Use of social networking sites
- Adult Safeguarding and the Prevention of Abuse
- Business Continuity Management
- Lone worker policy
- Staff Recruitment, supervision and appraisal
- Medication/Administration of medication