LIST OF CURRENT POLICIES & PROCEDURES

BOOK 3: SUPPORT SERVICES POLICY & PROCEDURE	FOOTER CODE	DATE OF CURRENT VERSION	REVIEW DUE
1. Governance Role of the Trustees and Governing Body	BK3/1/001	Jun17/ver05	*Jun 19*
Conflicts of Interests (Governing Body)	BK3/1/003	Jun 17/ver03	*Jun 19*
Nugent Bribery Act 2011 Policy	BK3/1/004	May17/ver04	*May 19*
Fit and Proper Persons: Directors	BK3/1/005	Jun17/ver01	*June 19*
Duty of Candour	BK3/1/006	Jun17/ver01	*June 19*
2. Finance Standards Policy	BK3/2/001	Feb13/ver04	*Feb 15*
Adult Service User Personal Allowances & Community Expenditure	BK3/2/003	May18/ver05	*May 20*
Fees	BK3/2/004	Feb13/ver03	*Feb 15*
Finance Meeting with Staff Procedure	BK3/2/005	Feb17/ver01	*Feb19*
Tracker Dashboard and Monthly Monitoring Tools	BK3/2/006	Mar17/ver01	*Mar19*
Variance Analysis Procedure	BK3/2/007	Mar17/ver01	*Mar19*
Agency Authorisation Procedure	BK3/2/008	Mar17/ver01	*Mar19*
3. Management of School, Home or Establishment Funds Procedure	BK3/3/001	Feb13/ver05	*Feb 15*
4. Purchasing Policy	BK3/4/001	May17/ver04	*May 19*
Counter Fraud and Corruption	BK3/4/002	May17/ver02	*May 19*
5. Administration Policy	BK3/5/001	July14/ver04	*July 16*
6. Health and Safety Procedures			
a. General Organisation, Responsibility and Arrangement – H&S Policy Organisation & Arrangements	BK3/H&S/a/001	Mar16/ver06	*Mar 18*
b. Risk Management – Risk Assessment Policy	BK3/H&S/b/001	Apr 17/ver04	*Apr 19*
Risk Management	BK3/H&S/b/003	Apr 17/ver01	*Apr 19*
c. Contractors – Management of Contractors, Atypical Workers and Premises/Site Visitors Policy	BK3/H&S/c/001	Sept17/ver04	*Sept 19*
d. New and Expectant Mothers Policy	BK3/H&S/d/001	Sept17/ver05	*Sept 19*
e. Accident Policy	BK3/H&S/e/001	Apr 17/ver03	*Apr 19*
f. First Aid at Work Policy	BK3/H&S/f/001	Jan 17/ver03	*Jan 19*
First Aid at Work Procedure	BK3/H&S/f/002	Jan 17/ver03	*Jan 19*
g. Control of Substances Hazardous to Health (COSHH)	BK3/H&S/g/001	Jan 17/ver04	*Jan 19*
h. Infection Control Policy	BK3/H&S/h/001	Jan17/ver05	*Jan 19*
i. Food Safety	BK3/H&S/i/001	Jan17/ver03	*Jan 19*
j. Out of Hours Numbers	BK3/H&S/j/001	Mar17/ver06	*Mar 19*
k. Moving and Handling	BK3/H&S/k/001	Jan 17/ver04	*Jan 19*
l. Fire Safety	BK3/H&S/l/001	Mar 17/ver04	*Mar 19*
m. Display Screen Equipment (DSE) Safety Policy	BK3/H&S/m/001	Jan 17/ver04	*Jan 19*

(All policies & procedures are reviewed every 2 years)

LIST OF CURRENT POLICIES & PROCEDURES

BOOK 3: SUPPORT SERVICES POLICY & PROCEDURE		FOOTER CODE	DATE OF CURRENT VERSION	REVIEW DUE
n.	Lifting Operation & Lifting Equipment Regulations 1998	BK3/H&S/n/001	Mar 17/ver05	*Mar 19*
o.	**Lone Working** Policy	BK3/H&S/o/001	Dec 14/ver03	*Mar 19*
	Lone Worker Procedure	BK3/H&S/o/002	Mar 17/ver04	*Dec 16*
	Working At Home	BK3/H&S/o/003	Dec 16/ver02	*Dec 18*
p.	**Workplace Violence**	BK3/H&S/p/001	Mar17/ver04	*Mar 19*
	Managing Incidents of Service User Related Workplace Violence	BK3/H&S/p/002	May14/ver04	*May 16*
	Managing Incidents Workplace Violence (Non-Service User)	BK3/H&S/p/003	May14/ver04	*May 16*
	Reporting and Investigating Incidents of Workplace Violence	BK3/H&S/p/004	Mar17/ver04	*Mar 19*
	Monitoring Incidents of Workplace Violence	BK3/H&S/p/005	Mar17/ver04	*Mar 19*
q.	**H&S Consultation and the Role of Safety Representatives Policy**	BK3/H&S/q/001	Mar17/ver03	*Mar19*
r.	**Asbestos - Policy**	BK3/H&S/r/001	Mar 17/ver02	*Mar 19*
7.	**Building** Maintenance and Repair Policy	BK3/7/001	Jul17/ver06	*Jul 19*
	Repairs Budgetary and Financial Control	BK3/7/002	Jul17/ver06	*Jul 19*
	Building & Office Security	BK3/7/003	Mar18/ver01	*Mar 20*
8.	**Use of Nugent Care Premises** Policy	BK3/8/001	Jul17/ver05	*Jul 19*
	Use of Nugent Care Premises Procedure	BK3/8/002	Jul 17/ver05	*Jul 19*
10.	**Public Relations** – Media Relations Policy	BK3/10/001	Dec12/ver03	*Dec 14*
	Press Release Procedure	BK3/10/002	Dec12/ver03	*Dec 14*
	Marketing and Brand Policy	BK3/10/003	Sept14/ver01	*Sept 16*
	Marketing and Brand Procedure	BK3/10/004	Sept14/ver01	*Sept 16*
11.	**ICT** Policy	BK3/11/001	Dec 16/ver04	*Dec 18*
	Security	BK3/11/002	Dec 16/ver03	*Dec 18*
	Internet Use	BK3/11/003	Sept14/ver04	*Sept 16*
	Electronic Communication (e-mail)	BK3/11/004	Dec16/ver05	*Dec 18*
	Virus Protection	BK3/11/005	Dec 16/ver03	*Dec 18*
	Remote User	BK3/11/006	Dec 16/ver03	*Dec 18*
	Purchase of IT Resources	BK3/11/007	Dec 16/ver04	*Dec 18*
	Care of IT Equipment	BK3/11/008	Feb 17/ver03	*Feb 19*
	File Management Procedure	BK3/11/009	Mar18/ver02	*Mar 20*
	PC Software Procedure	BK3/11/010	Mar18/ver02	*Mar 20*
	Portable and Loan IT Equipment from Central Office	BK3/11/011	July14/ver03	*July 16*
	Software/Data Back Up	BK3/11/012	July14/ver03	*July 16*
	Mobile Telephone Equipment	BK3/11/013	Mar 17/ver04	*Mar 19*
12.	**Environmental** Policy	BK3/12/001	Mar17/ver02	*Mar 19*
	Environmental Objectives	BK3/12/002	Mar17/ver02	*Mar 19*

(All policies & procedures are reviewed every 2 years)

LIST OF CURRENT POLICIES & PROCEDURES

BOOK 3: SUPPORT SERVICES POLICY & PROCEDURE		FOOTER CODE	DATE OF CURRENT VERSION	REVIEW DUE
	Management Responsibilities for the Environment	BK3/12/003	Oct14/ver02	*Oct 16*
	Reducing Nugent's Impact on the Environment	BK3/12/004	Mar 17/ver02	*Mar 19*
13.	Internal Financial Controls for Nugent Care Fundraising Team	BK3/13/001	Apr14/ver01	*Apr 16*
	Accepting and Refusing Donations	BK3/13/002	Mar15/ver01	*Mar 17*
14.	**Insurance** Claims Policy	BK3/14/001	Apr17/ver01	*Apr 19*
	Insurance Claims Procedure	BK3/14/002	Mar18/ver03	*Mar 20*
15.	CCTV Policy	BK3/15/001	Jul 17/ver02	*Jul 19*
16.	Tender/Bid Policy	BK3/16/001	Oct16/ver01	*Oct 18*
	Tender/Bid Procedure	BK3/16/002	Oct16/ver01	*Oct 18*

(All policies & procedures are reviewed every 2 years)