

Community Based Day Support

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Leading the way forward

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Policies and Procedures

Providers should consider how policies and procedures are undertaken. It is worth having policies:

- In writing
- Dated

They should also contain details of how they are communicated to staff





Example of policies/ procedures:

- Safeguarding
 - Health and Safety
 - Equality & Diversity
 - Data Protection
 - Staff training plan
 - Dementia Policy
 - Mental Health Policy
 - Transition Policy
 - Information security
 - Medication policy
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Examples of information required

The next few slides will give examples of the information that should be in the policies.

Safeguarding, Data Protection and Equality and Diversity have legal requirements that need to be incorporated into the policy.

A Mental Health Policy should evidence good practise.





Safeguarding

Services should adopt a safeguarding policy that is in line with the Cornwall Council Safeguarding Policy and key legislation (Care Act, Human Rights Act and Mental Capacity Act).

<http://www.cornwall.gov.uk/health-and-social-care/adult-social-care/safeguarding-adults/information-for-professionals/>





Safeguarding

Issues to consider include, but are not limited to:

- Demonstrating that safeguarding is embedded in your service delivery
 - Having measures to demonstrate the effectiveness of your safeguarding approach
 - Understanding and complying with national policy and good practice
 - Staff training
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Equality and Diversity

As a public authority, Cornwall Council has a legal duty to:

- Eliminate unlawful discrimination, harassment and victimisation;
- Advance equality of opportunity and;
- Promote good relations between different groups of people

These provisions are found in the Equality Act 2010.

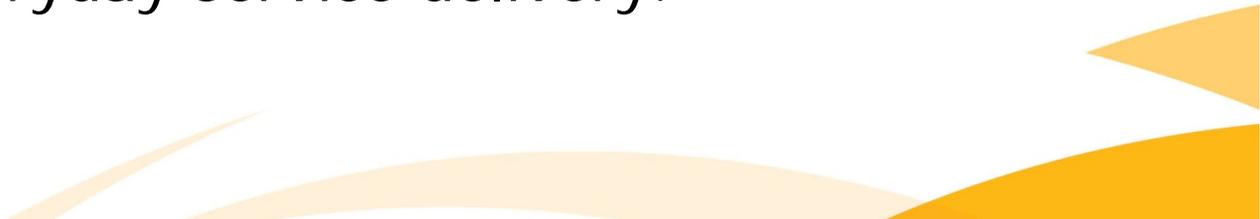




Equality and Diversity

- Providers should develop a policy that is consistent with Cornwall Councils Equality and Diversity Framework:

<http://www.cornwall.gov.uk/community-and-living/equality-and-diversity/>

- This Framework is the Council's statement and approach to equality and diversity and informs our everyday service delivery.
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Data Protection

Providers should have a Data Protection Policy that is consistent with Cornwall Councils policy statement. It should also comply with the eight principles of the Data Protection Act 1998:

<http://www.cornwall.gov.uk/council-and-democracy/data-protection-and-freedom-of-information/data-protection-act-1998/data-protection-policy-statement/>





Data Protection – Policy Statement

Cornwall Council regards the lawful and correct treatment of personal information as very important to successful operations and to maintaining the confidence of those with whom we deal. We will always do our utmost to ensure that our organisation treats personal information lawfully and correctly.

To this end we fully endorse and adhere to the Principles of Data Protection as enumerated in the Data Protection Act 1998.





Mental Health Policy

All services are expected to be aware of the mental health and wellbeing of individuals and be able to identify additional and changing needs and make appropriate referrals to other services as needed.





Mental Health Policy

A mental health policy might reflect the following:

- Awareness of Mental Health
 - How the service is Mental Health 'Friendly'
 - Early diagnosis and referral to appropriate service
 - Mental Health Toolkit
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