

FOI 2917

3<sup>rd</sup> March 2025

## **FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST**

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I would like a copy of the following policies that are in place for your residential care homes;

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**Policies;**  
**Absence of the manager**  
**Access to records Accidents - reporting, recording, notification**  
**Accounting and financial control arrangements**  
**Admission of residents**  
**Alcohol in the home**  
**Assessment of risks in the home**  
**Assessment, care planning and review**  
**Communications with carers and representatives**  
**Complaints**  
**Confidentiality**  
**Consent**  
**Continence promotion**  
**Dealing with dying and death**  
**Decontamination of re-useable medical devices**  
**Discharge arrangements for residents**  
**Disposal of clinical waste**  
**Equality issues**  
**Fire precautions**  
**First aid**  
**General communication arrangements**  
**Gifts to staff and donations to the home**  
**Infection prevention and control Inspections of the home**  
**Insurance arrangements**  
**Involvement of residents in the running of the home**  
**Keys for residents' accommodation/bedrooms**  
**Listening and responding to residents' views**  
**Maintenance of equipment, plant, premises and grounds**  
**Management of keys**  
**Management of medicines**  
**Management of records**  
**Management of risks associated with care of individual residents**  
**Management, control and monitoring of the home**  
**Managing aggression**  
**Menu planning**  
**Missing items**  
**Missing residents**  
**Moving and handling**  
**Occupational health arrangements**  
**Operational policy**  
**Planning and recording the programme of activities and events**

**Promotion of residents' health and welfare**  
**Protection of vulnerable adults**  
**Quality improvement**  
**Recording and reporting care practices**  
**Records for food and drinks consumed**  
**Referral arrangements**  
**Referral to health and social care professionals**  
**Reporting adverse incidents**  
**Resident agreement**  
**Residents' guide**  
**Residents' clothing**  
**Residents bringing their own furniture into the home**  
**Residents' meetings and forums**  
**Residents' healthcare arrangements**  
**Residents' involvement in activities and events**  
**Residents' laundry**  
**Residents' personal relationships**  
**Responding to residents' behaviour**  
**Restraint Safe and healthy working practices**  
**Safe handling of food**  
**Safeguarding and protecting residents' money and valuables**  
**Security of the home**  
**Skin care**  
**Smoking**  
**Spiritual care for residents**  
**Staff acting as a keyworker**  
**Staff clothing**  
**Staff discipline**  
**Staff grievance**  
**Staff handovers**  
**Staff induction**  
**Staff meetings**  
**Staff records**  
**Staff recruitment**  
**Staff supervision and appraisal**  
**Staff training and development**  
**Staffing arrangements**  
**Take away foods**  
**Transport - use and provision**  
**Untoward incidents**  
**Use of agency staff**  
**Visitors**  
**Volunteers**  
**Whistle blowing.**

**Response:**

Please see attachments for any related policies in place within Trust Residential Facilities.