

Peacehaven Trust Policies May 2018						
No	PHT Policy	Created/ Last reviewed	SI 367 Schedule 5?	Next Review Date	Review in Draft	Fully in Date & Approved
1	Accident Incident Reporting System	Nov-17		Nov-18		8th Mar 18
2	Admission Policy	Mar-15	2. Admissions, including transfers, discharge and the temporary absence of residents.	Mar-18		17th Nov 17
3	Alcohol and Illegal Drugs Policy	Oct-17		Oct-20		8th Mar 18
4	Bereavement Support Policy	Apr-18		Apr-21		
5	Child Protection Policy	Sep-17		Sep-18		17th Nov 17
6	Code of Conduct	Oct-17		Oct-20		17th Nov 17
7	Communication with Residents, Relatives, Staff, Council for Social Witness and Others.	Jun-17	8. Communication with residents.	Jun-20		31st Aug 17
8	Complaints Procedure	May-17	1. The prevention, detection and response to abuse, including the reporting of concerns and/or allegations of abuse to statutory agencies. 18. The handling and investigation of complaints from any person about any aspects of service, care, support and treatment provided in, or on behalf of a designated centre.	May-20		31st Aug 17
9	Computer Usage Policy	Aug-17		Aug-20		17th Nov 17
10	Confidentiality and Privacy Policy	Aug-17		Aug-20		17th Nov 17
11	Cycle to Work Scheme Policy	Sep-17		Aug-20		17th Nov 17
12	Data Privacy Policy	Feb-18		Feb-21		
13	Data Protection Policy	May-18		May-19		
14	Dementia Guide	Oct-17		Oct-20		
15	Disciplinary Procedure	Sep-17		Set 20		17th Nov 17
16	Dress Code Policy	Oct-17		Oct-20		17th Nov 17

17	Emergency Plans AW, BH & LH	Jun-17	16. Risk Management and emergency planning. 15. Health and safety, including food safety, of residents, staff and visitors.	Jun-18		Jun-17
18	Employee Payments Policy	Oct-17		Oct-17		8th Mar 18
19	Equality and Diversity Policy	Oct-17		Oct-17		8th Mar 18
20	Finance Policy	Feb-18		Feb-19		
21	Fire Procedure for Safe Evacuation	Feb-18		Feb-21		8th Mar 18
22	Food Nutrition and Food Safety Policy	Nov-17	12. Monitoring and documentation of nutritional intake.	Nov-20		8th Mar 18
23	Grievance Procedure Policy	Sep-17		Sep-20		17th Nov 17
24	Harassment, Sexual Harassment, Bullying, Victimisation Policy	Oct-17		Oct-20		17th Nov 17
25	Infection Control Policy	Jun-17		Jun-20		31st Aug 17
26	Intimate Care Policy & Procedures	Oct-17	4. Provision of personal intimate care.	Jul-20		17th Nov 17
27	Key Working General Guidelines	Apr-18		Apr-21		
28	Least Restrictive Interventions Policy	Nov-17	6. The use of restrictive procedures and physical, chemical and environmental restraint.	Nov-19		8th Mar 18
29	Lone Worker Policy	Oct-17		Oct-18		17th Nov 17
30	Maintenance Policy	May-17		May-20		31st Aug 17
31	Manual and Person Handling	Oct-17		Oct-19		8th Mar 18
32	Medication Management	Jul-17	17. Medication Management	May-20		3rd Aug 17
33	Missing Persons Policy and Procedures	Jun-17	3. Incidents where a resident goes missing.	Jun-20		31st Aug 17
34	Motoring Policy	Apr-18		Apr-21		
35	Peacehaven Trust Ethos	Jul-17		Jul-20		17th Nov 17
36	Peacehaven Trust Mission Statement	Aug-17		Aug-20		17th Nov 17
37	Peacehaven Trust Rules for Contractors	Jul-17		Jul-20		8th Mar 18
38	Philosophy of Service	Aug-17		Aug-20		17th Nov 17
39	Positive Behavioural Support Policy	Feb-18	5. Provision of behavioural support.	Feb-20		
40	Provision of Information to Residents	Feb-18	13. Provision of information to residents	Feb-21		
41	Redundancy Policy	Oct-17		Oct-20		30th Nov 17

42	Record Keeping - creation, access, retention, maintenance and destruction of records.	May-18	14. The creation of, access to, retention of maintenance of and destruction of records.	May-21		
43	Recruitment, Selection and Garda Vetting	Jan-18	10. Recruitment, selection and Garda vetting of staff.	Jan-21		8th Mar 18
44	Residents Access to Education	Apr-18	20. Access to education, training and development	Apr-21		
45	Residents Contracts and Agreements Policy	Jul-17		Jul-20		8th Mar 18
46	Residents Holiday Policy	Oct-17		Oct-20		8th Mar 18
47	Residents Personal Property, Finances and Possessions Policy	Feb-18	7. Residents' personal property, personal finances and possession.	Feb-21		8th Mar 18
48	Residents Support for Church Attendance Policy	Nov-17		Nov-20		8th Mar 18
49	Risk Management and Emergency Planning Policy	Sep-17	16. Risk Management and emergency planning.	Sep-19		17th Nov 17
50	Safeguarding Vulnerable Adults Policy	Jul-17	1. The prevention, detection and response to abuse, including the reporting of concerns and/or allegations of abuse to statutory agencies.	Jul-20		31st Aug 17
51	Safety Statements AW, BH & LH	Jun-17	15. Health and safety, including food safety, of residents, staff and visitors.	Jun-18		Jun-17
52	Smoking Policy	Oct-17		Oct-20		17th Nov 17
53	Social Media Usage Policy	Apr-18		Apr-21		
54	Staff Educational Assistance Policy	Sep-17		Sep-20		17th Nov 17
55	Staff Immunisation Policy	Apr-18		Apr-21		
56	Staff Leave Policy	Sep-17		Sep-20		17th Nov 17
57	Staff Training Policy	May-17	11. Staff training and development	May-20		17th Nov 17
58	Student Work Experience Policy	Sep-17		Sep-20		17th Nov 17
59	Suicide Intention Safety Plan - Guidelines for disclosure of suicidal intent.	Apr-18		Apr-21		
60	Supervision Policy	2016	11. Staff training and development	Jan-19		31st Aug 17
61	Supportive & Assistive Aids & Technology Policy Including CCTV	Dec-17	21. CCTV (in designated centres where CCTV systems are in use).	Dec-20		8th Mar 18
62	Temporary Absence and Discharge of Residents	Jan-18		Jan-21		8th Mar 18

63	Trust in Care Policy	Nov-17	1. The prevention, detection and response to abuse, including the reporting of concerns and/or allegations of abuse to statutory agencies.	Nov-19		8th Mar 18
64	Visitors Policy	Sep-17	9. Visitors	Sep-20		17th Nov 17
65	Volunteers Policy	Oct-17		Oct-20		17th Nov 17
	Not Required		19. Education policy which complies with relevant legislation in respect of the education needs of children with disabilities (in centres where children reside).			