



Governance Policy

1] Introduction

The aim of this policy is to outline the systems, rules, practices and processes used by YOUR ORGANISATION NAME to manage the organisation effectively.

This involves ensuring the management and employees are fit and proper persons to run and manage the service following safe recruitment procedures.

YOUR ORGANISATION NAME aims to build a culture where management and employees fully understand their roles and responsibilities, ownership and accountability when it comes to providing effective person-centered care.

Management and employees are required to fully understand and embrace all applicable legislation and regulations.



ensuring data is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

The systems, rules, practices and processes all aim to meet the needs of

individuals, employees and others as we aim to provide a safe, effective, caring, responsive and well-led service.

2] Scope

The policy addresses the requirements of Regulation 17 Good Governance of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014.

The organisation will assess, monitor and improve the quality and safety of all our services. This includes:

- identifying and addressing risks to individuals, employees and others.
- Promote welfare, health and safety
- Empowering the rights of individuals afforded by regulations and legislation such as human rights, equality, consent and privacy.
- The organisation is committed to keeping records of individuals, employees and others accurate and secure.

YOUR ORGANISATION NAME will be proactive and place the needs of individuals, [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED].

We will also actively participate in any regulatory investigations such as local authorities, government bodies and the CQC. All CQC requests for information will be responded to within 28 days from from receiving the request. All events and situations which require notifying the CQC will beprocessed through their portal timely by the nominated individual.

3] Location of the policy

This policy is available to all people using our services, families, professionals, staff members and interested third parties. The policy is published on our portal, statement of purpose, staff handbook and service guide

4] Communication of the policy

All individuals and others using our services will be informed or reminded about the policy as part of all care planning and reviews activities.

All employees will be informed or reminded about the policy during induction, mandatory training and supervisions. All employees have a duty to communicate to people using our services and their families the contents of the policy whenever grievances are identified or when requested.

Employees are responsible for ensuring that their practices are consistent with this policy and legislation. They have a duty to report to their line manager or whistleblowing regarding any inappropriate behaviour and incident's that breach this policy.

5] Procedure

YOUR ORGANISATION NAME is registered with the Information commissioner's office and has a data controller in place who will manage all the responsibility of ensuring all data safeguards are in place. This includes securely maintaining accurate, complete and detailed records of individuals, employers and others. The organisation will also establish, monitor and investigate breaches of confidentiality and security by:

- Management taking ownership and seeking to improve, the quality of information within the service.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The Management and employees of YOUR ORGANISATION NAME strives to continuously improve the quality of our service, safety and outcomes for individuals. This is achieved by managing the quality of the service via effective systems that monitor and track every aspect of our care [REDACTED]

[REDACTED]

[REDACTED]

- Working in partnership to improve outcomes and individuals, employees and others.
- Adhering to clear guidelines with competency and due diligence.
- Aiming to be preventative and reduce risks
- Regularly training on best practice and all aspects of delivering safe effective person-centred care.
- being transparent, learning from mistakes.

6] Quality Assurance of the operation of the policy in practice

YOUR ORGANISATION NAME will also assess and evaluate all the systems and procedures used to monitor services to ensure they remain fit for purpose, effective to run a well-led service and provide a high standard of care. Where development areas are identified they will be addressed

promptly.

7] Review

The Registered Manager will be in charge of reviewing this policy annually to ensure its aim and objectives remain relevant. Review of the policy will take place earlier to take note of any changes in regulations and legislation. The policy will also be informed by Stakeholder feedback and changes in practice.