

CARE HOMES FOR OLDER PEOPLE

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OUTCOMES TO BE ACHIEVED:

Documented Policies that comply with legislative and regulatory requirements, and which meet the requirements and expectations of the Registration Authority and appropriate professional standards.

Elements addressed:

- Statement of Purpose
- Mission Statement / Aims & Objectives
- Health & Safety Policy
- Equal Opportunities, Diversity & Race Relations Policies
- Disability Discrimination Policy
- Service Users' Charter of Rights
- Quality Policy Statement
- Working Time Directive
- Environmental Policy

#	Performance Indicator / Standard	SCORE	Evidence
1	There is a documented <i>Statement of Purpose</i> which meets the requirements of <i>Regulation 12 of the Care Quality Commission (Registration) Regulations, 2010</i> .		
2	The <i>Statement of Purpose</i> is subject to annual review to ensure that it remains current and valid.		
3	The <i>Statement of Purpose</i> is available in large print and braille for service users with sensory impairments.		
4	The <i>Statement of Purpose</i> is available in a range of languages appropriate to the ethnic mix of the community.		
5	There is an <i>Organisational Mission Statement</i> or a <i>Statement of Aims & Objectives</i> with respect to the Care Services provided by the Home.		
6	This Statement is communicated to both staff within the Home and to service users.		
7	Staff Training Records at all levels confirm understanding of the <i>Mission Statement</i> or <i>Statement of Aims & Objectives</i> .		
8	There is a documented <i>Health & Safety Policy</i> which meets the latest Health & Safety legislation.		
9	There is a copy of the latest Health & Safety Law Poster, appropriately completed, on display at the Home.		
10	This Policy is communicated to all staff within the Home and Staff Training Records at all levels confirm appropriate understanding.		
11	Where this communication is in the form of a Staff Health & Safety Handbook, this is part of the Quality Assurance controlled document system, and is subject to regular reviews.		
12	The Staff Health & Safety Handbook focuses on Occupational Health & Safety hazards within the Home, AND a Risk Assessment approach to service users, staff and visitors.		
13	There is an <i>Organisational Equal Opportunities & Diversity Policy</i> .		
14	The <i>Equal Opportunities & Diversity Policy</i> addresses equalities issues with respect to age, race, sexuality, gender, ethnicity, culture, religion and disabilities / impairments.		
15	The <i>Equal Opportunities & Diversity Policy</i> and equalities / discrimination issues are included in the Induction Training Programme for all staff, and records confirm this.		
16	The <i>Equal Opportunities & Diversity Policy</i> refers to the provisions of the <i>Disability Discrimination Act, 1996</i> .		
17	This Policy also addresses the specific requirements of <i>The Employment Equality (Sexual Orientation) Regulations, 2003</i> .		

