

Space2BHeard CIC

Policies and Procedures

Contents

Human Resources

- 1a) S2BH Adoption Leave Policy
- 1b) S2BH Alcohol and Drugs Policy
- 1c) S2BH Anti Harassment and Bullying Policy
- 1d) S2BH Carers Leave Policy
- 1e) S2BH Disciplinary Procedure
- 1f) S2BH Dismissal Procedure
- 1g) S2BH Employee Code of Conduct
- 1h) S2BH DBS Policy
- 1i) S2BH Holiday Procedure
- 1j) S2BH Maternity Policy
- 1k) S2BH Menopause policy
- 1l) S2BH Mental Health Policy
- 1m) S2BH Parental Bereavement Policy
- 1n) S2BH Parental Leave Policy
- 1o) S2BH Parental Leave for Adoption Policy
- 1p) S2BH Recruitment and Selection Policy
- 1q) S2BH Grievance Dispute Policy
- 1r) S2BH Shared Parental Leave Policy
- 1s) S2BH Sickness Absence and Capability Policy
- 1t) S2BH Time off for Dependants Policy



- 1u) S2BH Wellbeing Policy
- 1v) S2BH Equality and Diversity Policy
- 1w) S2BH CPD Policy
- 1x) S2BH Loan Working Policy
- 1y) S2BH Violence and Aggression Policy
- 1z) S2BH DBS Policy and Procedure
- 1aa) S2BH Staff ICT Policy
- 1bb) S2BH Supervision Policy

Facilities

- 2a) S2BH Desktop Safety
- 2b) S2BH Environmental Policy
- 2c) ECPT Fire Safety Guidance
- 2d) S2BH First Aid at Work
- 2e) S2BH Health & Safety at both site
- 2f) S2BH Infection Control Policy
- 2g) S2BH Visitors Policy
- 2h) S2BH Safe Workplace Environment

General

- 3a) S2BH Anti Bribery Policy
- 3b) S2BH Business Continuity
- 3c) S2BH Complaints Procedure
- 3d) S2BH Dual Relationship Policy
- 3e) S2BH Diversity & Social Responsibility Policy
- 3f) S2BH Prevent Policy
- 3g) S2BH Safeguarding Policy
- 3h) S2BH Social Media Policy



- 3i) S2BH Whistleblowing Policy
- 3j) S2BH Number of Sessions per day Guidance
- 3k) S2BH Conflict of Interest Policy
- 3l) S2BH Client Assessment Policy and Procedure
- 3m) Reserves Policy

Incident Reporting

- 5a) S2BH Incident Reporting Form
- 5b) S2BH Risk Management Protocol

Information Governance

- 5a) S2BH Data Breach and Notification Procedure
- 5b) S2BH Data Protection Impact and Assessment Guidance
- 5c) S2BH Data Protection Policy
- 5d) S2BH Data Quality Control Policy
- 5e) S2BH Disaster Recovery and Back Up Policy
- 5f) S2BH Freedom of Information Policy
- 5g) S2BH How We Use Patient Information Leaflet
- 5h) S2BH IG Staff Handbook
- 5i) S2BH Information Sharing Procedure
- 5j) S2BH Information Asset Register
- 5k) S2BH Information Governance Policy
- 5l) S2BH Information Lifecycle Policy
- 5m) S2BH Information Lifecycle Schedule
- 5n) S2BH Information Risk Management Policy
- 5o) S2BH Information Sharing Policy
- 5p) S2BH IT Security Policy
- 5q) S2BH Mobile Device and Encryption Policy
- 5r) S2BH NHS Number Plan
- 5s) S2BH Privacy Policy



5t) S2BH Pseudonymisation and Anonymisation Policy

5u) S2BH Purpose Specific Information Sharing Policy

5v) S2BH Third Party IG Guidance

5w) S2BH GDPR Statement

5x) S2BH Consent to Recording

5y) S2BH Information Governance Roles and Responsibilities

