



INDEX OF POLICY & TEMPLATES

DOMICILIARY CARE SERVICES

RISK PROFILED POLICIES

This index lists **INDIVIDUAL POLICY** prices and clearly sets out what supporting templates are included in the price of each **RISK PROFILED** policy.

Policies can also be purchased as a **COMPLETE SUITE** and the cost of this (with guidance notes) can be found in the pricing section below

EXPLANATION OF RISK PROFILED POLICIES

Ginare consulting has developed the concept of risk profiling policies as a quick reference way of alerting the reader to the importance of the document as follows:

RED RISK PROFILE – *this is any policy that if not read or understood could translate to:*

Potentially **dangerous outcomes** to service users / employees or could leave the organization vulnerable to possible legal action / employment tribunal / breach of H&S law etc

AMBER RISK PROFILE – *is any policy that if not read or understood could translate to:*

Potentially **dangerous outcomes** to service users / employees or could leave the organization vulnerable to possible legal action / employment tribunal / breach of H&S law etc BUT with less likelihood or less areas of contention than a **RED** policy

GREEN - *is any policy that if not read or understood is **less likely** to translate to:*

Potentially dangerous outcomes to service users / employees or the organization itself AND is **unlikely to generate** possible legal action / employment tribunal etc **even if not read or understood / could however carry a business risk such as losing potential service users.**

Of course **all procedures** have the potential to be challenged but there are some areas of policy grading where we **have taken a view** that actually – organizations will probably have these approaches embedded in their custom and practice and therefore even without policy to guide them, the probability is that they will already be understood as practices even if not as written policy and therefore have graded these **AMBER** even though they do have the potential to be **RED**.

This said ALL policy grading is **just the opinion of Ginare Consulting** and it is the choice of the organization as to whether they utilize our risk profiles or change them and use their own grading.

Pricing

1. All policies have a documented test of comprehension included in the price of the applicable policy
2. Some policies have additional templates which are included in the price
3. Prices stated in the following table are PLUS VAT
4. The **complete suite of policy** :
 - Is priced at £1,250.00 PLUS VAT
 - Includes all policy updates for the first 12 months after purchase
 - Includes the policies on a memory stick
 - Doesn't include printed copies but these can be arranged at very competitive prices
 - Includes your own sales rep who can work with you on the best ways of printing / collating and managing your policy suite to get the very best from it and maximize yet simplify the usage within your organisation

NB: the price of all policies (individual and suite) is quoted for use of the policies at ONE site. Where purchasers wish to use the policies at multiple sites, then multiple a multiple site license is required and further details are available upon request.

Policy No	Template NO	Policy Name	Risk Profile	Prices
Policy associated with OUTCOME 1 Respecting and involving people who use services				
1		PHILOSOPHY OF CARE AND RIGHTS & RESPONSIBILITIES	H	£35.00
	a	Test of comprehension		
2		STATEMENT OF GOOD PRACTICE & UNDERSTANDING THE MODEL OF SERVICE		£15.00
3		DATA PROTECTION	H	£35.00
	a	Test of comprehension		
4		ENQUIRIES AND REFERRALS	L	£15.00
	a	Client enquiry form		
	b	Process form		
5		ASSESSMENT, CARE AND SUPPORT PLANNING	H	£50.00
	a	Assessment form		
	b	Environmental Risk assessment forms		
	c	Care & Support Plan template		
	d	Test of comprehension		
6		DYING AND DEATH OF A SERVICE USER	H	£40.00
	a	Death Plan Template		
	b	Do Not Resuscitate Template		
	c	Test of comprehension		
7		EFFECTIVE COMMUNICATION	H	£35.00
	a	Test of comprehension		
8		PRIVACY AND DIGNITY	H	£35.00
	a	Test of comprehension		
9		ADVOCACY	H	£35.00
	a	Test of comprehension		
10		CONFIDENTIALITY	H	£35.00
	a	Test of comprehension		
11		AUTONOMY, CHOICE AND INDEPENDENCE	M	£30.00
	a	Test of comprehension		
12		SEX AND SEXUALITY	H	£40.00
	a	Test of comprehension		
13		EQUALITY & DIVERSITY AND MONITORING OF THE SAME	H	£40.00
	a	Equality impact assessment form		
	b	Test of comprehension		
14		GENUINE OCCUPATIONAL QUALIFICATION	H	£40.00

	a	Test of comprehension		
15		INFORMING SERVICE USERS OF LATE CALLS OR CHANGE OF WORKER	M	£25.00
	a	Test of comprehension		
16		SUPPORTING PEOPLE WHO SELF HARM	H	£50.00
	a	Test of comprehension		
17		DEALING WITH SUBSTANCE ABUSE BY SERVICE USER	H	£50.00
	a	Test of comprehension		
18		SUPPORTING SERVICE USERS TO TAKE A HOLIDAY	H	£50.00
	a	Holiday planning checklist		
	b	Test of comprehension		
19		USE OF VIDEO RECORDING EQUIPMENT AND MEDIA	M	£30.00
	a	Test of comprehension		
20		GIFTS, GRATUITIES AND BEQUESTS TO EMPLOYEES	H	£25.00
	a	Test of comprehension		
21		COMMUNICATING THE TERMINATION OF A EMPLOYEES POSITION TO THE SERVICE USER	H	£20.00
	a	Test of comprehension		
22		PETS	M	£20.00
	a	Pet care & support plan template		
	b	Test of comprehension		
Policy associated with OUTCOME 2 Consent to care and treatment				
1		CONSENT TO CARE AND TREATMENT / UNDERSTANDING HEALTHCARE OPTIONS	H	£50.00
	a	Healthcare Checklist		
	b	Test of comprehension		
2		ASSESSMENT OF MENTAL CAPACITY	H	£50.00
	a	Mental Capacity Assessment form		
	b	Test of comprehension		
3		DOLS (DOMICILIARY AWARENESS)	L	£20.00
Policy associated with OUTCOME 3 Fees				
1		HANDBOOK OF COSTS FOR THE CARE SERVICE	H	£35.00
	a	Standard letter re change of care costs		
	b	Test of comprehension		
Policy associated with OUTCOME 4 Care and welfare of people who use services				
1		GAINING ACCESS TO A SERVICE USERS HOME FOLLOWING NO RESPONSE	H	£30.00
	a	Test of comprehension		

2		ESCORTING SERVICE USERS WITHIN THE COMMUNITY	H	£50.00
	a	Test of comprehension		
3		ACTIVITY AND SOCIAL INCLUSION HANDBOOK	H	£75.00
	a	Activities Template		
	b	Test of comprehension		
4		STATEMENT IN RESPECT OF FIRST RESPONSES TO A MEDICAL EMERGENCY	H	£15.00
	a	Test of comprehension		
5		GENERAL WELLBEING HANDBOOK	H	£75.00
		Test of comprehension		
6		CONFLICTS OF INTERESTS	H	£30.00
	a	Test of comprehension		
7		UNDERSTANDING REABLEMENT	H	£30.00
	a	Test of comprehension		
8		ON CALL POLICY SERVICE USERS	H	£35.00
	a	On call log		
	b	Test of comprehension		
	c	Justification form		
Policy associated with OUTCOME 5 Meeting nutritional needs				
1		MEETING NUTRITIONAL NEEDS HANDBOOK	M	£75.00
	a	Nutritional support plan template		
	b	Test of comprehension		
2		FOOD HYGIENE	H	£35.00
	a	Test of comprehension		
Policy associated with OUTCOME 6 Cooperating with other providers (OR OTHER 3 RD PARTIES)				
1		INFORMATION SHARING (GENERAL BEST PRACTICE GUIDANCE)	H	£35.00
	a	Service User consent to sharing information form		
	b	Test of comprehension		
2		CO-OPERATING WITH OTHER PROVIDERS HANDBOOK	H	£55.00
	a	Test of comprehension		
3		PROGRESS REPORTING FOR A COMMISSIONING AUTHORITY	H	£60.00
	a	Progress report template		
	b	1:1 observation form		
	c	Test of comprehension		
4		INFORMATION FOR HOSPITAL ADMISSIONS	H	£40.00
	a	Hospital admission data form (GENERAL)		
	b	Hospital admission data form (SECTIONING)		

	c	Test of comprehension		
Policy associated with OUTCOME 7 Safeguarding people who use services from abuse				
1		CHILD PROTECTION POLICY	H	£35.00
	a	Test of comprehension		
2		SAFEGUARDING ADULTS & ISA REFERRALS	H	£50.00
	a	Test of comprehension		
3		MANAGING SERVICE USERS FINANCES	H	£35.00
	a	Financial Transactions form		
	b	Test of comprehension		
4		SUPPORTING & SAFEGUARDING SERVICE USERS FROM FORENSIC / OFFENDING BACKGROUNDS	H	£35.00
	a	Test of comprehension		
5		MISSING PERSON POLICY	H	£35.00
	a	Missing person passport		
	b	Test of comprehension		
6		POSITIVE BEHAVIOUR SUPPORT MANAGEMENT OF CHALLENGING BEHAVIOURS	H	£45.00
	a	Behavioural support plan template		
	b	Functional Analysis ABC charts		
	c	Test of comprehension		
7		IDENTIFYING MENTAL HEALTH EMERGENCIES	H	£50.00
	a	Test of comprehension		
Policy associated with OUTCOME 8 Cleanliness and infection control				
1		INFECTION CONTROL	H	£45.00
	a	Test of comprehension		
2		PANDEMICS POLICY	H	£25.00
	a	Test of comprehension		
3		UNIFORM AND DRESS CODE	H	£15.00
	a	Test of comprehension		
4		IMMUNISATION AND BLOOD SCREENING	H	£30.00
	a	Test of comprehension		
5		COSHH POLICY	H	£45.00
	a	Test of comprehension		
Policy associated with OUTCOME 9 Management of medicines				
1		MEDICATION POLICY	H	£75.00
	a	Test of comprehension		
	b	Power point training tool		
	c	Medication support plan template		

	d	Risk assessment for self medication		
	c	Review of medication		
	e	Audit of controlled meds template		
Policy associated with OUTCOME 10 Safety and suitability of premises				
1		FIRE SAFETY	H	£30.00
	a	Fire testing checklist		
	b	Test of comprehension		
2		PERSONAL EMERGENCY EVACUATION PLAN (PEEP)	H	£30.00
	a	PEEP template		
	b	Test of comprehension		
3		RISK ASSESSMENT GENERAL POLICY	H	£35.00
	a	Test of comprehension		
4		MAJOR INCIDENT AND EMERGENCY MANAGEMENT	H	£35.00
	a	Test of comprehension		
5		SECURITY OF SERVICE USERS PROPERTY (INCLUDES LOSS OF KEYS)	H	£25.00
	a	Key holding authorisation record		
	b	Test of comprehension		
6		HEALTH AND SAFETY AT WORK POLICY	H	£45.00
	a	Test of comprehension		
Policy associated with OUTCOME 11 Safety, availability and suitability of equipment				
1		MANUAL HANDLING POLICY	H	£45.00
	a	Manual handling risk assessment template		
	b	Handling support plan template		
	a	Test of comprehension		
2		DISPLAY SCREEN EQUIPMENT	M	£20.00
	a	Display screen risk assessment template		
	b	Ergonomics and display screen support plan template		
	a	Test of comprehension		
Policy associated with OUTCOME 12 Requirements relating to workers				
1		EMPLOYEE HANDBOOK	H	£75.00
	a	Test of comprehension		
2		EMPLOYEE HEALTH & SAFETY AT WORK HANDBOOK	H	£75.00
	a	Test of comprehension		
Policy associated with OUTCOME 13 Staffing				
1		GENERAL RECRUITMENT AND SELECTION (INCLUDING ADVERTISING & OBTAINING REFERENCES)	H	£45.00

	a	Interview notes checklist		
	b	Personnel file checklist		
	c	Standard letters including conditional job offer / health declaration in accordance with Equality Act 2010		
	d	Test of comprehension		
2		IMMIGRATION POLICY	H	£25.00
	a	Immigration checklist		
	b	Test of comprehension		
3		MAKING ISA / CRB CHECKS (INCLUDING HANDLING AND STORAGE)	H	£35.00
	a	Test of comprehension		
4		BAD WEATHER AND CONTINGENCY PLANNING	H	£30.00
	a	Test of comprehension		
5		BUSINESS INTERRUPTION AND PREDICTABLE FAILURE PLANNING	H	£30.00
	a	Test of comprehension		
6		GIVING REFERENCES FOR EMPLOYEES	H	£30.00
	a	Test of comprehension		
Policy associated OUTCOME 14 Supporting workers				
1		SUPPORTING WORKERS HANDBOOK	H	£75.00
	a	Test of comprehension		
	b	Appraisal form		
	c	Supervision template		
Policy associated OUTCOME 15 Statement of purpose				
1		STATEMENT OF PURPOSE TEMPLATE		£15.00
2		SERVICE USER GUIDE TEMPLATE		£15.00
Policy associated OUTCOME 16 Assessing and monitoring the quality of service provision				
1		QUALITY ASSURANCE	H	£25.00
	a	QA Questionnaire		
	b	Test of comprehension		
2		MONITORING AND REVIEWING THE SERVICE	H	£30.00
	a	Test of comprehension		
3		AUDIT AND SPOT CHECKING WORKERS AND SERVICE DELIVERY	H	£35.00
	a	Test of comprehension		
4		ENVIRONMENTAL POLICY	H	£35.00
	a	Test of comprehension		
Policy associated with OUTCOME 17				

Complaints				
1		COMPLAINTS AND COMPLIMENTS POLICY	H	£35.00
	a	Pictorial Complaints Procedure		
	b	Complaints form		
	c	Test of comprehension		
2		WITHDRAWING THE CARE SERVICE	H	£35.00
	a	Test of comprehension		
Policy associated with OUTCOME 18 Notification of death of a person who uses services				
Policy associated OUTCOME 19 Notification of death or unauthorised absence of a person who is detained				
Policy associated with OUTCOME 20 Notification of other incidents				
1		ACCIDENT REPORTING PROCEDURES	H	£35.00
	a	Significant accident / incident form and reporting protocols		
	b	Less serious accident / incident form		
	c	Test of comprehension		
2		REPORTING OF INJURIES, DISEASE AND DANGEROUS OCCURRENCES REGULATIONS POLICY (RIDDOR)	H	£35.00
	a	Test of comprehension		
Policy associated with OUTCOME 21 Records				
1		RECORD KEEPING	H	£35.00
	a	Test of comprehension		
2		CONFIRMATION OF SERVICES DELIVERED (SERVICE USERS AUTHENTICATION OF SAME)	H	£35.00
	a	Test of comprehension		
Policy associated with OUTCOME 22 Requirements where the service provider is an individual or partnership				
Policy associated with OUTCOME 23 Requirement where the service provider is a body other than a partnership				
Policy associated with OUTCOME 24 Requirements relating to registered managers				
Policy associated with OUTCOME 25 Registered person: training				
Policy associated with OUTCOME 26 Financial position				
Policy associated with OUTCOME 27 Notifications – notice of absence				
Policy associated with OUTCOME 28				

Notifications – notice of changes**ADDITIONAL RESOURCES**

1		CORPORATE GOVERNANCE STATEMENT	L	£15.00
2		E-MAIL ACCEPTABLE USE POLICY	L	£15.00
3		INTERNET ACCEPTABLE USE POLICY	L	£15.00
4		DISASTER RECOVERY POLICY	L	£15.00
5		ANTI FRAUD AND CORRUPTION	L	£15.00