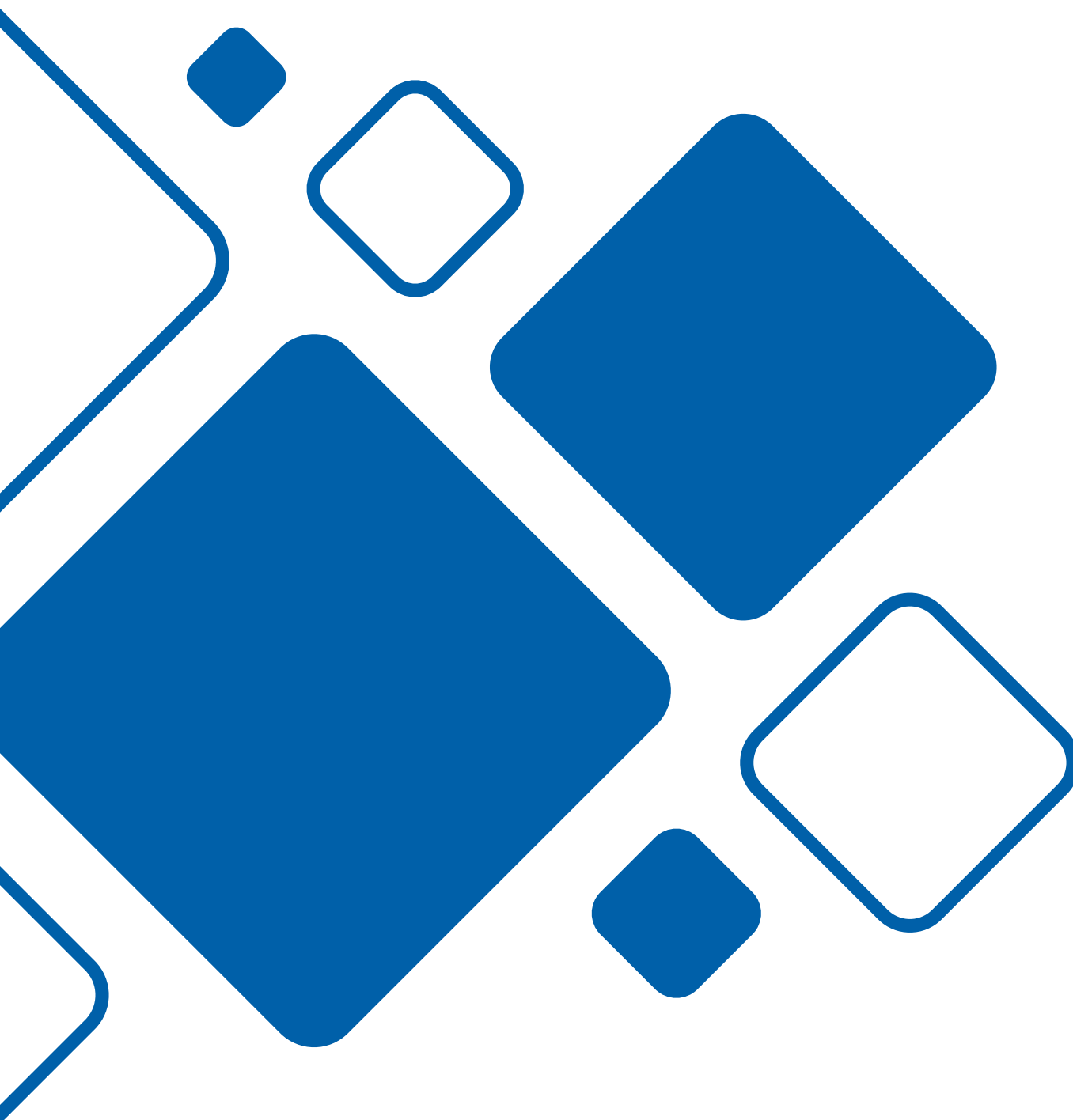


NURSDOC

POLICY NUMBER: **58**

POLICY TITLE: **NO KEY HOLDING POLICY**

WHO MUST ABIDE BY THIS POLICY? **ALL TEMPORARY WORKERS**



NO KEY HOLDING POLICY

THE PURPOSE OF THIS POLICY

To inform staff and clients of the No Key Holding Policy.

NURSDOC HAVE A NO KEY HOLDING POLICY TO ENSURE THAT THE BEST INTERESTS OF PEOPLE WHO USE SERVICES THE THEIR PROPERTY IS ALWAYS PROTECTED.

Some clients will have key safes with a confidential key code the code or procedure for these will be held in the office in a confidential file and all staff members will have to adhere to the confidentiality policy and not reveal any code or procedure to any other person other than those directed by the person who uses care services.

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