

NURSDOC

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THIS POLICY IS FOR:	Staff including Agency Workers (temporary workers), Commissioners and Service Users

NO KEY HOLDING

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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.

COMPLETED DATE:	26.06.2022
SIGN OFF DATE:	03.08.2026
REVIEW DATE:	03.08.2027
SIGNED:	 Marc Stiff – Group Managing Director