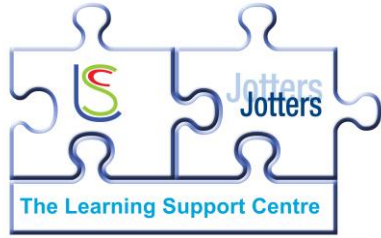




Policies and Procedures sign off form

Name: Role

Date	Activity	Outcome	Date Completed	Follow Up	Signature
	*Staff Handbook	Read and understood			
	*Health and Safety Policy and Procedure	Read and understood			
	*Data Protection Policy	Read and understood			
	*Data Protection a Guide for Staff	Read and understood			
	*Confidentiality and Information Sharing Policy	Read and understood			
	*Safeguarding Policy and Procedure	Read and understood			
	Compassionate Leave Policy	Read and understood			
	Compliments and Complaints Policy and Procedure	Read and understood			
	Disciplinary and Grievance Policy and Procedure	Read and understood			
	Equality Policy	Read and understood			



Policies and Procedures sign off form

	Environmental Policy	Read and understood			
	Expenses Policy	Read and understood			
	Failure to attend Policy and Procedure	Read and understood			
	Gifts Policy	Read and understood			
	Infection control Policy and Procedure	Read and understood			
	Lone Working Policy and Procedure	Read and understood			
	Recruitment of ex-offenders Policy	Read and understood			
	Room booking Procedure	Read and understood			
	Staff Development Procedure	Read and understood			
	Timesheets and Payment Policy	Read and understood			
	Whistleblowing Policy and Procedure	Read and understood			

***These policies must be read and understood before the start of the academic year.**

This form should be returned to the office at the end of the first term completed. If you have any questions regarding policies and procedures please contact Amy Leyshon email:amy@learningsupportcentre.com Tel:0116 2548881