Care home policies checklist

Tick each policy you have, then fill in who owns it, when it was last reviewed, when it is next due and whether staff have been trained on it. Policies are grouped by CQC's 5 key questions (England).

Status key: Law = required by law, or the law requires the system the policy describes. CQC = expected by CQC; a written policy is the usual way to show it. GP = good practice. *A written health and safety policy is required if you have 5 or more employees. Review each policy at least once a year, and straight away if the law changes, something goes wrong or CQC gives you feedback.

Safe

Have it?	Policy	Main regulation	Status	Owner	Last review	Next review	Staff trained? Y/N
	Safeguarding adults	Reg 13	Law				
	Medicines management	Reg 12	CQC				
	Infection prevention and control	Reg 12	CQC				
	Health and safety	HSWA 1974 s2(3); Reg 12, 15	Law*				
	Fire safety and evacuation	Fire Safety Order 2005; Reg 15	Law				
	Falls prevention	Reg 12	GP				
	Moving and handling	Reg 12; MHOR 1992	Law (risk assessment)				
	Restrictive practice and restraint	Reg 13	CQC				
	Incident and accident reporting	Reg 12, 17; notifications	CQC				
	Business continuity and emergencies	Reg 12, 17	CQC				

Effective

Have it?	Policy	Main regulation	Status	Owner	Last review	Next review	Staff trained? Y/N
	Consent and Mental Capacity Act, including DoLS	Reg 11	CQC				
	Assessment, admission and discharge	Reg 9	CQC				
	Care planning and review	Reg 9	CQC				
	Nutrition and hydration	Reg 14	CQC				

Have it?	Policy	Main regulation	Status	Owner	Last review	Next review	Staff trained? Y/N
	Staff training, induction and supervision	Reg 18; Health and Care Act 2022 s181	CQC / Law				
	Working with other services (GPs, district nurses, hospitals)	Reg 12	GP				

Caring

Have it?	Policy	Main regulation	Status	Owner	Last review	Next review	Staff trained? Y/N
	Dignity and respect	Reg 10	CQC				
	Privacy and confidentiality	Reg 10; UK GDPR, DPA 2018	CQC				
	Equality, diversity and inclusion	Reg 10; Equality Act 2010	CQC				
	End of life care	Reg 9	CQC				
	Cultural, religious and personal preferences	Reg 9, 10	GP				

Responsive

Have it?	Policy	Main regulation	Status	Owner	Last review	Next review	Staff trained? Y/N
	Complaints	Reg 16	Law				
	Visiting	Reg 9A	CQC				
	Activities and wellbeing	Reg 9	GP				
	Accessible information and communication	Reg 9; Accessible Information Standard	CQC				
	Resident and family feedback	Reg 17	CQC				

Well-led

Have it?	Policy	Main regulation	Status	Owner	Last review	Next review	Staff trained? Y/N
	Governance, quality assurance and audit	Reg 17	CQC				
	Duty of candour	Reg 20	Law				

Have it?	Policy	Main regulation	Status	Owner	Last review	Next review	Staff trained? Y/N
	Whistleblowing and speaking up	Reg 17	CQC				
	Recruitment, DBS and staff checks	Reg 19	Law				
	Record keeping	Reg 17	CQC				
	Data protection	UK GDPR Art 24	Law				
	Social media and use of technology	Reg 17	GP				
	CCTV and surveillance (if used)	UK GDPR; Reg 10	GP				

Nursing homes only: extra clinical policies

Have it?	Policy	Main regulation	Status	Owner	Last review	Next review	Staff trained? Y/N
	Clinical assessment, wound care, catheter and PEG care	Reg 12	GP				
	Nurse-led medicines, controlled drugs, syringe drivers	Reg 12	CQC				
	NMC registration checks for nurses	Reg 19	CQC				
	Clinical monitoring and escalation of deterioration	Reg 12	GP				

Signed off by (registered manager): _____ Date: _____