



Office Policy

Version number:	Version 1	Document owner:	HND Children's Care Ltd.
Version Date: Review Date:	January 2026 January 2027	Document ID number:	1.19 Office Policy
Version expiry:	January 2027	Document classification:	Final
Version status:	Live document		

Contents:

1. Policy:

HND Children's Care Ltd ethos is 'inclusion and normalisation' for children and the environment that they live in. Children should not be in the office due to confidential information therefore:

- There should ideally never be two members of staff in the office at any TIME and children left unattended.
 - The office door should be locked if no one is in the office.
 - The office door should be locked if staff are accessing petty cash, keys, medication, knives, COSHH, etc.
 - No confidential information should be left on view in an office and should be filed in the appropriate place.
 - All computers / laptops / mobile phones should be password protected.
 - Staff should only be in the office to complete administration tasks or handover, and this should be at an appropriate time.
 - All homes should have a walk around phone that can be carried by a member of staff.
- The office must be always clean and tidy.



- All office equipment should be maintained to a high standard and any damaged property should be reported and replaced immediately.

End