

Reality Adventure Works in Scotland Ltd.

INDEX of Policies and Procedures

(for quick reference check)

August 2008

	POLICY	MAIN MATTERS	RELATED ADDITIONAL POLICIES
1	Admissions Policy	Links to referrers and other agencies	Aims and Values Quality Assurance Equal Opportunities Application Forms and Brochures
2	Aims, Objectives and Values Statement	Purposes and Objects Values Notes on Christian perspective Operational Aims	Equal Opportunities Staff and Volunteer Induction Procedure
3	Assessment and Care Planning		
4	Camp Application Contract	Procedures and contractual obligations	Admissions Equal Opportunities
5	Child Protection, Data Protection and Confidentiality Policies	Policy statements Dealing with Disclosure Data Protection and Access to, storage and disposal of Info Befriending Confidentiality and breaches	Befriending Policy Doc PCYP&V (Activity Break)
6	Complaints Policy	Internal Staff Briefing paper All users of Reality services	PCYP&V (Activity Breaks)
7	Equal Opportunities Policies	Positive religious discrimination Recruitment All users of Reality Recruitment of ex-offenders	Employee Handbook Trustees Duties and Statement of Aims and Values IT Policy

8	Health and Safety	Administration Emergencies Away from Premises Lone Working Practices Manual Handling Camp procedures RIDDOR Risk Assessments	PCYP&V (Activity Break) Befriending Car and Minibus Internal Monitoring TL Guidelines The Guide Staff Development Beginners
9	Holiday Application Procedure	Procedure	
10	Individual's Personal Finance and Property	Camp Procedure	
11	Internal Monitoring Procedures	Evaluation and reporting general policy and practices	
12	Medication Policy		Health Form and Procedure Smoking consent form
13	Parent's Information Letter (Letter A) and Travel Arrangements (Letter B)	Procedure and Information	
14	Participation of Others Policy	Operation and development of services	Aims and Values Quality Assurance
15	Protecting Children, Young People and Volunteers ... towards Good Practice (Activity Breaks)	Managing organization Managing staff and vols Selecting staff and vols Dealing with abuse Training Complaints	Application Forms Volunteers reference forms

16	Quality Assurance	Procedures OSCR Institute of Fundraising Care Commission Inland Revenue Health and Safety APSL	Aims and Values
17	Staff and Volunteer Induction Procedures	Procedures	Beginners Guide
17	Staff Development Policies and Procedures	Additional suitable and necessary training opportunities	Aims and Values Quality Assurance Employees Handbook
18	Team Leaders Guidelines on Care and Control on Activity Breaks	criminal activity, drinking and drugs, incident reports, offending behaviour, physical intervention, police involvement, sending home, response and recording challenging behaviour, trustees role, sanctions, searching, cigarettes	The Beginners Guide PCYP&V (Activity Break)
19	Volunteer Agreement		
20	Young person's Smoking consent from		Medication