

Policy Name (Centred in Font 20 Arial Bold)

DATE

The font type must be Arial 11 point throughout the remainder of the document. With headings as 12 point

Line spacing to be single with 6pt before and 6pt after.

Each page of the document shall be numbered in the right footer format 'Page X of X'

The version number of the policy and the date shall be in the left hand side of the footer in Arial 11 point, italics.

Document Control:

Version:	
Status:	
Author / Lead:	
Board Sponsor:	
Responsible Committee:	
Ratified By and Date:	
Effective From:	
Next Review Date:	
Target Audience:	

CONTENTS

NOTE: This should be auto generated using 'heading 1' and 'style1'.

1	INTRODUCTION.....	3
2	PURPOSE / POLICY STATEMENT	3
3	DEFINITIONS.....	3
4	ROLES AND RESPONSIBILITIES.....	3
4.1	CCG BOARD.....	3
4.2	RELEVANT SUB-COMMITTEES	3
4.3	ACCOUNTABLE OFFICER	3
4.4	ALL MANAGERS.....	3
4.5	ALL CCG STAFF AND / OR BOARD MEMBERS.....	4
5	POLICY DETAIL	4
5.1	USE THESE SUB-HEADINGS WHERE APPROPRIATE	4
5.2	SUB HEADING – JUST COPY AND PASTE THESE BELOW FOR MORE... ..	4
6	MONITORING COMPLIANCE.....	4
7	STAFF TRAINING.....	4
8	ARRANGEMENTS FOR REVIEW.....	4
9	ASSOCIATED DOCUMENTATION.....	4
10	REFERENCES.....	5
11	LIST OF STAKEHOLDERS CONSULTED	5
12	RESULTS OF EQUALITY IMPACT ASSESSMENT	5
13	CHANGE HISTORY.....	5
	APPENDIX A - EQUALITY IMPACT ASSESSMENT	6
	APPENDIX B - INSERT OTHER APPENDICES AS APPROPRIATE	7

Policy Name

1 INTRODUCTION [All section headings will be in capital letters Arial 12 point font colour R:54, G:95, B:145, single numbered hanging indent 1.27.

- 1.1 Each section where there are straight forward paragraphs that dont need sub headings can use this 'heading 2', Arial 11 point, number format X.X, unbold.
- 1.2 The Introduction should make reference to the area to which the policy relates as well as any relevant legislation that should be complied with.

2 PURPOSE / POLICY STATEMENT

- 2.1 A statement should be made as to the purpose of the policy and who it applies to.
- 2.2 You can either use paragraphs in here or a bullet list stating - The aim of the policy is to:
 - You can enter a bullet point list, use square bullets coloured R:54, G:95, B:145. The bullet should align to the start of the paragraph at 1.27 indent.

3 DEFINITIONS

STATE WORD	PROVIDE DEFINITION
STATE WORD	PROVIDE DEFINITION – USE MORE ROWS IF NECESSARY

4 ROLES AND RESPONSIBILITIES

4.1 CCG Board (these headings can be used as sub headings when there is a lot of information to cover within a section. Use 'style1', Arial 11 point, bold, number format X.X.

- 4.1.1 Enter what Board Members are responsible for (these sub headings should be used under the 'style1'. Use 'heading 3', Arial 11 point, number format X.X.X, unbold.

4.2 Relevant Sub-Committees

- 4.2.1 Insert narrative for each relevant sub-committee, ensure the first paragraph relates to the Committee identified on the document control pane on the front page.

4.3 Accountable Officer

- 4.3.1 Insert narrative for what the accountable officer is accountable for.

4.4 All Managers

- 4.4.1 Insert narrative for what the Managers are accountable for.

4.5 All CCG Staff and / or Board Members

4.5.1 Insert narrative for what all staff / Board Members are accountable for.

5 POLICY DETAIL

5.1 Use these sub-headings where appropriate

5.1.1 Use these paragraph references under the sub-headings.

5.2 Sub Heading – just copy and paste these below for more...

5.2.1 Copy this along with the sub-heading as a section and paste again below for more...

6 MONITORING COMPLIANCE

6.1 State here how the implementation of the policy will be monitored.

6.2 If there are any relevant KPIs that can demonstrate compliance, also state them here with targets to achieve and how often they will be reviewed and who they will be reported to.

7 STAFF TRAINING

7.1 The CCG will provide or commission relevant training to all those who fall within the Lone Worker definition, following completion of a formal risk assessment. This will primarily be conflict resolution training including an element of personal security awareness. More specific training will be provided where indicated through a risk assessment.

8 ARRANGEMENTS FOR REVIEW

8.1 This policy will be reviewed no less frequently than every two years. An earlier review will be carried out in the event of any relevant changes in legislation, national or local policy/guidance.

8.2 If only minor changes are required, the sponsoring Committee has authority to make these changes without referral to the CCG Board. If more significant or substantial changes are required, the policy will need to be ratified by the relevant committee before final approval by the CCG Board.

9 ASSOCIATED DOCUMENTATION

- Make reference here to any supplementary documents that support the policy or any National Service Frameworks, DH Publications, Health & Safety Executive Guidance etc.

Associated Policies

Policy Name

- List here the relevant associated CCG policies i.e. those that link to this policy.

10 REFERENCES

- Provide a list of references of the documents that have informed or contributed to this policy.

11 LIST OF STAKEHOLDERS CONSULTED

Date Policy Circulated	Name of Individual or Group	Were Comments Received?	Were Comments incorporated into Policy?	If no, why not?

Note: in tables, if you want to use a title row it should either be 'unfilled', but with bold text or you can fill the title row with colour R:54, G:95, B:145, and the writing in the box must then be white.

12 Results of Equality Impact Assessment

- 12.1 State either – the EIA has identified no equality issues with this policy. OR Issues identified in the EIA were XXX and they have been addressed by XXX.
- 12.2 The EIA has been included as Appendix A.

13 Change History:

Date	Version	Author	Description

Equality Impact Assessment

To be completed and attached to any policy/procedural document when submitted to the appropriate committee for consideration and approval.

		Yes/No	Comments
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	<ul style="list-style-type: none"> ▪ Race 		
	<ul style="list-style-type: none"> ▪ Ethnic origins (including gypsies and travellers) 		
	<ul style="list-style-type: none"> ▪ Nationality 		
	<ul style="list-style-type: none"> ▪ Gender 		
	<ul style="list-style-type: none"> ▪ Culture 		
	<ul style="list-style-type: none"> ▪ Religion or belief 		
	<ul style="list-style-type: none"> ▪ Sexual orientation including lesbian, gay and bisexual people 		
	<ul style="list-style-type: none"> ▪ Age 		
	<ul style="list-style-type: none"> ▪ Disability - learning disabilities, physical disability, sensory impairment and mental health problems 		
2.	Is there any evidence that some groups are affected differently?		
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?		
4.	Is the impact of the policy/guidance likely to be negative?		
5.	If so can the impact be avoided?		
6.	What alternatives are there to achieving the policy/guidance without the impact?		
7.	Can we reduce the impact by taking different action?		

Policy Name

APPENDIX B

INSERT OTHER APPENDICES AS APPROPRIATE