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| **Author** | Forename and Surname of author (job title of author) |
| **Version** | e.g. v0.1, v0.2 … |
| **Date Created** | DD-MM-YYYY |
| **Date and place of approval** | DD-MM-YYYY (Place e.g. Cabinet) |
| **Date for review** | DD-MM-YYYY |

[insert a brief sentence stating what this document is about]

[Department it belongs to]

**Version Control**

In the footer below, add the name of the author and the date it was created

**Title of Policy/Procedure**

1. **Title of policy/procedure**
2. **Purpose and Summary**

This should include what the policy/procedure seeks to address and a short summary of what the policy says

1. **Definitions**

This section should define any complicated key words or terms and how they are used in the policy/procedure

1. **Scope**

This should detail who the policy/procedure applies to. Is it for specific teams only? Is it for all council staff? Is it for all Adult Social Care staff? Is it for providers too?

1. **Detail**

This is the part where you write the policy/procedure information

1. **Roles and responsibilities**

This section should detail who is responsible for implementing this policy/procedure and who is responsible for maintaining it.

1. **References/appendices**

Include a list of any references used or appendices mentioned here

1. **Help page**

This page should contain any information that the reader may find helpful when implementing this policy/procedure into their practice