Sample policy – synthetic demo document

Not for use in a real service. Created for the OMFiNiTiVE Data Import demo.

Visitors Policy

Category: Operations · Version 1.0 · Owner: Registered Manager

1. Purpose: to welcome visitors while keeping people supported, staff and the home safe.

2. All visitors sign in and out at reception and are told about fire exits.

3. Visits are arranged around the wishes of the person being visited.

4. Staff may ask a visitor to leave if their behaviour puts anyone at risk, and record why.

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