

Excellence in Corporate Governance - Learner Policy Checklist

The following is a list of policies that your centre should have in place specifically related to learners. This list is not an exhaustive one nor does it specifically list those policies related to Child Protection and Welfare as these policies should not be written without a clear understanding of the current Children First guidelines, current best practice and appropriate training. Such Child Protection and Welfare policies may be available in the near future from IACTO directly.

If you have additional policies written that are specific to your centre or the services you provide please note them on this list and ensure like all other policies they are reviewed regularly in terms of relevance and impact.

	<u>Policy</u>	<u>In Place</u>
1	Absence including holidays and sick pay entitlements	
2	Attendance & Timekeeping	
3	Bullying and Harassment	
4	Child protection	
5	Code of conduct	
6	Dignity towards others in the workplace (Equality, Diversity etc)	
7	Dress code	
8	Grievance and disciplinary	
9	Health & safety	
10	Housekeeping	
11	Misuse of drugs and alcohol	
12	Pay and relevant deductions	
13	Personal Hygiene	
14	Recruitment & selection of learners to CTC	
15	Use of computers / I.T. systems	
16	Data protection	
17	Parent / Guardian signature re tracking, taking photo's etc	
18	Critical Incident Policy / process	
19	Availability of counselling/ psychological services	