
Quality Policy

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| Date Drafted: | September 2016 |
| Date Effective: | September 2016 |
| Last Review Date: | August 2022 |
| Next Review Date: | November 2024 |
| Officer Responsible: | Chief Executive |
| Delegated Delivery Responsibility: | SLT |

| Version | Date | Note | Author |
|---------|-------------|--|---------------|
| V1-0 | 11/01/2019 | Original – New Policy Format | SLT |
| V2-0 | 01/10/2018 | Policy Reviewed | SLT |
| V2-1 | 23/01/2019 | No changes to policy – just placed into new format | Lisa Finch |
| V2-2 | 08/11/2019 | Reviewed | Michele Leach |
| V3-0 | 05/12/2019 | Small Amendment by CP | Lisa Finch |
| | | Re-signed by new CEO | Lisa Finch |
| V3-0 | May 21 | Just new logo added | Lisa Finch |
| V3-1 | October 21 | Reviewed by AT – No changes needed – Redated | AT/LF |
| V3-2 | August 2022 | Reviewed by AT – No changes needed – Redated | AT/LF |

Overview

It is the policy of **Carers First** to maintain a quality system designed to meet the requirements of ISO 9001:2015 (or any other standard in line with Annex SL Structure) in pursuit of its primary objectives, the purpose and the context of the organisation.

It is the policy of **Carers First** to:

- set Clear expectations of our service to carers and stakeholders and aim to meet these;
- comply with all legal requirements, codes of practice and all other requirements applicable to our activities;
- the reduction of hazards, prevention of injury, ill health and pollution;
- provide all the resources of equipment, trained and competent staff and any other requirements to enable these objectives to be met;
- ensure that all employees are made aware of their individual obligations in respect of this quality policy;
- maintain a management system that will achieve these objectives and seek continual improvement in the effectiveness and performance of our management system based on "risk".

This quality policy provides a framework for setting, monitoring, reviewing and achieving our objectives, programmes and targets.

Customer service is an essential part of the quality process and to ensure this is fulfilled, all employees receive training to ensure awareness and understanding of quality and its impact on customer service.

To ensure the company maintains its awareness for continuous improvement, the quality system is regularly reviewed by the Senior Leadership Team to ensure it remains appropriate and suitable to our business. The Quality System is subject to both internal and external annual audits.



Chief Executive