 **Promise Care Services Ltd**

# NOTIFICATIONS

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Policy Statement

This policy is intended to set out the values, principles, and policies underpinning this organisation’s approach to its notification requirements. Notifications are changes, events or incidents that must be notified to the Care Quality Commission (CQC). There are several different types for different types of service.

The Policy

The policy aims to ensure that all relevant notifications are completed in the appropriate format and timescale as required by the CQC.

Statutory Notifications

The CQC regularly updates and amends the electronic system of notifications. These notifications and their purpose are made clear in the guidance issued by the CQC (see Statutory Notification Guidance for Registered Providers and Managers of Adult Social Care, Independent Health Care, Primary Dental Care, Independent Ambulance).

A regular check of the CQC website is undertaken to ensure that we are fully compliant and up to date with all statutory notification requirements and guidance. It is the registered manager’s responsibility to ensure that statutory notifications have been sent to CQC within the required time scale.

All staff involved in the completion of the statutory notification records will be trained and made aware of the importance of the documents and their timely return to the CQC.

Related Policies

Duty of Candour

Good Governance

Related Guidance

CQC Notification Finder:

https://www.cqc.org.uk/guidance-providers/notifications/notification-finder

CQC Statutory Notifications:

https://www.cqc.org.uk/sites/default/files/20161101\_100501\_v7\_guidance\_on\_statutory\_notifications\_ASC\_IH\_PDC\_PA\_Reg\_Persons.pdf

Training Statement

All staff, during induction, are made aware of the organisation’s policies and procedures, all of which are used for training updates. All policies and procedures are reviewed and amended where necessary, and staff are made aware of any changes. Observations are undertaken to check skills and competencies. Various methods of training are used, including one to one, online, workbook, group meetings, and individual supervisions.

Date Reviewed: May 2023

Person responsible for updating this policy: **IFEYINWA ODOEMENAM**

Next Review Date: May 2024