

Free Essential Basic Policy List

Use this resource to organise a practical review of an England care service. Select the checks that apply to your regulated activities, people, setting and staff roles. A completed checklist is a record of your review; it does not establish legal compliance, CQC approval or an inspection outcome.

This is a planning list of policy subjects, not a package of the policies themselves and not a universal statutory list. Several subjects may be covered in one coherent procedure; the right structure depends on the service.

For each subject decide: does it apply, where is it covered, who owns it, is it current, can staff explain it, and does practice match it? Give reasons for “not applicable”. Check requirements for your actual regulated activities and setting.

Start with risks to people. Prioritise missing safeguards and inaccessible procedures before formatting improvements. Involve people receiving support and staff in testing how the policy works.

Policy subjects 1–16

Subject to consider	Applies? / owner / policy reference
Safeguarding Adults Policy	
Safeguarding Children Policy (where applicable)	
Abuse & Neglect Policy	
Whistleblowing Policy	
Incident, Accident & Near Miss Policy	
Duty of Candour Policy	
Infection Prevention & Control Policy	
Medicines Management Policy	
Health & Safety Policy	
Fire Safety Policy	
Risk Assessment Policy	
Lone Working Policy	
Positive Behaviour Support / Behaviour Management Policy (where applicable)	
Restrictive Practice Policy	
Missing Person / Absconding Policy	
Assessment & Care Planning Policy	

Policy subjects 17–32

Subject to consider	Applies? / owner / policy reference
Person-Centred Care Policy	
Consent & Mental Capacity Act Policy	
Deprivation of Liberty Safeguards (DoLS) Policy (where applicable)	
Equality, Diversity & Inclusion Policy	
Nutrition & Hydration Policy	
Record Keeping & Documentation Policy	
Clinical Governance Policy (where applicable)	
Dignity & Respect Policy	
Privacy & Confidentiality Policy	
Compliments & Complaints Policy	
Advocacy & Involvement Policy	
End of Life Care Policy (where applicable)	
Care Review Policy	
Managing Concerns & Escalations Policy	
Service User Involvement Policy	
Accessible Information & Communication Policy	

Policy subjects 33–48

Subject to consider	Applies? / owner / policy reference
Reasonable Adjustments Policy	
Governance & Quality Assurance Policy	
Auditing & Monitoring Policy	
Policies & Procedures Management Policy	
Business Continuity & Emergency Planning Policy	
Data Protection & GDPR Policy	
Information Governance Policy	
Record Retention Policy	
Freedom of Information Policy (where applicable)	
Statement of Purpose	
Safer Recruitment Policy	
DBS & Vetting Policy	
Induction & Mandatory Training Policy	
Supervision & Appraisal Policy	
Staff Conduct & Disciplinary Policy	
Capability Policy	

Policy subjects 49–57

Subject to consider	Applies? / owner / policy reference
Staff Wellbeing & Stress Management Policy	
Grievance Policy	
Equality & Anti-Discrimination Policy	
Professional Boundaries Policy	
Social Media Policy	
Use of Technology & Digital Records Policy	
Gifts & Hospitality Policy	
Transport & Vehicle Use Policy	
Lone Visits / Community Access Policy	

Priority action record

Review field	Your record
Service / reviewer / date	
Person or activity affected / immediate risk	
Evidence checked and what it shows	
Action and responsible person	
Target date / interim safeguards	
Outcome, person's feedback and closure evidence	
Manager review / next review trigger	

Use, review and sources

Do not enter names, health details or criminal-record information in a shared learning example. Store completed operational records in the organisation's approved system with appropriate access and retention controls.

Recheck the linked official guidance before an important decision and after changes to the law, people supported or service. Revision: 11 October 2026. This is a practical resource, not individual legal or clinical advice.

CQC provider regulations:

<https://www.cqc.org.uk/guidance-regulation/providers/regulations-service-providers-and-managers>

CQC Regulation 17 (good governance): <https://www.cqc.org.uk/guidance-regulation/providers/regulations-service-providers-and-managers/health-social-care-act/regulation-17>

DBS filtering guidance:

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

Right-to-work checks:

<https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>

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