



INTRODUCTION

This Handbook contains Policies and Procedures that are essential to the safe, effective and professional operation of the Charity. These Policies and procedures are written to ensure that all attend Vranch House clinic and school have a clear expectation of the service they will receive and staff have a clear expectation of conduct. They are written with the explicit endorsement of the Trustees or under powers delegated by the Board but *a//* staff members are encouraged to read them with a critical eye. If you have any observations, criticisms or suggestions for improvement or clarification you should not hesitate to contact the Chief Executive. It is the intention of the Trustees and the Management Team that this Handbook exists to promote professional and safe practice at Vranch House. This is not a top-down exercise and we would welcome any contribution that any member of staff wishes to make.

The issues addressed in this Handbook are under constant review so these Policies and Procedures will change. These documents form part of your employment contract with the charity and it is your duty to acquaint yourself with the contents at least once a year on a regular basis.

Kate Moss
Chief Executive

September 2024