

Quality Assurance

Quality Assurance Policy

IMS-QAP-005

Version 2.00



Disclaimer

While we do our best to ensure that the information contained in this document is accurate and up to date when it was printed please refer to the electronic copy on the intranet for the latest version.

If you require further clarification on our document control system, please contact the Quality Assurance Department.

2011-07-001



Quality Assurance Policy

1 Index

1	INDEX.....	1
2	INTRODUCTION	2
3	SCOPE	2
4	AIM.....	2
5	RESPONSIBILITY.....	2
6	PAGE LAYOUT.....	ERROR! BOOKMARK NOT DEFINED.
7	DOCUMENT STRUCTURE	ERROR! BOOKMARK NOT DEFINED.
8	KRD NUMBER	ERROR! BOOKMARK NOT DEFINED.
9	DOCUMENT NUMBERING	ERROR! BOOKMARK NOT DEFINED.
10	VERSION HISTORY.....	ERROR! BOOKMARK NOT DEFINED.
11	DOCUMENT RETENTION.....	ERROR! BOOKMARK NOT DEFINED.
12	DOCUMENT AUTHORISATION	ERROR! BOOKMARK NOT DEFINED.
13	DOCUMENT PROCESS FLOW	ERROR! BOOKMARK NOT DEFINED.



Document Number IMS-QAP-005
KRD Number 2011-07-001
Current Revision 2.00

Quality Assurance Policy

2 Introduction

Kibble Education and Care Centre acknowledges and recognises that, for its operations to have a consistent and effective approach, a controlled set of policies and documents is required. To this end, the purpose of this policy is to set out the basic structure for the Kibble Groups document control system.

3 Scope

This procedure applies to Kibble Education and Care Centre along with the following associated/subsidiary companies:

- Kibbleworks (KWL)
- Kibble Campus Developments (KCDL)
- Kibble Construction (KCL)
- Kibble Trading Limited (KTL)

4 Aim

The aim purpose of this policy is to set out and establish Kibble Education and Care Centre's Quality Policy.

5 Responsibility

The Quality Department is responsible for the implementation and monitoring of this policy.

Department managers are responsible for ensuring that all employees are aware of the policy.



Document Number IMS-QAP-005
KRD Number 2011-07-001
Current Revision 2.00

Quality Assurance Policy

6 Policy Statement

As a long-established charity, Kibble Education and Care Centre are committed to continue providing a high quality service that promotes the individual needs of the Young People and their Families who access our services.

We acknowledge and recognise that our operation have an impact on the lives of a number of different stakeholders including the young people, their families and our staff and carers.

All staff and carers are made aware of the requirements of the Quality Systems and the need for each activity to be carried out to reflect Best Practice. Kibble Education and Care Centre has always strived to continuously improve the quality of its services through the use of training, support and encouragement given to all staff and carers by the management team wherever possible.

To strengthen this process, Kibble Education and Care Centre have aligned the organisations Quality Model with the EFQM framework. Kibble is committed to ensure that its quality activities, where possible, are aligned with the ethos set out within the EFQM Framework for Business Excellence.

The nature of quality within our services makes it impossible for all of our procedures to be fully comprehensive, and Kibble publishes this policy in the knowledge that, in the long term, the quality of its services and its good name depend on the everyday actions of those involved in service delivery.

7 Implementation and Review

To achieve the objectives of this policy, we will ensure staff and carers at all levels within our organisation and all interested parties are made aware of our commitment to Quality and Continuous Improvement.