POLICY ON POLICIES

PRIMARY PERSONS RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY

JAMES EYTLE, BEVERLEY MELLON (PRINCIPALS)

LAST REVIEW DATE

March 2019

NEXT REVIEW

March 2020

Reviewed March 2019

Summary

The Policy on Policies is designed to establish a structure to how policies are developed, approved and implemented.

Detail

Policies are devised by the Principals, with specialised policies devised with the help of other relevant staff or outside organisations.

Each policy has a frontsheet which details who was responsible for the development of each policy.

The last review date and future review date are stated on the front page of each policy.

Once developed, policies are approved by the Principals and are adopted by the College.

Staff are informed of adopted and approved polices at the annual staff induction, staff meetings and the staff conference. Should staff not follow the guidelines of our policies, the Principals will investigate and hold a meeting with that person in the first instance.

The Principals monitor polices for effectiveness. Any amendments are referred to the Vice Principal who implements the changes. The review dates of such polices are updated at that time.

Policies are uploaded to the College website and digital copies are retained, but replaced when updated.

Policies are reviewed annually, generally in March during the Easter Mocks session, after inspections take place.

Reviewed March 2019