# <u>POLICY ON POLICIES</u>

**PRIMARY PERSON RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY**

JAMES EYTLE, BEVERLEY MELLON (PRINCIPALS)

**LAST REVIEW DATE**

February 2025

**NEXT REVIEW**

February 2026

# Policy on Policies

## 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 by other relevant staff.

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 staff meetings and the staff conference. Should staff not implement a policy, the Principals will investigate and hold a meeting with that person.

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 a hard copy are kept in the front office.

Policies are reviewed annually.