

Dunbar Education - Reviewing, Controlling, Updating, and Communicating Policies

Date of Policy: 28/06/2024

Policy Review Date: 04/09/2025

Next Review Date: 03/09/2026

Summary

Dunbar Education is committed to maintaining effective policies that align with its values, legal requirements, and evolving needs. This policy outlines the procedures for reviewing, controlling, updating, and communicating policies within the organization.

1. Policy Review:

1.1. All policies within Dunbar Education shall be subject to regular review to ensure their relevance, accuracy, and compliance with legal and regulatory requirements.

1.2. The responsibility for policy review lies with the Senior Leadership Team.

1.3. Senior Leadership Team shall conduct scheduled reviews of policies at least once every 12 months.

1.4. Additional ad-hoc reviews may be initiated if significant changes in legislation or internal circumstances occur, or if identified issues warrant an immediate review.

2. Policy Control:

2.1. Senior Leadership Team shall ensure that all policies are appropriately controlled and documented.

2.2. A centralised policy repository shall be established to store, organise, and manage all policies effectively.

2.3. Each policy shall be assigned a unique identifier for easy reference and tracking purposes.

2.4. The policy repository shall have controlled access, limiting editing rights to authorized personnel responsible for policy management.

3. Policy Update:

3.1. Senior Leadership Team shall oversee the process of updating policies to reflect changes in legal requirements, organisational needs, and best practices.

3.2. The Senior Leadership Team shall designate responsible individuals or teams for updating specific policies, considering their expertise and relevance.

3.3. The designated individuals or teams shall conduct thorough research, consult relevant stakeholders, and review existing policies to ensure accurate and comprehensive updates.

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3.4. The updated policies shall be presented to Senior Leadership Team for approval before implementation.

3.5. Upon approval, the updated policies shall be documented, version-controlled, and communicated to the appropriate stakeholders.

4. Policy Communication:

4.1. Dunbar Education recognises the importance of clear and effective policy communication to ensure understanding and compliance.

4.2. The policy repository shall provide easy access to all staff members, who shall be made aware of its existence and location.

4.3. New policies, policy updates, or policy retirements shall be communicated to relevant stakeholders through appropriate channels, such as staff meetings, email notifications, or intranet announcements.

4.4. Training sessions or workshops may be conducted to familiarise staff members with new or significantly updated policies, ensuring comprehension and adherence.

4.5. The policy communication process shall emphasise the importance of ongoing policy awareness and encourage staff members to provide feedback, suggestions, or concerns related to policies.

5. Monitoring and Compliance:

5.1. Senior Leadership Team shall monitor policy compliance and address any reported violations or concerns promptly.

5.2. Regular audits or assessments shall be conducted to ensure that policies are being followed correctly.

5.3. Non-compliance with policies shall be subject to appropriate disciplinary actions, as outlined in Dunbar Education's disciplinary policy.

6. Policy Documentation:

6.1. All policy-related activities, including reviews, updates, and communications, shall be documented for audit and reference purposes.

6.2. Documentation shall include the date of policy creation, review dates, updates made, individuals involved, and communication records.

6.3. Policy documentation shall be securely stored and easily accessible to authorized personnel.

7. Policy Exception:

7.1. In exceptional cases where policy deviation is necessary, individuals must seek prior approval from Senior Leadership Team or designated authority.

7.2. The policy exception requests shall be documented, justified, and reviewed on a case-by-case basis.

8. Policy Review of this Document:

8.1. This policy shall be reviewed and updated by Senior Leadership Team as needed, but no less frequently than every 12 months.

8.2. Proposed updates or revisions to this policy shall follow the procedures outlined in this document.