

De La Salle College



Policies Policy

Compiled by: The Head Master	Last Reviewed:	October 2018
Policy Holder: Mr Sharrock	Revision date:	July 2019

De La Salle College has a large number of **policies** which are intended to provide a framework that ensures consistent principles are employed to practice across the College. Policies provide current and prospective employees, governors and parents of current and prospective pupils with valuable information about the College. They are also the first port of call in order to ensure best practice and efficient operation. All staff have to sign a declaration form confirming that they have read all of the Colleges policies.

Supporting these policies is a large number of **procedures** which give more detail as to how these principles are to be applied to the day to day running of the College. Procedures are an important tool in ensuring that the College is run in a seamless and efficient manner so that all parties, particularly the staff, can maximise their time spent in benefitting the pupils and the College as a whole. They are also important in ensuring policies are being carried out by all members of the College community in a compliant manner.

In addition there is much **attendant documentation** which is used to gather, impart or record important information pertaining to these policies and procedures.

The regular and careful update of policies, procedures and attendant documentation is vital in ensuring that all those with a vested interest in the College know what the principles are, how the College works and what the statutory requirements as laid down by the Jersey Education Department and/or UK legislation.

With this in mind De La Salle College observes the following:

- Policyholders are responsible for the annual review of their policies in accordance with their responsibilities within the College
- Policyholders will review all their policies, procedures and attendant documentation in June of each College year
- All proposed policy updates are to be approved by the Head of College at first instance via the process outlined in appendix 1
- The approved policy changes are to be summarised for presentation to the Board of Governors
- All policies are to be updated and approved in November annually by the Board of Governors taking into account of independent consultant advice. Only policyholders can make changes to procedures
- It is the responsibility of policyholders to ensure that their designated policies and procedures are accompanied by up-to-date and accurate attendant information where appropriate
- The Policy compliance officer co-ordinates all policies, procedures and attendant documents, ensuring that they are available in an accessible manner and at all times to all staff

- The Policy compliance officer is responsible for ensuring that the correct and relevant policies are disseminated in a timely manner to all new staff, parents and stakeholders, including making available to parents via the website a number of key policies

APPENDIX 1

Policy Holders (PH)

- The PH must review and make any changes to the word document policies located in T:\College Documents\Policy Compliance All Staff\Draft Policies.
- Once changes have been made, even the updating of the review date, the PH must email the PCO (Tony Croke) to indicate that the policy has been updated or reviewed.

Policy Compliance Officer (PCO)

- Will remind policy holders via email when policies require review.
- When an email has been received from a policy holder they will print the draft policy with changes for the Head of the College to approve.
- Once approved by the Head of College, the PCO will, accept the changes on the word document then save the policy as a PDF in T:\College Documents\Policy Compliance All Staff\Policies-For staff reference, replacing the old file.
- The PCO will also replace the file on the college website.

Head of College

- Will approve the changes by signing the word document provided by the PCO or send the document back for further review.