

# *Establishing, Reviewing policies*

## *1. Establishing Policy*

- 1.1. A policy is formed when an issue is raised by the residents, staff or Management Team and a need for formal policy is identified.
- 1.2. A consultation document is prepared and discussed by staff, residents and Management Team, who are all able to make comments and recommend amendments.
- 1.3. The policy is then drafted and pinned on the notice boards for a week, during which time staff and residents can comment.
- 1.4. The Management Committee then ratifies the final issue.
- 1.5. The final issue will then be given a date stamp as at the foot of this page.
- 1.6. The final issue will be published on the website.

## *2. Reviewing Policy*

- 2.1. A policy will be reviewed as the review date given at the time the policy was established.
- 2.2. A policy can be reviewed before the review date if two or more stakeholders raise a claim. In this incidence the review claim will be assessed by senior management. If the review claim is deemed as legitimate, proposed changes will be dealt with in line with 2.3 - 2.7.
- 2.3. Admin will post an editable copy of the Policy on the Intranet and email to the management committee, at the review date.
- 2.4. The policy will be presented to the staff and residents meetings for discussion and any changes to be made as 2.5
- 2.5. Any proposed changes to the policy should be communicated by email to admin (unless the original email states otherwise) with P&P Review' in the subject box.
- 2.6. A final draft of the reviewed policy will be sent to the policy review sub committee and shall be ratified at the next management committee meeting
- 2.7. Once ratified the policy will then be published at: <http://www.sanctuarytrust.org.uk/about/policy-procedure/>