

REVIEWING OF POLICIES

Reviewing of policies

Policies are reviewed by a policies group comprised of one member from each board, a member from the PCC and a church warden.

This group is supported and advised by ASCDC's general manager.

Alterations are done by the admin worker.

Any new policies are written by this group and presented to boards/PCC.

Each year a third of the policies are reviewed. Each board/PCC are asked which policies they would like to take priority.

This is with the exception of the Safeguarding and Child Protection Policy and the Protection of Vulnerable Adults Policy which are reviewed annually.

The policy group also reviews policies in the following circumstances

1. If legislation changes
2. If there is an incident relevant to a policy and it was felt that the policy didn't meet needs

Reviewed policies go to each board/PCC for ratification.

All policies are available on soft copies through the admin worker.

New staff and volunteers are given hard copies and sign to say they have received them – this is the responsibility of each employer.

A hard copy is kept in the parish/centre office. In the front is a confirmation of the reviewing of policies, dated and signed by the chair of each board/PCC. It is the responsibility of the general Manager to ensure this is done.

For copies, please contact the Centre Office on 0121 443 4421.

Process

- 1 This form is kept in the main policy file in the Centre Office
- 2 Soft copies, dates are arranged with the reviewer alongside other changes.
- 3 Up to date soft copies are only available from Vicki on allsaintsyouthproject@btinternet.com
- 4 Revised soft copies will be sent to appropriate people – including The Robin Centre manager, Chairs of Boards and Church Wardens. It is their responsibility to distribute to staff and volunteers.
- 5 Any packs of hard copies on file will be updated.