

**Development of Policies**

**Policy & Procedure**

<b>DATE APPROVED</b>	<b>22<sup>nd</sup> September 2021</b>
<b>POLICY PREFIX</b>	<b>ED</b>
<b>POLICY NUMBER</b>	<b>16</b>
<b>VERSION NO</b>	<b>V1</b>
<b>REVIEW DATE</b>	<b>July 2023</b>

**Approved By:** Governance/ Academic  
**QA Committee**

**Date:** 17/08/2020

**Approved By:** Tony O' Brien  
**CEO**

**Date:** 22/09/2021

This policy pertains to **Northridge House Education and Research Centre at St Luke's Cork**, hereafter referred to as **the Centre**.

## 1. Purpose of Policy

This policy addresses the national standard as set out in the Core Statutory Quality Assurance (QA) Guidelines (2016) benchmark as a national standard that 'the quality assurance system is fully documented; there are robust, documented policies and associated procedures for the assurance of the quality and standards of provision by creating a transparent and comprehensive quality system for policy initiation, development, approval, implementation and monitoring / review. By using a consistent policy development system, it is possible to assemble policies that are:

- Appropriately developed and regularly monitored / reviewed.
- Accessible to staff and the public (as required) in usable formats.
- Consistent with the Mission & Ethos of the Centre.
- Compliant with applicable laws and national / international benchmarks of best practice; and
- Promote a culture of quality among all Centre stakeholders.

This policy also seeks to ensure that all policies are periodically reviewed to ensure that they are fit-for-purpose and remain effective.

## 2. Definitions

- Policy "A policy is a written statement that clearly indicates a course or principle of action adopted or proposed by an organisation or individual" (Oxford Dictionary 2005)

## 3. Scope of Policy

- This policy is intended for all staff and stakeholders involved in the development of policies.
- This policy sets out the standards format for policies in the Centre
- This policy sets out the structures for the development, approval, and dissemination of policies in the Centre.
- All new policies are to comply with this policy. Existing policies/procedures/guidelines are to comply with the structure when being reviewed and updated.

#### 4. Policy Identification Number and Version Each policy will have a number, version number and prefix

- Each Policy will be uniquely identified by: **Prefix / Number / Version / Title**
- Policy Prefix will denote the Department to which the policy relates as follows:
  - Educational Policy Prefix: **ED**

#### 5. Policy Statement

All Centre policies and associated documents must be:

- A. Developed according to the process set out in this policy.
- B. Presented in a standard and common format.
- C. Formally approved by an appropriate committee; and signed off by the CEO of St Luke's Charity
- D. Accessible to staff and the public (as required) in usable formats.
- E. Compliant with applicable laws and national / international benchmarks of best practice.

Policies and associated documentation approved prior to the effective date of this policy will be designated a review date and amended to comply with the standards outlined in this Policy

##### 5.1 Policy Development

- Any staff member can initiate a policy if they become aware of the need for same by discussing it with the DOE. Policies may also be instigated in response to change in regulation or QZI standards.
- Define and refine the area to be addressed
- Consider the organisation mission statement, research, best practice, ethical issues, professional guidelines, statutory requirements and review national guidelines professional guidelines on the topic.
- Analyse the relevant literature
- Utilise the Harvard referencing system
- Develop a draft with the working group/committee (as appropriate)

- Where a group or committee is established, the draft document is circulated within the group for comment and opinion within an agreed time frame which should normally not exceed 3 weeks. Comments are returned to the nominated lead person.
- Define and refine the draft.
- Send the policy to the relevant Committee (either Academic or Governance) for approval
- The policy is then forwarded to the CEO who signs off the policy and then presents the policy to the Board of Directors.
- When approved, the policy is then uploaded on the Policy Folder of Computer Server, Policy Folder in the Centre and an email is sent to all relevant persons in the Centre advising that the policy has been reviewed, updated, and issued.
- All policies in the Centre will be reviewed every three years from the date of approval; unless changes are required owing to legal, statutory and / or organisation.

## 5.2 Policy Format

A standard format will be used to ensure that all policies and associated documentation are consistent in both form and style. Although not every policy will contain all format elements, all Centre policies will be written and maintained following the format outlined below (see Appendix A: Template for Education Centre Policies):

1. Document Control (Mandatory)
2. Purpose of Policy (Mandatory)
3. Definitions (Optional)
4. Scope of Policy (Mandatory)
5. Policy Statement (Mandatory)
6. Roles and Responsibilities (Mandatory)
7. Associated Documentation (Optional)
8. Referenced Policies (Optional)
9. Monitoring and Review (Mandatory)

## 5.3. Publication of Policies

To ensure that the Centre policies and associated documentation are accessible, every policy and associated document will be available in a usable format in the Centre Staff

Folder on Dropbox this is a folder that all Staff of the Centre have access to. In addition, all policies and associated documentation related to the general Learner population will be available in a usable format in the Centre Learner Folder on Dropbox, all Learners will have access to this folder. The Centre is committed to transparency and will endeavour to publicly post on its website all policies and associated documentation not deemed to be confidential or for staff use only.

## 6. Roles and Responsibilities

- All individuals who are responsible for the drafting, updating, approval and distribution of Education Centre policies shall comply with this policy.
- The DOE at the Centre is the Policy Owner of this Policy and will, along with the Quality Assurance Team, oversee the monitoring and review of this Policy.
  - The Academic and Governance Committees will receive a copy of each relevant policy and submit relevant feedback to the policy committee as appropriate. Where the committee accepts the policy without changes, the policy will then be forwarded to the CEO, who will then sign the policy.
  - The CEO is responsible for signing each Policy and presenting all policies to the Board of Directors

## 7. Associated Documentation

Template for Education Centre Policies (Appendix A)

## 8. Referenced Policies

Quality Assurance Policy ED 18

## 9. Monitoring and Review

This policy will be reviewed every 3 years or as required by laws, regulations, or organisational obligations.

## Appendix A:

### Template for Education Centre Policies

*All policies drafted at Northridge House Education & Research Centre at St Luke's, Cork should follow the template outlined below (italicised instructions should be discarded by the staff drafting the policy). Please note that all policies should be accessible and clearly understood by the intended audience. As such, please make sure that the written style of the policy is constructed in a manner that is free from jargon and utilises plain English. All policies should be written using the following conventions: Calibri (font style); 13 point (font size); single-spaced (line spacing); 0 point (paragraph spacing before); 8 point (paragraph spacing after); heading should be provided in bold; headings / paragraphs should be numbered sequentially.*

**Document Control (Mandatory)**

*All policy documents within the Centre should contain the official document control header, which will provide the following information (see template below):*

**Title:**

DATE APPROVED	
POLICY PREFIX	
POLICY NUMBER	
VERSION NO	
REVIEW DATE	

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
QA Committee

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
CEO

**Purpose of Policy (Mandatory)**

*This section should provide the reason why the policy has been created. Please make sure that you are referencing all relevant legal, regulatory, or other requirements that the policy will attempt to meet. This section should also state how the policy supports the Mission of the Centre.*

### **Definitions (Optional)**

*As the intended audience of policies may not be familiar with technical terms and/or abbreviations, please provide key terms or phrases before the body of the policy.*

### **Scope of Policy (Mandatory)**

*All policies should clearly state the intended parties which are to comply with the provisions outlined in the policies. Where the policies are not applicable to all stakeholders, please specify the affected parties who must comply with the policy.*

### **Policy Statement (Mandatory)**

*The policy statement should outline the underlining principles of the policy and should set direction to all stakeholders concerned. It is important that the policy statement is clear and concise so that the intended audience has no misunderstanding as to the merits of these principles. Moreover, policy statements should use a generic linguistic style that requires minimal revisions (e.g., use roles / functions rather than name(s) of individual(s)).*

### **Roles and Responsibilities (Mandatory)**

*Clearly state the roles and responsibilities of every individual who are tasked with implementing and applying the policy (only list formal titles / positions rather than an individual's personal name).*

### **Associated Documentation (Optional)**

*Many policies will have associated procedures / guidelines / codes of practice / handbooks / forms which will provide specific instructions for carrying out defined tasks. Please specify the names of those associated documents in this section and provide complete documentation as an appendix to the policy.*

### **Referenced Policies (Optional)**



*Policies should not be drafted in isolation and will often reference existing Education Centre policies. Please provide a list of policies that should be read in conjunction with the proposed policy.*

**Monitoring and Review (*Mandatory*)**

*Please state the relevant Approving Committee(s) that will review the policy and the frequency of each review period. It is up to the policy owner to ensure that policies are reviewed at the designated time and marked with the appropriate version history.*