



*SUSSEX NEIGHBOURHOOD HOUSE Inc.*  
**POLICY ON POLICY**

## **RATIONALE**

The development, documentation and review of policy is pivotal to a clear understanding of the principles by which decisions are made, governance is carried out and services are delivered by an organisation.

Sussex Neighbourhood House is committed to developing its policies and procedures to ensure the organisation complies with relevant legislation and other requirements and achieves its mission. This policy is designed to outline a consistent approach to the development, documentation and review of policies.

## **GUIDING PRINCIPLES**

1. Policy development will be guided by Sussex Neighbourhood House's Vision, Mission and Values statement. As contained in the Constitution and Strategic Plan
2. Relevant legislation and other requirements will be taken into account in policy development.

## **SETTING POLICY**

1. The Committee of Management is responsible for setting policy for the organisation.
2. Policy development and review will be undertaken in consultation with staff, volunteers and house users as appropriate.
3. Policy will be expressed in language which is accessible to as wide a cross section of the population as possible.
4. All policies will be ratified by the Committee of Management before being implemented.
5. All policies will be fully communicated and implemented across the organisation.
6. Policies will be reviewed as necessary and all policies will be reviewed within a four year cycle. Reviews will include an assessment of the implementation of the policy throughout the organisation.

## **PROCEDURES**

1. Policy Sub-Committee and the Manager to monitor and identify the need for policy development and review, conversant with up to date knowledge of relevant legislation and after discussion with staff, volunteers and house users and learners, as appropriate."

2. Policy Sub-Committee to meet monthly to put forward recommendations for policy development and review to staff, volunteers, house users and the Committee of Management.
3. Policy will be expressed in language which is accessible to as wide a cross section of the population as possible.
4. Policy Review to remain a standing item on Committee of Management monthly meeting agendas.
5. Draft policies to be discussed with staff, volunteers and house users and learners as appropriate, prior to ratification.
6. Policies to be made available to all staff and volunteers, house users and learners once they are ratified by the Committee of Management.
7. A complete set of policies to be kept in the office, Children's Centre and public area for staff and volunteers to refer to and available to house users and learners.
8. Relevant policies and procedures to be gone through with staff and volunteers in the induction procedure, on planning day (what does this mean?) and/or at other times as required.
9. Relevant policies to be included in the Student Information Book and discussed at enrolment and/or in class.
10. Policies to be displayed around the house as appropriate.
11. Policy Register to include the date of first ratification and the date of ratification of amendment for each policy.
12. A list of all policies and location of policies to be posted on the Sussex Neighbourhood House website.