The St Michael Steiner School

Procedure for Reviewing Policies

- School policies are drawn up by College members, trustees and members of the administration team as needed.
- All policies must be reviewed from time to time; some every year, e.g. Safeguarding and Child Protection; some every two years e.g. Admissions; and some as needed, e.g. Smoking.
- All policies must also be updated when new legislation comes into force, or when there are changes in responsible personnel, regardless of the usual review schedule.
- A designated College member[1] keeps a policy review schedule and notifies College members when a policy is scheduled to be reviewed. Review dates are spread out over the year.
- College members and trustees with responsibility for particular areas of the school management, e.g. Health & Safety, are responsible for keeping the related policies up to date.
- Early Years and High School staff are responsible for updating their own policies.
- Any College member may review other policies. The College member responsible for Leadership and Management[2] will send an editable version of the policy to the person who offers to update it.

Review Procedure

When reviewing a policy, read it through and:

- Check that the policy reflects current practice in the school
    - If it does not, but current practice is good, consult two other College members and if agreed, change the policy accordingly.
    - If there is something in the policy that is not being done, and you think it should be, highlight that and bring it to the College's attention by email.
    - If you think something needs to be added to, or changed, in the policy, bring your suggestion(s) to the College's attention by email.
- Check that any people named in the policy, their roles and their contact details, are correct
- Check that any documents referred to are the most recent versions
    - You can do this by clicking on the links provided, or searching for the name of the document. Most of these will be on the DfE website and you will find the latest version there.
    - Change any links and dates of documents referred to as needed.
- Check that the policy complies with any legislation to which it relates, including the relevant Independent School Standard(s) (ISSRs)
    - The ISSRs are here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/800615/Independent_School_Standards-_Guidance_070519.pdf
- All policy updates must be ratified by College. The updated version should be emailed to all College members in good time for it to be read before being ratified at the meeting.
- Some policies need to be ratified by the trustees and should be emailed either to the trustee with responsibility for the relevant area, or to the Chair. These policies are marked on the review schedule.
- Final, ratified updated policies should be emailed as editable versions (Pages or Word) to the College member responsible for Leadership and Management.
- The College member responsible for Leadership and Management will replace the policy on the ISI portal, send it to the website administrator to be replaced on the website, send the new version as a pdf to all staff, and replace it in the Staff/Parents handbook(s) as appropriate.

Review date: September 2024

---

[1] At September 2022 this person is Stella - stellaottewill@stmichaelsteiner.com

[2] At September 2022 this person is Amanda - amandabell@stmichaelsteiner.com