

Policy Writing

What is a policy

A policy is a statement of the ethos and values of your organisation. They define a boundary of which things are acceptable. They also clarify roles, responsibilities and can be used to aid decision making. A policy will explain what to do in any situation, (a procedure will tell your staff how to do it).

When writing your policy you should ensure that it is clear, easy to follow and understand and contains all necessary information, including legal obligations to your setting and practice.

Why are written policies important.

Policies can help you to think strategically about your business when making decisions.

Having a clear written policy will ensure continuity of information given to employees and service users alike and leaves less chance of misinterpretation.

They will set clear expectations and boundaries and will often bring greater compliance than verbal information.

What is a procedure.

A procedure is a documented process to be used as a reference when performing a task. It captures the knowledge of a job in a form that can be understood and followed by another person.

Procedure Writing.

Your procedure should be an extension of your policy and a step by step guide to how achieve the outcome stated within your policy. Your written procedure should be easy to follow

A procedure where possible should be practiced regularly to ensure that each step is achievable and progresses towards the expected outcome. All new staff should be made aware of company policies and procedures as soon as possible.

Policies and procedures should be regularly reviewed and updated to ensure that information contained within is relevant and up to date, and meets with all local and national laws and legislations.