|  |
| --- |
| **POLICY: XXX** |

***Guiding principles of policy development***

*A policy is a statement of the official position of an organisation and establishes the key principles and provisions that govern decision-making processes.*

*The following are suggested headings that can guide you in the development of a policy and procedure.*

# **Purpose**

Why the policy is required e.g. issues to be addressed or objectives to be achieved.

*Example: To ensure a safe environment for playgroup members, volunteers and visitors, and provide guidelines for the reporting and management of hazards, risks and incidents.*

# **Scope**

Who does the policy apply to and in which circumstances?

*Example: This policy applies to all members, volunteers and visitors at the [organisation name] as well as the Committee of Management.*

# **Policy Statement and Principles**

Statement of commitment and/or high-level principles.

*Example of a statement of commitment: [Organisation name] aims to provide an environment that is safe and free of risk to its members, volunteers and visitors’ health and welfare.*

*Example of a high-level principle: [Organisation name] will provide induction to volunteers and ongoing support as required.*

# **Procedures**

This may be a separate document. Details each step of the procedure in a logical order. Each step clearly communicates what is required, why it is required and how the participant must undertake the task.

Highlight any safety issues and other precautions. Add a list of equipment, supplies, or parts needed for the procedure.