



6.1 Policy Reviews

Rationale

Having a written policy is the best way to ensure people's reactions to any probable event are consistent and appropriate. These policies become OMP's definition of the expected decision or reaction to an anticipated event. Written policies are necessary for ensuring that; key legislative requirements are met; there is a shared understanding amongst those involved in the service of agreed processes and procedures; and there is opportunity to discuss policy and suggest change through regular review processes.

[Link to Te Whariki](#) - Well-being: Children experience an environment where they are kept safe from harm.

[Link to OMP Value](#) - Being Professional and ethical

Procedures

- Decide the policy to be developed.
- Research and analyse (and as necessary consult on) the requirements of the policy and seek out examples of similar and past policies.
- Decide resources, roles and time limits.
- Draft (or adapt) appropriate wording and format for policy.
- Formally decide and adopt the policy (voting or consensus).
- Communicate the policy to stakeholders (kaiako, parents, whānau and directors).
- Ensure the policy is implemented – that those whose job it is to implement policy have the necessary skills, resources and clear authority to act on the policy and will do so in an accurate, timely, consistent and professional manner.
- Review the policy to ensure continued relevance.
- Policies should not be varied without first documenting any changes. The authority and reliability of a written policy is undermined if the practice is different to what is stated and the policy is not updated.
- After a policy has been updated it is filled in the Policy Folder, it should be marked as updated on the schedule at the front of the Policy Folder. At the bottom of each policy document the box should be completed which states the date it was introduced and the date for next review, any comments such as references and the consultation undertaken.

Introduction date:	Review date:
Comments:	See reference below
Consultation undertaken:	Teachers Meeting approval, uploaded to website for parent approval and comment.

Reference: Te Whāriki (2017) Ministry of Education. Registered Teacher Criteria 6. Licensing Criteria 2008, GMA4.