



SOCIAL ARTS FOR EDUCATION

Policy Writing Policy

Updated 18/01/19

Policy Writing Policy

This policy enables senior leadership at Social Arts for Education (SAFE) to write policies in a democratic, uniformed and efficient way, allowing policies to be accessed with ease by anyone wishing to view them.

Decision Making

Each policy will be created by a member of the senior leadership team (SLT) at SAFE and overseen by the governing body for a democratic vote to agree the decisions within the policy. Any legal requirements or legislation will be checked while being created by SLT.

Appearance

Each policy will include:

- A cover page with SAFE's logo, the name of the policy and date of last update
- Arial font, in either size 18 (large headings), size 14 (sub headings) and size 11 (main text)
- All headings to be in bold
- All text to be in standard English
- The name of the person that wrote the policy and the date it was last updated (at the bottom of the last page of the policy)

Reviews

Each policy will be reviewed annually, depending on when it was written. A day in the Summer holidays will be allocated each year to double check that policies have been reviewed. Some policies will need to be reviewed on a more regular basis than others, according to legislation and changes to the running of SAFE.

This policy was written by Annabel Leaver on 18/01/19