

Policy & Procedures Checklist

Definitions

A **policy** describes the principle, rules and guidelines formulated or adopted by an organisation to achieve its goals.

Procedures are the specific methods to be used.

A **protocol** is a document which describes the details of a formal agreement between organisations

1. Before you start

What is the reason/ for the document?

- a) New legislation/guidance
- b) Updated legislation/guidance
- c) Findings from audit/ MALR/ SCR

Who is the document for?

- a) All staff working in Stockport
- b) Multi-agency children's staff
- c) Single agency

Where will the document be located/ published?

- a) Pan-Manchester policies
- b) Local Stockport policy on the SSCB website
- c) Organisation website/ intranet/ microsite

2. Writing the policy/ procedure

- Consider the 'reading age' of your audience
- Documents should be clear and concise and written in the third person
- Words should be carefully selected. Words such as 'should' and 'may' suggest choice, whereas 'must' or 'shall' are more directive
- Refer to a person by their job title rather than their name
- When using acronyms use the full name the first time and add the acronym to be used in brackets e.g. Stockport Safeguarding Children Board (SSCB)
- Remember that links to web addresses can get broken when websites update

3. Once the document is written

- Circulate to relevant workers for comments on accuracy and omissions, clarity and feasibility (can worker's actually do what the document requires in the steps indicated?)
- Circulate to a reader's group for feedback
- Make corrections and send forward for approval

4. Post-approval

- Agree publication date
- Agree review date
