

Policies and Procedures Policy

Policy number	001	Version	V2.0
Drafted by	Kerry Bull	Approved by Board on	4 th August 2025
Responsible person	Chair	Scheduled review date	August 2027

1. Introduction

Professionals and Researchers in Early Childhood Intervention (PRECI) needs a clear process for creating, approving, implementing and reviewing policies.

Policy documents should be based on a uniform template, and policy documents should be gathered together in a Policy folder on PRECI's shared drive.

2. Purpose

The purpose of this policy is to:

- Lay down a template for all policies and procedures;
- Outline a standard procedure for policies and procedures to be taken from their first drafts through to implementation and review; and to
- Illustrate a typical usage of the template.

3. Policy

Fundamental decisions as to the vision and goals of the organisation must be approved by the membership at a general meeting.

Policies, which are designed to serve the organisation's purpose by ensuring that day-to-day decisions are informed by deliberation and consultation, must be approved by the Board. The Board may delegate responsibility to a nominated person or persons for designing procedures to put those policies into effect.

Policies, which lay down broad principles, should be differentiated from procedures, which provide mechanisms appropriate to particular circumstances.

Policies and Procedures Procedures

Procedures number	001	Version	V2.0
Drafted by	Kerry Bull	Approved by Board on	4 th August 2025
Responsible person	Board Chair	Scheduled review date	August 2027

1. Responsibilities

The Board shall nominate a member of the executive team as a Policy Officer to be responsible for ensuring that proper procedures for the development, consultation, acceptance, recording, and implementation of every policy are designed and adhered to.

2. Procedures

The Board, a sub-committee, or a general meeting will identify the need for a policy document, or for the revision of an existing policy document, and the Board will then identify an author or authors.

The policy officer will ensure review of existing policy documents at the scheduled review date.

The author/s will draft the policy then consult with another member of the PRECI Board, preferably a person with knowledge or experience in the specific policy area, to gather feedback and input. The policy will also be made available on the organisation's shared drive for other interested parties or stakeholders to comment on. The author/s will consider any feedback received and will create a final draft for presentation to the Board. The author/s presents the draft policy for approval at the next Board meeting.

The Board will accept the policy, defer it, reject it, return it to the authors for amendment, or assign revision to other authors.

Following acceptance by the Board the policy shall be added to the Policy folder as Version 1. All subsequent revisions shall be numbered accordingly (e.g. Version 2, Version 3, etc.). Dates of approval and review will also be recorded in the policy header.

All policies will be uploaded on PRECI's shared drive in word and PDF format.

The policy officer will alert the Chair to approved policies that are ready to upload on the PRECI website where appropriate.

The Board will agree on a person to be responsible for the implementation of the policy and this will be noted on the policy document. The responsible person will review the procedures within the policy and ensure that these are being implemented. The responsible person may also amend the procedures as required to ensure the policy is being implemented effectively.

A list of policies will be maintained by the policy officer with persons responsible and scheduled review dates.

2.1 Policy and Procedure Format

All policy documents will adhere to a standard policy template (which this document is based on) and so will have the same “look and feel” as this document.

The format of the policy template will include the following headings:

Heading	Definition
Policy Number	Each policy document has a unique number, starting at V1.0. This is referred to in the contents page of the policy manual.
Policy Name	A few unique words that describe the general subject matter of the policy.
Version Number	When a policy is being drafted, its Version Number is “000”. Once passed at a general meeting , it becomes version “1.0”. Following scheduled or other revisions, this number increases by one.
Drafted By	The person, group of people, subcommittee, etc., that drafted the policy. These people may be contacted prior to any future changes being made, or regarding any confusion around the original intent of the policy.
Passed by the Board on:	This is the date that the Board approved the policy.
Responsible Person:	Person or position responsible for day-to-day implementation of policy.
Scheduled review date:	The date set by the Board for review of the policy. All policies will be reviewed at least every two years unless otherwise stated. Policies may also be reviewed whenever the Board determines that a need has arisen (this may be in response to an incident, feedback or complaint or relating to a new activity of the organisation). Reviews must follow the same development procedure as new policy proposals.

INTRODUCTION	Background information on why this policy exists.
PURPOSE	What this policy seeks to achieve.
POLICY	The actual content of the policy; the details of the position held by the organisation on the topic. A policy document may include several sub-headings under this topic, depending on the complexity of the policy matter.
RESPONSIBILITIES	Identifies who is responsible for adhering to, implementing, and monitoring relevant aspects of the policy or procedure.
PROCEDURES	Outlines how the policy is implemented on a day-to-day basis.
RELATED DOCUMENTS	Identifies any other documents that are relevant or important to the policy. While all written material within the organisation is related in one way or another, there will often be particular documents that should be read in conjunction with the policy. Examples may include other policies, Acts of Parliament (or sections of relevant text), the organisation's constitution (or sections of relevant text), etc. Not all policy documents will have Related Documents.

Related Documents

All Policy and Procedures documents