

Writing a policy

You may already have a policy. If you do, you may wish to review it or re-write it as a team. If you don't, now is the time to start.

There are no hard and fast rules about how to set out a policy, but we have some examples below, some from other professions, here which might give you some ideas.



The most important thing about a policy is that you write it with your audience in mind. Keep it simple and direct. The procedures should be clear and the rules fair. Make sure it is displayed prominently and that staff have contributed to it, know it well and share it with each other. It is a live document and should be regularly updated, and reviewed once a year.

Some of the headings you will need:

- Why is this policy important?
- What are the values of your settings that underpin this policy?
- What is the aim of your policy?
- What are your objectives?
- How will you achieve them? What actions will you take?
- How will you review this policy?

