The Name of your Policy

Please use a succinct title that accurately reflects the policy content. Policies will be listed on the website in alphabetical order, so bear this in mind and avoid using generic first words like ‘University’, ‘Policy’ or ‘The’.

<table>
<thead>
<tr>
<th>Originator name:</th>
<th>Your name</th>
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</thead>
<tbody>
<tr>
<td>Section / Dept:</td>
<td>Your Section or Department name</td>
</tr>
<tr>
<td>Implementation date:</td>
<td>The date on which your policy comes into effect</td>
</tr>
<tr>
<td>Date of next review:</td>
<td>The date on which your policy will be due for review. It will be a requirement for most University policies that they are reviewed at least once every two years but policies can be reviewed earlier or later if necessary. Unless directed or advised otherwise we will insert a review date of two years from the date of implementation.</td>
</tr>
<tr>
<td>Related policies:</td>
<td>Please enter details of any other University policy that should be read in conjunction with your policy.</td>
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<tr>
<td>Policy history:</td>
<td>Please state here whether your policy is new or replaces / revises an existing policy.</td>
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Version History

<table>
<thead>
<tr>
<th>Version</th>
<th>Author</th>
<th>Revisions Made</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>1</td>
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<td>First Draft</td>
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Approval History

Equality Analysis

<table>
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<tr>
<th>Version</th>
<th>Reviewed by</th>
<th>Comments</th>
<th>Date</th>
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<tbody>
<tr>
<td>1</td>
<td>Equality &amp; Diversity Staff Member’s Name</td>
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Committee Sign Off

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<tr>
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<th>Committee Name</th>
<th>Date of Sign Off</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Executive Board Committee (or other)</td>
<td></td>
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</table>
1 **Introduction**

Use this section to provide a suitable summary before the user reads the whole document. Please also include any other relevant details but ensure any background information you provide is concise.

1.1 **Purpose**

1.1.1 Why the policy exists. Remember to include the purpose or aim of what your policy is trying to ensure.

1.2 **Scope**

1.2.1 Who the Policy refers to (Staff, Students, Visitors to the University etc)

1.3 **Equality Analysis**

1.3.1 How the impact of the policy has been considered on the diverse characteristics and needs of everyone it affects.

1.4 **Definitions**

1.4.1 Use this section to define any particular terms used in the policy.

1.5 **Legislative context**

1.5.1 If there is a legal requirement for the policy or a requirement under the University's own regulations, please state the details here and provide any references if known.

1.6 **Health & Safety Implications**

1.6.1 You should consider in this section how any health & safety implications of your policy have been planned for. Guidance is contained within the University’s Health & Safety Policy and is also available from the Health & Safety Department.

2 **Policy**

2.1 **Principles**

2.1.1 In this section you will include the policy statements themselves which will form the main part of the document. The University defines a policy as “a statement of principles underlying a process and can be defined as a definite course or method of action” so your text should reflect that.

2.1.2 Other things to keep in mind when drafting this section of your policy:

- Under the principles outlined in the University’s publication scheme, the policy will be freely available to both internal and external users.
- Use plain, simple English and language that everyone can easily understand. Use short sentences & paragraphs wherever possible and be specific at all times.
- Please adopt a consistent sequential numbering system for different headings.

2.2 **Procedures**

2.2.1 This section contains all the essential steps and explanations of how the aims of the policy will be met and who is responsible for doing so. Text here should also be concise, plain and kept simple.

3 **Governance Requirements**

3.1 **Responsibility**

3.1.1 This section should set out who / which Department has the overarching responsibility for the policy and for ensuring it is effectively implemented, progress monitored (and how this monitoring will be undertaken) and that the policy is regularly reviewed.
### 3.2 Implementation / Communication Plan

3.2.1 In this section you should clearly explain how you will make the necessary arrangements to effectively communicate, disseminate and implement your policy. The Policy Office recommends that you carry out an analysis of stakeholder interest to demonstrate to the Approving Committee how your policy will work effectively from the very start. A simple RACI matrix will suffice and an example can be found in Appendix 1 of this document.

### 3.3 Exceptions to this Policy

3.3.1 Please use this section to identify how exceptions to the policy will be managed. You will need to consider the following:

- The degree to which exceptions will be tolerated. If your policy is required to comply with legislation then exceptions may not apply and you should clearly state this.

- The level of authorisation required to allow an exception to the policy. As a key principle, the authority for not complying with a policy will lie with the party requesting the exception and not you as the policy owner. Please note that the Approving Committee will need to be satisfied when considering a policy that this is set at an appropriate level.

- Please state whether you intend to record the nature of any exceptions and the individual(s) authorising them. Monitoring your policy in this way will help identify issues either with the policy itself or the level of compliance in certain areas of the University.

### 3.4 Supporting documentation

3.4.1 Any guidelines or forms associated with the policy should be listed here. The Policy Office will ensure these related documents are accessible to Users from the central repository.