




Policy Development and Review Framework

POLICY

Policy Category: Administration	
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Reviewed by: Principal	Endorsed by: Board
Approved by: Board, via Giles O'Brien-Hartcher, Chair	Date: 25/11/24
Signature: 	
Recommended frequency of review: 1 year for new policies, and then at least every 3 years unless otherwise approved by the Executive Team. Next review: 2027	
Related Legislation and Documents:	
Additional Information:	

Document history:

Version	Date	Nature of Amendment
1.1	2019	Version approved
1.2	2021	Minor amendments reflecting administrative restructure
1.3	2024	Minor amendments

Policy Development and Review Framework

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DEFINITIONS AND ABBREVIATIONS

MSSA: Milkwood Steiner School Association

Policy documents include policies, guidelines, procedures and other forms of written communication used at Milkwood Steiner School. They provide information and advice to staff and the public regarding day-to-day operations and decision making of the school.

The Framework: Milkwood Steiner School’s Policy Development and Review Framework

The Framework outlines three document types:

- **Policies** are high-level statements of position or intent, setting out a clear direction to achieve a consistent and transparent outcome. They may apply to internal operational and / or public issues. Policies are simply structured, clear, self-explanatory and concise.
- **Guidelines** supply extra information to support a policy, promoting best practice recommendations. They may be included with the policy or written as a separate document.
- **Procedures** present clear, step-by-step actions for operations to promote consistent quality, performance, safety and reliability, including who is responsible for the actions.

Policy Documents are grouped into three broad categories:

1. Administration
2. Education
3. WHS and Wellbeing

PURPOSE

The Framework describes the approach to preparing guidance for the school, to apply legislation, develop and manage functions and processes and standardise delivery of operations to ensure they are consistent, efficient, legal and safe. The resulting collection of policy documents form the Milkwood Steiner School Policy Manual.

SCOPE

The Framework applies to all areas of the school, including the Milkwood Steiner School Association Board (the Board), staff, students, volunteers and visitors to the school.

POLICY STATEMENT

The Framework and resulting collection of policy documents will:

- Establish the process for policy document development and review to ensure that it is comprehensive, inclusive and meets necessary requirements
- Ensure policy documents enhance operational efficiency and effectiveness
- Increase form and safety to operations at MSSA
- Reduce risk to staff, students, volunteers and visitors to the school.

GUIDELINES

Policy Document Development

The Principal is responsible for

- Facilitating the Policy Framework
- Establishing and supporting processes and standards for policy document development, consultation, approval, publication, storage and reporting
- Supporting staff, volunteers, students and members in the application of the processes and standards to foster a working knowledge of the school's policy documents
- Ensuring policy accessibility to MSSA members
- Periodically reporting on the status of the policy program to the Board.

Staff members who identify a need for a policy document should consult with the Principal, whose role is to carry out processes outlined in this policy, provide advice and coordinate as needed.

Parents and caregivers are encouraged to approach the Principal about matters relating to school policies.

Attachment A is a flowchart of the **Policy Development Process**. It outlines steps to develop a document and progress it through the approval process to publication and implementation.

Consultation, Endorsement and Approval

Research, benchmarking with other schools, consultation with experts and those affected, and legal advice as needed contribute to drafting of documents in the standard templates.

The Principal co-ordinates the feedback, endorsement and approval process by

- Distributing draft documents for comment to all affected staff in the timeframe required by the policy review process
- Seek comment from the College of Teachers and the Board with a timeframe of 2 weeks. Incorporate feedback, as per the Policy Development Review Process.
- Send the final draft to the Board for concluding comments and endorsement.
- If endorsed, the Principal then approves the final version
- Once approved, remove references to DRAFT and update all physical and digital policy records
- Publish approved documents on the MSSA website as appropriate and distribute to staff, parents and caregivers, to advise that the document is ready for implementation.

Document History

Document history is noted in the table on the cover page of each document. Note minor revisions by the number after the decimal point e.g. old version 1.0, revised version 1.1. Note major revisions as a new version e.g. old version 1.0, revised version 2.0.

Note the reason for the revision in the 'Nature of Amendment' column.

Policy Review

Policy Review ensures documents are current, compliant, reflect best practice and support the strategic direction of the school.

Review should also consider feedback received through implementation of the document. The frequency of review will depend on the nature of the document, but should be within three years.

The Principal will uphold the schedule of review and ensure that all staff have a current knowledge of policies and have opportunities to reflect on and improve systems across the school.

MSSA Policy Development Process

PRE-DEVELOPMENT	Needs Analysis	<p>Prompted by policy gaps or review requirements</p> <p>Principal to determine priority based on risk assessment</p>	Annually
	Research	<p>Consult legislation, existing documents, legal advice, approach taken by other schools, advice from relevant stakeholders, staff and experts in the area of interest</p> <p>Adopt 'best-practice' approach</p>	1-2 weeks
DEVELOPMENT	Draft	<p>Refer to the MSSA Internal Policy Framework for policy document definitions, guidance and appropriate template selection.</p> <p>Consult with WHS Officer on safety considerations</p> <p>Seek Legal Advice where required</p>	1-2 weeks
	Primary comment	<p>Distribute to relevant staff for comment.</p> <p>Consult with MSSA Board for overarching comment</p>	2 weeks
	Compile and incorporate feedback	<p>Compile comments, provide feedback to contributors and justification for incorporation or otherwise</p> <p>If significant revisions are made to draft, consider re-distributing</p>	1-2 weeks
	Specialist consultation	<p>For policies that involve a high WHS risk, seek endorsement from the WHS Officer</p> <p>Seek advice from external stakeholders and others as appropriate</p>	
	Final comment	<p>Distribute final version to MSSA Board members for review</p>	1 week
APPROVE	Endorsement and Approval	<p>Request that a policy endorsement item be included in the next board meeting.</p> <p>MSS Board to provide further comment and endorse. Where significant modifications to the policy are required, consider re-circulating</p>	
PUBLISH	Publish and implement	<p>Publish MSSA Website as appropriate. Circulate email to staff and stakeholders as required.</p>	
REVIEW	Monitor and review	<p>Review after 1 year for new policies, and then at least every 3 years unless otherwise approved by the Executive Team.</p> <p>Carry out a regular review process to ensure policy knowledge is current and policy documents are reviewed.</p>	