

# Guidance Sheet

## Policy Development & Implementation

The advice team can provide *model* policies to your organisation as a tool for assisting you to develop one which further reflects your organisation and its needs. We recommend that you consider the following steps in developing and managing your policy and its implementation. **Please contact our office if you require further assistance in this area.**

### Why do we need a policy?

- To ensure we are meeting our legal requirements;
- To aim to meet 'best practice' in the identified area;
- To provide guidance to our employees, volunteers, and service users.

### Consultation?

- Consult with your employees, volunteers, service users, and key stakeholders about the policy you wish to implement?
- Communicate and fully explain how you plan to put the final policy into practice?

### Governance

Draft policies should be presented at management committee/trustee meetings, and the policy should be formally adopted by the management committee/trustees according to your governing document. A policy review date should be agreed and the agreement and review dates recorded on the document. Any related discussions and adoption of the policy should be recorded and kept as a record. **Please contact our office if you require further assistance.**



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### **Planning and implementing the policy**

Communicate the new policy to your staff, volunteers, and other relevant parties. This can be done through staff/team meetings, and it is a good idea to ask staff to sign that they have read and understood the policy – This should be kept as a record for future reference. Don't forget new staff and volunteers; ensure the policy is part of any induction programme. **Please contact our office if you require further assistance on developing these supporting systems.**

### **Training**

Provide appropriate training to staff and volunteers; without this they may not have the skills or knowledge to ensure that they can adhere to, and promote the policy effectively. By providing training, you are sending out a clear message to your staff and volunteers of the position your organisation takes on a particular issue, and are further promoting a positive culture relating that area, for example, health and safety, equal opportunities. **Please contact our office if you wish to discuss your organisations training needs or would like us to conduct a Training Needs Analysis.**

### **Measuring Performance**

Ensuring that you have an effective policy is really only the beginning. On-going performance systems should be implemented to ensure that people are adhering to the policy e.g. day-to-day management, supervision sessions; appraisals; customer feedback; service evaluation; training; and customer surveys. Feedback should be provided to staff and volunteers, and actions for improvement identified where necessary.

### **Review Policy**

Regularly review policies to ensure that they continue to meet legal requirements, and the needs of the organisation. We recommend that policies are reviewed annually, and re-considered when related laws are passed e.g. reviewing personnel policies when new/revised discrimination legislation is passed. New legislation often becomes active in October and April each year - you may wish to consider this in your review plan.

**If you have any questions regarding the above information, or would like assistance in developing support systems, please contact our advice team on 01226 286841 or Email: [advice@vabarnsley.org.uk](mailto:advice@vabarnsley.org.uk)**

