Policy Review and Update Process

Policy requires review (either due for review or content is superceded)

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Administration Officer updates policy (with assistance from Nominated Supervisor and any experts/stakeholders specific to the policy)

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Updated draft sent to Committee of Management for review and comment

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Either policy approved by Committee of Management / policy returned to Administration Officer for further edits

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Finalised policy approved by Committee of Management

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Parents notified the policy is updated and will be considered effective 14 days from publication

OR

Parents notified the policy change is effective immediately to mitigate a risk to health, safety or wellbeing of a child or stakeholder at the service

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Approved policies uploaded on to Nagle Pre-School Policy webpage