# Local site policy – suggested template

*Notes: All policies are different. There is no set structure or template when developing a policy at a site. There are different parts of a policy you might want to use.*

## Purpose

* Explain why the policy is needed.
* Describe any gaps that led to the need for the policy, including education, environment, legal, or department regulations.

## Scope

* Explain what the policy will do.

## Process/guidelines

* Give a broad guideline about the actions and information needed to put the policy into practice.
* Explain any situations that the policy doesn’t cover, ie exemptions.

## Roles and responsibilities

* Describe who is responsible for putting the policy into practice (normally the site leader).
* Describe the roles for the different groups in the school’s community (students, staff or parents and families, etc).

## Monitor, report and review

* Describe how the policy will be monitored and reported.
* Include a review date. Usually policies are reviewed every 2 years.

## Glossary/references

* Don’t use jargon. Avoid abbreviations and acronyms. Only use words or concepts that your site’s community is familiar with.
* If any terms need explaining, do it as clearly as possible in the glossary.
* Make a reference list of any documents or legislation that you use to develop the policy.