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POLICY ON DEVELOPMENT, IMPLEMENTATION AND REVIEWING OF POLICIES

The Development of Policies

Policies provide Christian Brothers' College, Boksburg with a framework within which to manage and govern the College. The development of policy commences with identifying a potential challenge or problem and provides a means to address the problem for the benefit of the College. Once a problem or potential problem has been identified a committee or reference group is established to analyse and investigate the best solution to the problem or challenge. Policy development needs to focus on the strategic direction, management and governance of the College. Once the reference team has satisfied the criteria for the development of the said policy they present it to the College management team for further discussion and communication to parents and learners.

The Implementation of Policies

Policy implementation can have multiple aims and purposes. Once the reference team, tasked with policy development, have completed the process of writing-up the policy is disseminated to the College's management team for further scrutiny and engagement. Policy implementation is about buy-in from the whole College community and is therefore presented at a parents meeting. In which the following aspects are tabled:

- Understanding of the rationale for the policy
- To identify any critical differences between planned and actual implementation
- Identify any barriers that may hinder the implementation of policy
- Collecting information to support the interpretation of the policy
- How best to implement the policy
- To gauge parents' attitudes, knowledge and awareness of the policy to be implemented
- Facilitate any barriers to policy implementation.

Once there is a general consensus to implement the policy, the policy is implemented at College level.

Evaluation of Policy Implementation

Educational institutions are fluid and require mitigation, revision and re-development of policies with the changing circumstances of the College.

Evaluation of the policy implementation is important in ensuring that the College is effective and efficient. The evaluation of the policy must have a purpose and specific focus. It is important to identify core components of the implementation and identify the challenges in implementing the policy. The following steps in the evaluation of policy are important:

- Did the policy clearly identify the critical implementation steps?
- Was the policy implemented according to the policy requirements?
- Were there sufficient resources available to implement the policy?
- What are the key obstacles in implementing the policy?
- Measure the degree of implementation.

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Potential Policy Implementation Evaluation Challenges and Solutions

Potential Policy Implementation Evaluation Challenges and Solutions	
Rapid Pace of Policy	<ul style="list-style-type: none"> • Strive to develop the evaluation plan before implementation. • Identify potential indicators up front.
Challenges in finding an equivalent comparison group	<ul style="list-style-type: none"> • Identify differences within the College and parent community as it relates to policy implementation and mediate these to reach consensus.
Lack of clear responsibility	<ul style="list-style-type: none"> • The evaluation plan must prescribe specific roles and responsibilities • Create partners with parents who share the policy purpose and keep them accountable for their roles.

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Review of Policies

The following table indicates the process of reviewing policies.

Policy	Designated Group	Frequency	Feedback Meeting
College Constitution	Headmaster	Every 3 years	Board Of Governors meetings
Code of conduct of learners	Headmaster	Every two years	Staff meeting
Emergency and evacuation procedures	Headmaster & Health and Safety Team	Annually	Staff meeting
Financial and Resource Management	Board/Finance team	Annually	Board Of Governors meetings
General College Policy	Headmaster	Every two years	Staff meetings
Learner Policy	Headmaster/Admission Officer	Annually	Staff meeting
Policy on Data management	Headmaster/Procurement officers	Every three years	Board Of Governors meetings
Policy on Excursions	Headmaster/Teachers	Annually	Staff meeting
Policy on recruitment	Board/Principals	Every five years	Board Of Governors meetings
Sports Policy	Head of Sports/Coaches	Annually	Staff meeting
College Safety Policy	Headmaster/Health and Safety committee	Annually	Staff meeting

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The policy review process enables planning of College management and activities. The purpose of reviewing policies is to take an in depth look at existing administrative and management policies is to determine if a policy is still needed or if it should be combined with another administrative policy; to determine whether the purpose and goal of the policy is still being met; to determine if changes are required to improve the effectiveness or clarity of the policy and procedures; and to ensure that appropriate education, monitoring and ongoing review of the policy is occurring.

The review committee is responsible for developing appropriate communication strategies and implementation processes for new policy documents and major revisions of existing documents (e.g. an email to relevant stakeholders about the new or changed policy document, its implications, how it will be implemented, and who to contact for queries; or, for new and revised policy documents with substantial operational impacts or a staged implementation, development of a detailed communication strategy and implementation plan in consultation with relevant stakeholders). Should there be no contestation to the reviewed policy the policy is adopted and implemented.

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