Sample policy review schedule

Systems, policies and procedures

STANDARD 10

Policies and procedures support the safety of children and adults

Criteria 10.3

Best practice models and stakeholder consultation inform the development and review of policies and procedures.

Indicator

10.3.2   There is a process in place to develop and review safeguarding policies and procedures.

Sample policy review schedule

The following table is an example of how an entity may keep track of its formal policies, procedures, tools, etc. and their status in terms of development, review and approval.

This table could be included as part of the regular meeting papers of the entity's leadership team to ensure reviews and approvals are timely.

Document Name	Delegated Resp	Approval Date	Review Date	Status	Availability
Privacy Policy	Business Manager	27/03/2022	27/03/2025	Needs update	Website
Risk Register & Risk Management Plan	Provincial	Julu 2024	October 2024	Continuous – quarterly review	All personnel
Camps & overnight stays procedure	Safeguarding Coord	10/02/2024	10/02/2027	Current	All personnel
Complaint Handling procedures	Provincial	15/06/2024	15/06/2027	Current	All personnel
Code of Conduct	Provincial	07/10/2023	07/10/2026	Needs update to align with new req'ts	Website
Safeguarding Policy	Safeguarding Coord	10/02/2022	10/02/2025	Current	Website
Safeguarding Commitment Statement	Safeguarding Coord	10/02/2022	10/02/2025	Current	Website
Recruitment procedures	Business Manager	20/09/2022	20/09/2025	Current	All personnel
Records & information sharing procedure	Business Manager			Under development – due November 2024	All personnel, others on request