

Sample Policy & Procedures

WHAT IS A POLICY AND PROCEDURES MANUAL?

A policy is a blue print or general guideline for action. Often, policy development in organisations is ad-hoc and not recorded. People agree on policies and try to remember them but people do not always remember the same things and unwritten policies often lead to confusion and conflicts.

Documenting policy and procedures provides a consistent base from which to manage all the operations of an organisation including service management, staff management and service delivery. The documentation can then ensure consistent practice throughout the organisation.

Policy and procedures should be readily available to all people involved in the management or work of an organisation and should be kept in a loose leaf file or on a computer system so it can be updated and added to, as policies and procedures are reviewed and amended.

HOW TO USE THIS MANUAL

This Example Policy and Procedures Manual for SAAP Services has been developed to provide SAAP funded services with a template for developing policy and procedures specific to their service. Using these materials as a starting point will save services many hours of staff time in documenting their services.

The policies and procedures in this Manual have been separated into twenty six sections.

- | | |
|-------------------------------------|---|
| 1. Organisation Overview | 15. Occupational Health, Safety and Welfare |
| 2. Incorporation | 16. Safe and Secure Environment |
| 3. Service Management | 17. Accidents Incidents and Hazards |
| 4. Funding | 18. Fire and Emergencies |
| 5. Records Management | 19. Principles of Service Delivery |
| 6. Service Planning and Improvement | 20. Duty of Care |
| 7. Assets Management and Insurance | 21. Access to Services |
| 8. Financial Management | 22. Rights and Responsibilities of Clients |
| 9. Information Technology | 23. Entry Screening Assessment and Support Planning |
| 10. Office Procedures | 24. Coordination with Other Agencies and Referrals |
| 11. Staff Recruitment | 25. Client Fees |
| 12. Staff Management | 26. Working with Young People |
| 13. Staff Development | |
| 14. Volunteer Management | |

The example material has been written for a hypothetical women's accommodation service - Acorn Support Services. In addition, examples of service delivery policy and procedures (sections 19 to 26) have been provided for the following service types:

- Family Services
- Meals Day Centres
- Single Adults Services
- Outreach Services and
- Youth Services.

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S Ashworth



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Reinventing Your Board John Carver,Miriam Mayhew Carver,2011-01-07 In the second edition of this best selling Policy Governance operating manual John Carver and Miriam Carver make this exciting approach to effective governance even more accessible and user friendly gleaning lessons learned in years of practice to help readers understand and use this invaluable model Carver s groundbreaking Policy Governance model is the best known respected and talked about governance model in the world and has fundamentally influenced the way organizations are governed Reinventing Your Board second edition is a hands on step by step guide that puts the model to work in the meeting to meeting lives of board members It includes new policy samples and a new chapter on monitoring performance as well as other practical put the model in motion advice This popular and highly successful companion to Boards That Make a Difference contains the nuts and bolts materials needed for implementing Policy Governance The authors illustrate effective board decision making show how to craft useful policies and offer practical advice on such matters as setting the agenda monitoring CEO performance defining the board role and more Step by step instructions and sample policies make this a must have resource for boards in the public and nonprofit sectors aiming to govern their organizations with excellence **The Nonprofit Manager's**

Resource Directory Ronald A. Landskroner,2002-04-30 A newly revised and updated edition of the ultimate resource for nonprofit managers If you re a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager s Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant proposals help has arrived This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions Revised to keep vital information up to the minute The Nonprofit Manager s Resource Directory Second Edition Contains more than 2 000 detailed listings of both nonprofit and for profit resources products and services Supplies complete details on everything from assistance and support groups to software vendors and Internet servers management consultants to list marketers Provides information on all kinds of free and low cost products available to nonprofits Features an entirely new section on international issues Plus 10 bonus sections available only on CD ROM The Nonprofit Manager s Resource Directory Second Edition has the information you need to keep your nonprofit alive and well

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Model Policies and Procedures for Not-for-Profit Organizations Edward J. McMillan, 2008-01-29 What every not for profit must know about accounting tax and reporting requirements In the challenging world of not for profit management executives are held responsible for virtually every aspect of their organization s activities such as legal issues marketing lobbying editorial membership operations budgeting and of course finance For one person to be an authority in every area however is virtually impossible Completely revised and expanded the Fourth Edition of this invaluable tool is useful as a guide to nonprofit accountants financial managers and executives new to the area of financial management Addressing the accounting internal control and office administration issues that confront executives in nonprofit organizations this book Helps professionals develop formal policies in accounting and finance Shows how to strengthen an organization s financial procedures while assuring board members that they are meeting fiduciary responsibilities Provides more than 200 sample policies and forms both in the book and on the accompanying Web site offering downloadable and customizable versions of those forms Covers major topics including accounting and financial policies office administration policies and internal control and risk reduction policies Contains dozens of new model accounting and financial policies and forms covering Sarbanes Oxley issues codes of ethics identity theft fraud binding arbitrations compensation committees new bank rules fiduciary obligations of board members and many more topics Model Policies and Procedures for Not for Profit Organizations Fourth Edition offers provocative strategies for financial management and serves as a road map to sound fiscal and organizational structure for nonprofit organizations

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Leslie M. Howes, Sarah A. White, Barbara E. Bierer, 2019-11-05 Helping human research protection program professionals create implement and evaluate quality assurance quality improvement programs Quality Assurance and Quality Improvement Handbook for Human Research is the first comprehensively designed instructional manual aimed at teaching human research protection program HRPP professionals how to create implement evaluate and improve QA QI programs Geared toward institutions and individuals responsible for establishing new QA QI programs or functions the book offers several organizational models for consideration It also provides practical information for improving and strengthening established programs both big and small Written in a conversational style the book s step by step instructions make it easily accessible to those who may not be well versed in QA QI concepts and fundamentals Developed by the QA QI Subcommittee of the Harvard Catalyst Regulatory Foundations Ethics and Law Program which is committed to designing and strengthening QA QI programs and functions this volume includes contributions by fifteen experts with diverse professional experiences from varied organizations is enhanced with flow charts examples sample forms and templates incorporates model slide presentations and instructional materials discusses the respective benefits and challenges of different organizational models is applicable across many organizational types with a variety of reporting structures and available resources including academic and medical institutions Perfect for both seasoned personnel and newcomers to the field Quality Assurance and Quality Improvement Handbook for Human Research is a needed resource for ensuring investigative accountability Contributors Hila Bernstein MS MPH Barbara E Bierer MD Elizabeth Bowie JD MPH MSc Susan Corl MSW MPH CIP CCRP Jacquelyn My Do MPH Lisa Gabel CIP Alyssa Gateman MPH CCRP Jennifer A Graf Nareg D Grigorian Leslie M Howes MPH CIP Jennifer Hutchinson CIP CPIA Cynthia Monahan MBA CIP Eunice Newbert MPH Sarah A White MPH CIP Elizabeth Witte MFA Group Practice Personnel Policies Manual Courtney Price, PhD, 1997

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1. Understanding the eBook Sample Policy Manual Sample Policies
 - The Rise of Digital Reading Sample Policy Manual Sample Policies
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Policy Manual Sample Policies
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Policy Manual Sample Policies
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Policy Manual Sample Policies
 - Personalized Recommendations
 - Sample Policy Manual Sample Policies User Reviews and Ratings
 - Sample Policy Manual Sample Policies and Bestseller Lists
5. Accessing Sample Policy Manual Sample Policies Free and Paid eBooks
 - Sample Policy Manual Sample Policies Public Domain eBooks
 - Sample Policy Manual Sample Policies eBook Subscription Services
 - Sample Policy Manual Sample Policies Budget-Friendly Options
6. Navigating Sample Policy Manual Sample Policies eBook Formats

- ePub, PDF, MOBI, and More
 - Sample Policy Manual Sample Policies Compatibility with Devices
 - Sample Policy Manual Sample Policies Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Policy Manual Sample Policies
 - Highlighting and Note-Taking Sample Policy Manual Sample Policies
 - Interactive Elements Sample Policy Manual Sample Policies
 8. Staying Engaged with Sample Policy Manual Sample Policies
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Policy Manual Sample Policies
 9. Balancing eBooks and Physical Books Sample Policy Manual Sample Policies
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Policy Manual Sample Policies
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Sample Policy Manual Sample Policies
 - Setting Reading Goals Sample Policy Manual Sample Policies
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Sample Policy Manual Sample Policies
 - Fact-Checking eBook Content of Sample Policy Manual Sample Policies
 - Distinguishing Credible Sources
 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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