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| **Title *(And policy number if relevant)*** |  |
| **Commitment statement *(what’s our promise to our people, stakeholders, and other parties?)*** | Example statements (Please make these relevant to people – who are you creating this policy for?)  We will ensure… (e.g. *that staff, students, volunteers and contractors are safe when undertaking their role.)*  We are committed to (e.g. *protecting the privacy of our staff, students, volunteers and contractors)*  We are creating *(statement of intent, if currently implementing a new policy and/or procedure)*  We shall meet… *legislative and regulatory requirements.* |
| **Mechanisms *(high level ‘how’ – how do you meet your obligations? How do you support your staff and create safety?)*** | We will meet this commitment through:  *Communications*  *Training*  *Practice – identify, support, ensure, respect, discuss, partner, encourage, facilitate*  We will not… *tolerate, engage, support* |
| **Scope *(who)*** | This Policy applies to….  Board, Management, Staff, Students, Volunteers, Contractors |
| **Roles and responsibilities *(who does what)*** | Board shall… *retain responsibility for the review and maintenance of this policy*  Management shall…. *promote and ensure awareness…*  Staff, students, volunteers, contractors shall…. *ensure understanding and implementation of this policy and related procedures, and shall seek guidance and undertake training as required…* |
| **Handling of breaches *(what if?)*** | Breaches shall… *be handled through the* *(e.g. ‘Incident Management Procedure’)* |
| **Related documents**  ***(e.g. policy, procedure, guidelines, checklists)*** | * List * related * documents |
| **Authorised by** |  |
| **Date authorised** |  |
| **Review period** |  |
| **Next review** | Consider appropriate timeframe. 1 year? 2 years? 3 years? AND if and when changes are made to legislation/regulation etc. |
| **Definitions** | Are you using in-house/industry acronyms? Ensure the policy is clear and defines the words and language used. |
| **References** | External references, websites |
| **Legislation and regulation** |  |
| **Quality area or Standard** |  |