

Policy Review, Renewal and Implementation Policy

1. Purpose

Safe Skills Training Ltd maintains a controlled system for reviewing, renewing, implementing, and communicating company policies and key documents.

This policy ensures that:

- Policies remain current and fit for purpose
- Changes are approved and version-controlled
- Staff/associates/subcontractors receive updates and understand what has changed
- Evidence of review and communication is retained

2. Scope

This policy applies to all Safe Skills Training Ltd documents that set requirements or expectations, including:

- Policies and procedures
- Client/learner-facing notices and charters
- Templates and forms used to evidence compliance (where controlled)

This policy applies to:

- The Director/Lead Educator
- Employees (current or future)
- Associates and subcontractors
- Any person required to follow Safe Skills Training Ltd policies

3. Definitions

- **Controlled document:** A policy/procedure/notice that is versioned and managed under this policy.
- **Review:** A scheduled check that confirms a document remains accurate and appropriate.
- **Renewal:** Re-issue of a document following review (with or without changes) with an updated review record.
- **Implementation:** The actions taken to put a new or revised document into use.
- **Document owner:** The person accountable for a document's content and review.

4. Principles

Safe Skills Training Ltd applies the following principles:

- Policies are reviewed on a planned cycle
- Changes are approved before use
- Only the current version is used operationally
- People affected by changes are informed and supported
- Records demonstrate what was changed, when, and how it was communicated

5. Roles and responsibilities

5.1 Director/Lead Educator

The Director/Lead Educator is responsible for:

- Maintaining the master document register
- Setting review dates and ensuring reviews are completed
- Approving new and revised policies
- Ensuring implementation and communication are completed
- Ensuring old versions are removed from operational use

5.2 Document owners (where delegated)

Where document ownership is delegated, the document owner is responsible for:

- Drafting updates
- Completing the review on time
- Submitting changes for approval
- Supporting implementation in their area

5.3 Staff, associates, and subcontractors

All staff, associates, and subcontractors are responsible for:

- Using the current versions of controlled documents
- Reading and following updates communicated to them
- Asking for clarification where required

6. Document register (master list)

Safe Skills Training Ltd maintains a master document register that includes:

- Document title

- Document owner
- Current version number
- Issue date
- Next review date
- Location of the current version
- Summary of last change

The document register is the primary control point for review scheduling.

7. Review schedule and renewal rules

7.1 Standard review frequency

Unless a document states otherwise, controlled documents are reviewed:

- **Annually**

7.2 Out-of-cycle reviews

A document is reviewed sooner than scheduled when any of the following occur:

- A relevant change in law, regulation, or guidance
- A significant change to services, delivery model, or geography
- A serious complaint, incident, safeguarding concern, or data breach
- Findings from internal quality assurance
- Feedback indicates the document is unclear or not working in practice

7.3 Review outcomes

A review results in one of the following outcomes:

- **No change:** document remains valid; review record is updated
- **Minor change:** document is updated and re-issued
- **Major change:** document is updated, re-issued, and implementation actions are completed before use
- **Withdrawn:** document is removed from use and replaced where required

8. Reminders and how reviews are prompted

Safe Skills Training Ltd uses the following reminder controls:

- The master document register includes a next review date for every controlled document
- A recurring calendar reminder is scheduled to prompt review activity

- A monthly check of the register is completed to identify documents due within the next 60 days

9. Change control and approval

9.1 Drafting changes

Changes are drafted using a clear approach:

- Identify the reason for change
- Update the document text
- Update the version control table
- Update the issue date and next review date
- Prepare a short change summary for communication

9.2 Approval

Before a new or revised controlled document is used, it is approved by:

- **Director/Lead Educator**

10. Version control and document storage

10.1 Version control rules

Controlled documents include:

- Version number
- Issue date
- Summary of changes

10.2 Storage and access

Safe Skills Training Ltd stores controlled documents in a secure location with controlled access.

Only the current version is made available for operational use.

Superseded versions are retained for audit purposes and are clearly marked as superseded.

11. Implementation of new or revised policies

Implementation actions are proportionate to the change.

Implementation may include:

- Updating templates/forms/checklists
- Updating training materials
- Updating website or client-facing documents (where relevant)
- Briefing staff/associates/subcontractors
- Confirming understanding (for significant changes)

A policy is treated as implemented when:

- The current version is published to the controlled location
- Superseded versions are removed from operational use
- The change has been communicated to affected people
- Any required briefing has been completed

12. Communication of changes

12.1 Who receives updates

Policy updates are communicated to:

- Staff
- Associates and subcontractors
- Any other person required to follow the policy

12.2 Communication method

Updates are communicated by:

- Email, and/or
- Written briefing notes

The communication includes:

- Document title and version
- What changed (summary)
- When the change takes effect
- Any actions required
- Where to find the current version

12.3 Confirmation of understanding

Where a change is significant, Safe Skills Training Ltd records confirmation that the recipient:

- Received the update

- Read and understood the change
- Knows where to access the current version

13. Records

Safe Skills Training Ltd retains records that may include:

- Document register
- Review notes
- Approval record
- Superseded version archive
- Communication records
- Confirmation of understanding (where used)

14. Review and version control

- **Policy owner:** Director/Lead Educator
- **Review frequency:** Annually

Version control

Version	Date	Summary of changes
1.0	17/04/2026	First issue

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