

**NAME OF PROCEDURE***[The name should be concise, descriptive and start with a key word]*

*[Staff should consider accessibility for all readers, including the* [*Accessibility Style Guidance*](https://www.keele.ac.uk/websupport/styleguide/accessibility/)*, when drafting a policy document.]*

1. **INTRODUCTION**

*[A short overview statement about the document.]*

* 1. **Purpose**

*[This section should:*

* + *Clearly and succinctly outline the rationale and context for the University having such a procedure – including the name of the policy (or policies) the procedure supports;*
  + *Include any regulatory and legislative requirements for having such a procedure.]*
  1. **Scope**

*[This section should:*

* *Include an overview of the areas and/issues covered by the procedure;*
* *Include who must comply with the procedure;*
* *Include brief definitions and/or explanations to provide context to what the procedure is for, who it applies to and when it must be applied.]*

**2. PROCEDURE**

*[This is the core section of the procedure and should clearly outline specific operational instructions and responsibilities for staff and/or students to ensure consistency of practice and/or necessary steps to be taken in order to implement a policy. The policy should state and define what the principles, values and expectations are, whereas the supporting procedure (and guidance) should describe the operational detail, which will need to be clearly linked to the policy. Where possible, incorporate a flowchart to provide a graphical representation of the procedure to explain the steps and responsibilities at quick reference.]*

**3. ROLES AND RESPONSIBILITIES**

*[This section should include further detail about who the procedure applies to and when it applies, but also contact information for at least one member of staff who can answer questions on the procedure. For the elements of the procedure that are mandatory, this section should also state how compliance will be monitored, recorded and enforced.]*

**4. RELATED POLICIES AND PROCEDURES**

*[This section should reference the relevant University policies and procedures (or other key University documents) that may need to be read in conjunction with this procedure; also reference (provide links) to any relevant legislation or University governance provisions.]*

**5. REVIEW, APPROVAL & PUBLICATION**

*[This section should:*

* *Outline the review process, including who would be responsible for review, who/which committees would be consulted and the maximum duration between reviews;*
* *Include which committee will ultimately be responsible for approval;*
* *Include where the document will be located/published, including a link to University Policy Documents webpage and any other relevant webpages.]*

**6. ANNEXES**

*[Where required, additional tables, diagrams or documents should be provided within an annex at the end of the policy, with clear referencing within the main policy. Annexes should be named Annex A - …; Annex B - …; etc.]*

**7. DOCUMENT CONTROL INFORMATION**

*[The table below should be completed by the document owner and included within every University Policy Document. The version control table will also be uploaded to the University Policy Documents webpage that hosts the procedure.]*

|  |  |
| --- | --- |
| **Document Name** | [Name, with the key word first] |
| **Owner** | [Name, job role and section] |
| **Version Number** | [version number, with 0.1 increments for minor amendments] |
| **Equality Analysis Form Submission Date** | [Date form submitted] |
| **Approval Date** | [Day/month/year] |
| **Approved By** | [Committee name] |
| **Date of Commencement** | [Day/month/year] |
| **Date of Last Review** | [Day/month/year] |
| **Date for Next Review** | [Day/month/year] |
| **Related University Policy Documents** | [List all applicable] |
| *For Office Use – Keywords* |  |

*[Include page numbers on all University Policy Documents within the footer; also include the University logo, compliant with the current brand templates]*