



MARLBOROUGH COLLEGE

Policy Management Policy

The purpose of Marlborough College policies is to provide guidelines to pupils, staff and parents regarding all activities of Marlborough College. The policies shall provide a framework for the safe and effective operation of the school, the protection of children under the care of the school, and compliance with current legislation. It is anticipated that the policies will change to reflect changes within the College and legislative requirements. Policies will be created, amended and deleted in response to these factors.

A copy of the policies will be maintained at the Master's Lodge and on the College's Virtual Learning Environment. Some policies may be included, as appropriate, in the Handbooks for Housemasters and Housemistresses, for teaching staff, and for non-teaching staff.

Most policies will also be available on the College website including those which the College are required by current legislation to make available in this way.

Roles and responsibilities

Master and Council

The responsibility for defining policies at Marlborough College rests with the Master and Council.

The Master shall be responsible for:

- delegating specific responsibility for particular policies to the relevant member of the Management Team
- approving the school policies produced by the Management Team
- ensuring that a coherent set of policies exists
- ensuring that legislative needs are met
- monitoring best practice in other schools
- maintaining the policies
- identifying appropriate sources either internal or external where policies require creation or amendment
- ensuring policies reflect the needs of the different sections of the College

Council will review the policies on an annual basis.

Policy Changes

It is the responsibility of all users of Marlborough College policies to notify the Management Team and Master should they become aware of the need for any changes to the policies.

Where a policy is to be created, changed or deleted, the member of the Management Team responsible shall produce the necessary documentation and submit them to the Master for approval. Once approval has been granted the policy shall be passed to the Assistant to the Deputy Head (Academic) who will act as "gatekeeper".

The “gatekeeper” will maintain a record of the most recent and review dates of all policies, and the member of the Management Team responsible for review.

Any changes will be identified to members of staff as appropriate.

All policies will clearly indicate the most recent date of review and the date of future review.

Reviews will generally take place on an annual basis and will never exceed two years.

Author: Master

Policy Date: Michaelmas 2018

Policy Review: Michaelmas 2019