



Hope for Children and their Families Charity No  
1077336  
A company registered by guarantee No 03791772  
Pre-school Learning Alliance Member No 55273  
Ofsted No EY333183000

Insert Department  
Insert policy name  
Policy & Procedure

## INTRODUCTION

This document contains a policy statement (Part One) and procedural guidance (Part Two). The functions of each are set out briefly below.

**Part One – Policy Statement.** The policy statement sets out the broad framework of principles within which the particular area of work will be carried out. It sets out the organisation’s broad style and approach to the issue, including any aims and guiding principles.

**Part Two – Procedural Guidance.** The procedural guidance sets out the details that staff will require to carry out their duties in this particular area of work. It also sets out the specific tasks involved in undertaking this area of work and identifies who is responsible for carrying them out.

## PURPOSE:

## RELATED POLICIES & PROCEDURES:

## PART ONE – POLICY STATEMENT

### AIMS AND PRINCIPLES

- 1.
- 2.
3. etc etc



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## PART TWO: PROCEDURAL GUIDANCE

- 1.
- 2.
3. etc etc

### **Implementation, monitoring and review of this policy**

This policy applies to all employees.

The Trustees and CEO have overall responsibility for monitoring this policy, which will be reviewed on a regular basis following its implementation and may be changed from time to time. Any queries or comments about this policy should be addressed to CEO.

### **Responsibilities:**

**Trustee: monitors implementation of policies; reviews and approves Charity policies**

**CEO: Manage the implementation and review of all Charity policies**