Policy Review Policy

PRN-98: Policy Review Policy
Company Name: AI Auto-Tech Ltd
Trading/Business Name: Trusted Companionship
Company Registration Number: 15556946
SIC Code: 88100 – Social Work Activities Without Accommodation for the Elderly and Disabled
Email: info@trustedcompanionship.com
Version Number: V01 20260815
Date of Review: (August 2026)

---

1. Policy Introduction

Trusted Companionship, the trading name of AI Auto-Tech Ltd, is committed to maintaining a robust, compliant, and continuously improving policy framework. Policies guide organisational behaviour, safeguard service users, protect staff, and ensure legal and regulatory compliance.

This Policy Review Policy outlines how policies are created, reviewed, updated, approved, and communicated across the organisation.

2. Key Principles

- **Accuracy:** Policies must reflect current legislation, best practice, and organisational standards.
- **Consistency:** All policies must follow a uniform structure and PRN numbering system.
- **Transparency:** Policy changes must be clearly documented and communicated.
- **Accountability:** Policy owners are responsible for ensuring timely review and updates.
- **Compliance:** Policies must meet regulatory, safeguarding, and governance requirements.
- **Continuous Improvement:** Policies evolve with organisational growth, learning, and feedback.

3. Policy Statement

Trusted Companionship ensures that:

- All policies undergo scheduled and unscheduled reviews

- Policies remain aligned with legislation, safeguarding frameworks, and operational needs
- Policy changes are approved by senior management and trustees
- Staff are informed of updates promptly
- Outdated policies are replaced or archived
- Policy reviews are documented and traceable

4. Purpose

- Maintain a high-quality, compliant policy framework
- Ensure policies remain relevant and effective
- Support organisational governance and accountability
- Strengthen safeguarding and operational integrity
- Provide clarity and consistency across all departments

5. Scope

This policy applies to:

- Trustees
- Senior management
- DSL and safeguarding team
- Operational managers
- All staff responsible for policy creation or implementation

It covers:

- Policy creation
- Policy review
- Policy approval
- Policy updates
- Policy communication
- Policy archiving

6. Related Policies

PRN-102 Compliance Monitoring PRN-123 Governance and Accountability Policy PRN-112 Data Protection and GDPR Policy PRN-131 Prevent Duty Awareness Policy

PRN-129 Modern Slavery and Human Trafficking Policy PRN-147 Proxy Working Principle PRN-145 Working in Pairs and Multi-Staff Working Policy PRN-146 Working with Other Social Workers and Carers Policy

7. Policy Review Cycle

7.1 Scheduled Reviews

All policies must be reviewed:

- **Annually**, or
- **Every 12 months**, or
- **Sooner if required** due to legislative or organisational changes

7.2 Unscheduled Reviews

Triggered by:

- New legislation
- Safeguarding updates
- Operational changes
- Incident trends
- Audit findings
- Compliance monitoring outcomes
- Feedback from staff or service users

8. Policy Review Responsibilities

8.1 Trustees

- Provide governance oversight
- Approve major policy changes
- Ensure compliance with regulatory bodies

8.2 Senior Management

- Lead policy review strategy
- Approve operational changes
- Ensure alignment with organisational goals

8.3 DSL (Designated Safeguarding Lead)

- Review safeguarding-related policies

- Ensure compliance with child and adult protection legislation
- Update policies following safeguarding incidents

8.4 Policy Owners

Each policy has a designated owner responsible for:

- Initiating reviews
- Updating content
- Ensuring accuracy
- Consulting relevant departments
- Submitting updates for approval

8.5 Staff

- Follow updated policies
- Provide feedback
- Report inconsistencies or concerns

9. Policy Review Process

Step 1: Identify Policy for Review

Triggered by scheduled or unscheduled review requirements.

Step 2: Conduct Review

Policy owner must:

- Assess relevance
- Check legislative updates
- Review safeguarding requirements
- Consult stakeholders
- Identify gaps or improvements

Step 3: Update Policy

Changes may include:

- New procedures
- Updated terminology
- Revised safeguarding rules

- Expanded operational guidance
- Removal of outdated content

Step 4: Approval

Updated policies must be approved by:

- Senior management
- DSL (if safeguarding-related)
- Trustees (for major governance changes)

Step 5: Version Control

Each policy must include:

- Version number
- Date of review
- Summary of changes
- Approval signatures

Step 6: Communication

Updated policies must be:

- Shared with all staff
- Added to the policy repository
- Included in induction and refresher training

Step 7: Archiving

Outdated versions must be:

- Archived securely
- Marked as superseded
- Retained for audit purposes

10. Documentation Requirements

Policy review documentation must include:

- Review date
- Reviewer name
- Summary of changes

- Approval record
- Version update
- Communication log

All documentation must be stored securely.

11. Non-Compliance

Failure to follow policy review procedures may result in:

- Operational inconsistencies
- Safeguarding breaches
- Regulatory non-compliance
- Disciplinary action
- Governance concerns

12. Continuous Improvement

Policy reviews support:

- Organisational learning
- Quality assurance
- Compliance monitoring
- Risk reduction
- Staff development

13. Policy Review

This policy will be reviewed annually or sooner if required due to:

- Legislative changes
- Safeguarding updates
- Organisational changes
- Audit findings