



Holden Knight Recruitment Ltd

Policy and Procedure Review Process

Human Resources v1.2

Review Date: November 2027



Policy and Procedure Review and Maintenance

1. Policy Statement

- 1.1 It is the policy of Holden Knight to regularly review, update, and maintain all policies and procedures to ensure compliance with current laws, regulations, and industry best practices. This policy aims to promote transparency, accountability, and effectiveness in the governance of organizational practices.
- 1.2 The Partnerships and Engagement team will conduct regular internal audits to assess compliance with current legislation and identify areas for improvement in policies and procedures. These audits can help in identifying gaps or inconsistencies that need to be addressed promptly.

2. Policy Guidelines:

- 2.1 All existing policies and procedures shall be reviewed at least annually, or more frequently if required by changes in laws or regulations. The Partnerships and Engagement team shall be responsible for initiating and coordinating the review process.

2.2 Compliance Check

The Partnerships and Engagement team (assisted by relevant personnel) shall conduct a thorough review of policies and procedures to identify any gaps, inconsistencies, or areas requiring updates. Any identified gaps or inconsistencies shall be addressed promptly to ensure alignment with current legislation and best practices.

3. Stay Updated:

- 3.1 Holden Knight Recruitment shall stay informed about changes in relevant laws, regulations, and industry standards by subscribing to industry newsletters, attending workshops, and seeking guidance from legal experts shall be encouraged to ensure policies and procedures remain current.

4. Collaboration:

- 4.1 Stakeholders and employees impacted by policies and procedures shall be engaged in the review process. Feedback and input from individuals shall be sought to identify areas for improvement and ensure relevance and compliance with current legislation.

5. Documentation System:

- 5.1 Holden Knight will establish a documentation system to track changes, revisions, and approvals of policies and procedures.
- 5.2 The system shall document the rationale behind decisions, promote accountability, and facilitate easy access to updated policies and procedures.

6. Policy Compliance:

- 6.1 It is the responsibility of all employees to adhere to this policy and actively participate in the review and maintenance of policies and procedures within their respective areas. Failure to comply with this policy may result in disciplinary action.
- 6.2 This policy shall be reviewed annually by the Partnerships and Engagement team to ensure its effectiveness and relevance to Holden Knight's operations.
- 6.3 Once approved, all policies will be communicated to all employees for immediate implementation.

7. Communication of Policy & Procedures

- 7.1 Details of all Policies and procedures will be made available to all staff and volunteers by means of induction and training including emails and updates via staff meetings when a policy and procedure has been reviewed and amended. Staff will confirm they have read and understood all relevant policies through completion of a checklist through the induction and probation period. Following this, annual declarations will be collected from staff along with acknowledgment of having read part 1 of Keeping Children Safe in Education.
- 7.2 All staff will as a minimum be expected to undertake Safeguarding and Prevent training and update their training in line with the relevant policy and guidance.
- 7.3 Learners will be made aware of the Policy and Guidelines by means of a summary published on the internet and elsewhere as appropriate. Sub-contracted partners will be made aware of the Policy & Guidelines by the Head of Partnerships & Engagement through the annual induction process and regular contract review meetings.