



Policy 109

Policy Development and Control

Applies to: Board Staff Club Committee Teachers Inpool volunteers Members

Responsibility: General Manager

Status Review Approved 12/2020 Date for next review 12/2024

Policy statement

The Policy and Procedures of Rainbow Club Australia are designed to provide guidance to each Board member, staff member, teacher and volunteer in performing their roles. Compliance with Rainbow Club's Policy and Procedures is undertaken by each Board member, staff member and volunteer when they take up their roles with Rainbow Club.

Each policy is documented in a standard template and has an identified responsible person and a regular schedule for review.

Definitions

'Member' is the Rainbow Club member.

'Staff' is any person in the employ of Rainbow Club who is paid for their role. This includes administrative staff and teachers.

'Volunteer' is any person engaged by Rainbow Club as a volunteer. This includes Club Committee members and inpool volunteers.

Procedures

Review of policies

On or before the date of the next scheduled review for a policy (or as soon as is practicable), the person responsible will:

- Notify the people affected by the policy of the review timeframe
- Invite their input on any changes needed
- Collate and summarise the information received
- Draft any changes and put forward to the Board for approval Changes to policies outside of review schedules

Any Board member, staff member, teacher or volunteer may suggest a change to an existing policy, or the development of a new policy outside of the review schedule. Information on the need for a change should be given to the person responsible for the policy's review. Approval for any change in

procedures will be the responsibility of the General Manager and approval for any change in the Policy Statement will be the responsibility of the Board.

Breaches of a policy or procedure

Where a Board member, staff member, teacher or volunteer believes a policy or procedure has not been followed, they should in first instance, discuss this with the person or group involved in the apparent breach. If this does not resolve the issue, the Board member, staff member or volunteer may then raise the issue with the person responsible for the policy concerned as identified in the schedule for that policy.