

University of Sussex Policy Template – guidance notes

1. Overview and Purpose

- Provide background and context for the policy
- ‘Set the scene’
- This section can be used to make clear why the policy is important to the University; how the policy aligns with or flows from the University’s values; what drives the policy (e.g. regulatory or compliance obligations, strategy, etc)
- Lay out main aims of the policy and what it will cover
- Use plain, straightforward language to ensure clarity and accessibility

2. Scope

- Include details of who/what is covered by the policy; what it relates to
- Who needs to read/adhere to the policy?
- When does the policy not apply?
- Are there members of the University community to whom this policy does not apply?
- Some definitions may be appropriate to include here (e.g. what is meant by certain terms or phrases for the purposes of this policy, if used throughout; if you are using broad terms like ‘staff’ and ‘students,’ ensure it is clear what is meant by this)

3. Responsibilities

- Outline key responsibilities of those covered by the policy – **N.B.** these responsibilities should be only in relation to this policy itself (i.e. do not just outline what an individual’s / team’s / committee’s general role is at the University)
- These should be broken down by role / area of the University as required, and you should organise these in a logical order (e.g. ascending order in terms of seniority of staff, general – ‘all staff’ – to specific roles, descending order in terms of significance)

4. Policy

The most important point here is to avoid including too much practical, technical, or logistical detail in the policy document itself. Always consider whether something may be more appropriately placed in supporting documents (which can be updated / changed on an ad hoc basis, unlike the policy, which should be less likely to need frequent review or amendment). Supporting documents can be used to explain how to adhere to, or comply with, the policy in practice – for example, details of a business process in place at the University which supports the policy, or a guidance on how to report an issue relating to matters covered in the policy.

- Include the actual details of the policy here, including – where applicable – a summary of any legislation or regulatory compliance framework that informs the policy
- The ‘policy’ section should be used to cover things like the key principles which underpin the University’s position, outlining the University’s position on a matter, details of the University’s obligations / promises / intentions, actions the University requires, etc.
- Definitions can also be included within the body of the policy as necessary, but it is usually more appropriate to insert these as footnotes (so as to keep the policy itself more streamlined)
- Consequences / impacts of non-compliance with (breaches of) the policy can be included here

- Make reference to internal documents / pages / processes as necessary here, but do not link them in the body of the policy; anything mentioned should instead be linked in the 'Review / Contacts / References' box at the end of the policy (this will make the policy easier to update in future and will avoid the risk of broken links further down the line)
- Refer to individuals by role titles not specific names, to avoid risk of policies becoming out of date more quickly in light of staff role changes / departures

5. Legislation and Good Practice

- Use this section to provide links to external sites – for example, related legislation posted on the gov.uk webpages, best practice information from organisations that work in the subject area, or any other helpful external links / documents

Review / Contacts / References Box

- This box is to be included at the end of all policies and completed / updated each time a policy is written or revised and approved
- '*Date approved*' should be the date the policy received its final approval from the approving group / committee / etc (the name of which should be entered next to '*Approving body*')
- '*Last review date*' refers to the date the policy was last looked at and '*Revision history*' refers to the times it was amended – the first time a policy is published, these should both read 'N/A,' but subsequently, starting with the date the policy was created, each date that it is reviewed /amended (as applicable) should be entered here as a month and year, from most recent to oldest. In the '*Revision history*' box, it should be noted which version it is alongside the date – e.g. '*Version 3: May 2022, Version 2: May 2021, Version 1: May 2019*' etc
- Review date should be a month/date 3 years from the date approved (unless the review period is anything other than standard, as outlined in the Policy on Policies)
- '*Related internal policies, procedures, and guidance*' is the section where links to anything internal referred to in the policy should be included – e.g. specific supporting documents (procedural or process documents, practical guidance on how to implement / adhere to the policy), links to reporting forms, etc. **N.B.** Any supporting documents referred to in the policy should already be completed, and any processes referred to in the policy should already be established, when the policy is published.
- The roles of '*Policy owner*' and '*Lead contact / author*' are outlined in the Policy on Policies, which explains who these people/areas are – remember that you should avoid using individuals' names here and refer to divisions, teams, areas, and roles (to ensure continuity over time, should individuals leave the University or change roles, for example)

Last reviewed / updated May 2022