

ACSI Guide

How to use ACSI Policy Templates

2022



ACSI Policy Templates are designed to help you save time, especially in researching for suitable material, prepare your school to meet registration specifications as well as Umalusi accreditation, and as far as possible, ensure that statutory requirements are met.

Follow this two stage guide that consists of nine steps to change these guidelines from a generic ACSI policy template to one that suits your school.

Stage One: Development Phase

Step 1: Read the template

- Add the logo and name of your school on the cover page.
- Personalise the policy by changing wording used in your school e.g. board may change to “council”.

Step 2: Form a team

- Select a small team from the broader stakeholder group who will be affected by the policy, and who will need to implement the policy.
- Task the team to study the policy template and work through Steps 3 to 5
- Give deadlines to have a final draft ready for presentation and approval.

Step 3: Fit the policy to your school

- Work together to customise the policy.
- Add detail relating to specific processes or procedures.
- Remove from the policy anything that does not apply.
- Adapt the policy to fit the needs, requirements and practice of your school.
- Check with local bylaws of the municipality for compliance.

Step 4: Make the policy and procedures realistic

- Change, add to or remove stakeholder roles and responsibilities, for the particular policy.
- Clearly set out procedural steps, using specific and simple language.
- Make sure the policy and procedures are realistic, can be implemented as well as actioned on a daily basis.

Step 5: Consult and invite comment

- Consult with professionals and a wider group of stakeholders for discussion, comments and stakeholder perspective to ensure that the policies and procedures are accurate, effective and fit the practice in your school.

Stage Two: Implementation Phase

Step 6: Publish the policy after authorisation

- Finalise policies and procedures in writing.
- Have policies signed off at a board meeting.
- Place signed policies and procedures in a policy manual.
- Make copies readily available to stakeholders:
 - Publish parent and learner related policy through the communication channel of your school.
 - Publish internal and staff related policies in the staff communication channel

Step 7: Implement the policy

- The management of the school should 'lead by example' in implementing policies and procedures.
- Discuss content of policies at parent meetings so that parents are informed of the content of policy documents and the implications for them.
- Ensure that new staff members are trained and familiar with policies and procedures, and that existing staff receive refresher courses.
- Specify that full compliance with policy is required to ensure a safe and compliant school.

Step 8: Ensure that policy is followed by stakeholders through training and awareness campaigns

- Provide adequate information, instruction, supervision and training to staff and stakeholders.
- At staff meetings ensure that staff realise the importance and advantages of following policies and procedures.
- Consistently enforce policy.
- Follow-up to ensure that any failure to follow the policy or procedure is addressed.
- Treat deliberate breaches of policy seriously, and deal with every case immediately.
- Apply consequence of any deliberate breach according to policy. This could be:
 - counselling;
 - disciplinary action (e.g. a warning); or
 - in serious circumstances, dismissal.

Step 9: Review policies and procedures regularly

- Implement a document management system that:
 - triggers reviews;
 - notes the dates of change; and
 - involves interactive revision.
- Review policies and procedures at least every 2 years.
- When any changes to legislation or practice occur, update policies and procedures to stay relevant and effective.
- Make stakeholders aware of changes to policy and procedure when these are finalised.