



Halfway Bush School

Document Review Policy

Purpose

Halfway Bush School is committed to ensuring that all school policies, procedures, and operational documents remain accurate, current, compliant with legislative requirements, and reflective of best practice. Regular review ensures documents continue to support effective governance, management, teaching, learning, and the wellbeing of our school community.

Scope

This policy applies to all school documentation, including but not limited to:

- Board policies
- School procedures
- Curriculum documents
- Health and Safety documents
- Personnel and employment procedures
- Student wellbeing and behaviour procedures
- Emergency management plans
- Finance and property procedures
- Administrative forms and guidelines
- International student documentation (where applicable)

Principles

Halfway Bush School will ensure that:

- Documents are reviewed regularly and systematically.
- Documents comply with current New Zealand legislation, Ministry of Education requirements, and New Zealand School Boards Association guidance where appropriate.
- Staff and Board members have access to the most current versions of documents.

- Obsolete documents are removed from circulation and archived appropriately.
- Review processes include consultation where appropriate.

Responsibilities

Board of Trustees

The Board is responsible for:

- Approving governance policies.
- Reviewing governance documents according to the review schedule.
- Ensuring legislative compliance.
- Monitoring that reviews occur as planned.

Principal

The Principal is responsible for:

- Coordinating the document review programme.
- Ensuring operational procedures remain current.
- Consulting with staff where appropriate.
- Recommending policy changes to the Board.
- Maintaining version control.

Staff

Staff are responsible for:

- Following current approved procedures.
- Advising the Principal of any documents requiring amendment.
- Participating in consultation during document reviews.

Review Schedule

Document Type	Review Frequency
Governance Policies	Every 3 years or sooner if required
Health and Safety Documents	Annually

Emergency Management Plans	Annually
Curriculum Documents	Every 2–3 years
Personnel Procedures	Every 3 years
Finance Policies	Every 3 years
Child Protection Policy	Annually
International Student Documents	Annually (where applicable)
Operational Procedures	As required or following legislative changes

Documents may be reviewed earlier if:

- Legislation changes.
- Ministry of Education guidance changes.
- An incident identifies the need for improvement.
- School practices change significantly.
- The Board requests an earlier review.

Document Review Process

1. Identify the document due for review.
2. Review current legislation, Ministry guidance, and best practice.
3. Gather feedback from relevant staff or stakeholders where appropriate.
4. Draft proposed amendments.
5. Present governance documents to the Board for approval.
6. Update document version number and review date.
7. Archive previous versions.
8. Publish the updated document to staff and, where appropriate, the school community.

Version Control

Each document will include:

- Document title
- Approval authority
- Date approved
- Review date
- Version number
- Document owner

Previous versions will be archived electronically for reference in accordance with school record management practices.

Emergency Reviews

Documents may be reviewed immediately following:

- Serious incidents
- Legislative amendments
- Ministry directives
- External audit recommendations
- Health and Safety investigations

Communication

Following approval:

- Staff will be informed of significant changes.
- Updated documents will replace previous versions.
- Training will be provided where changes affect practice.
- Parents and the wider community will be informed where appropriate.

Related Legislation and References

- Education and Training Act 2020
 - Health and Safety at Work Act 2015
 - Privacy Act 2020
 - Children's Act 2014
 - Vulnerable Children requirements
 - Ministry of Education guidance
 - National Administration and governance requirements (where applicable)
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Policy Review

Approved by: Halfway Bush School Board

Policy Owner: Principal

Date Approved: _____

Next Review Date: _____

Version: 1.0