Document Control Policy

Expanse Learning Group

Jul 2022

| Author: | Scott Roberts | Version | 6 | Review Date: | Jul-2023 |

1. Scope

This policy applies to all staff at Expanse Learning.

2. Objective

The objective of this procedure is to ensure the effective control of all documents within Expanse Learning's Quality System, enabling all employees to have access to relevant and current versions of all Expanse Learnings' Operational Policies and Procedures and all key documentation associated with the curriculums and their delivery.

3. Responsibilities

The *Senior Leadership Team* have responsibility for:
- the authorisation of all policies and procedures within Expanse Learning's Quality System
- the approval and authorisation of supporting documentation held within the quality system
- ensuring access to relevant documentation for all employees.

The *Shared Services* Team has overall responsibility for:
- the issue, amendment and recall of any quality documentation
- for the maintenance and control of external documentation.
- for the maintenance and support of all internal portals i.e., Intranet, Operations Hub etc
- updating the Quality System Index
- uploading the documents to the website, intranet and associated sub-portals

Employees are responsible for:
- ensuring that any documentation that they use is the most current and up-to-date version downloaded directly from the relevant source
- ensuring that documentation relevant their job role is correctly utilised and maintained
- following the mandatory requirements of all quality systems and operational procedures
- ensuring they view, agree, and acknowledge any documents that require proof of receipt i.e., policies
- removing all super-ceded or obsolete documentation from their devices and/or files and folders *(Electronic and paper-based).*

The *Data & Compliance Manager* has responsibility for:
- Ensuring that all relevant key external documents provided by the Funding Agencies etc. are indexed, controlled are available for senior leaders.

4. Quality Documentation

All Expanse Learning policies, procedures and supporting documentation shall be maintained centrally and shall be accessible to all relevant parties. All quality documentation shall be identified by means of a unique reference number, consisting of Department, category and type (Please refer to appendix 1). All documents will be logged on the Quality System Index and review dates controlled by the Shared Services Team

If amendments are made to operational procedures or supporting documentation, the systems index shall be updated accordingly. Alterations or amendments to Expanse Learning Quality System shall be sanctioned by the Board, as applicable. Once sanctioned the procedure or document affected will be officially and formally changed, and the quality system updated accordingly.

5. Networked Documentation

Where access is available all documents held within the system shall be found within Expanse Learnings *'Intranet', Onboarding*, and *'Operations Hub'*. All documentation within the controlled system shall not be revised, amended, or deleted by any unauthorised party.

6. Obsolete Documentation

The Shared Services Team shall communicate changes to all relevant personnel. All personnel who hold or are responsible for the provision or maintenance of document supplies (copies), shall ensure all obsolete documentation is removed from circulation and destroyed. Electronic copies of all obsolete documentation shall be maintained by the Shared Services Team for future possible referral and archived within a restricted folder. All documents will be updated on the document

register identifying the current version number.

7. Monitoring arrangements

This policy will be reviewed every 12 months but can be revised as needed.

Impact of non-compliance:

Staff:	Disciplinary action, Support, Action Plan
Student:	Not applicable
Legislation/organisational:	Reputational damage, litigation, statutory and non-regulated compliance.
Compliance lead:	Shared Services
Policy Reference:	ELGR-POL-DAMA-001
Version:	6
Agreed policy location:	DatabridgeMIS
Review Schedule:	12 Months
Does the policy require Governor approval?	No

Approval

Prepared by	Approved by	Counter Signatory
Scott Roberts (Assoc. CIPD)	Tony Brown	Richard King
04/07/2022	04/07/2022	04/07/2022
Head of Shared Services	CEO	Director of School & Pre 16 Education

Version Control

Version	Date	Revision	Review Date
4	01/09/2020	Review	31/08/2021
5	01/09/2021	Policy Reviewed	31/08/2022
6	04/07/2022	Policy reviewed and new referencing systems implemented	03/07/2023
7			
8			

Appendix 1 – Referencing system

All official documentation must be subject to the same robust quality assurance measures. Once the document has been processed through the relevant approval channel, Shared Services will use the referencing system below before it is communicated to the wider teams. All documentation will be communicated via the intranet, onboarding, and other associated portals to ensure that all documentation is kept both current and relevant thus eliminating any risk of outdated resources being used.

Document ID =

([Department]–[Document type]–[Category]-[Reference No])_[Title]_([Release date])

Example of document ID:

(ELGR-POL-DPM-001)_Document_Control_Policy_(Jul-22)

Department Codes		Document Type codes		Category Codes	
ELGR	Group	WFL	Workflow	HRM	Human Resources
ELWS	Expanse Learning Wigan School	FOR	Forms	HSE	Health, Safety and Environment
ELLC	Expanse Learning Leigh College	LET	Letters	FCA	Facilities and Estates
ELWC	Expanse Learning Wigan College	PRO	Processes	MRK	Marketing
ELSS	Expanse Learning Shared Services	PRD	Procedures	ICT	Information and Technology
ELCO	College specific	GUI	Guidance	QLT	Quality
ELSH	School Specific	POL	Policies	DPM	Data Protection
		IND	Index/Tracker	SFG	Safeguarding
				OPR	Operational
				QED	Quality of Education
				CMP	Compliance
				DAT	Data
				FIN	Funding & Finance
				STU	Student
				REP	Reporting
				EEM	Employee