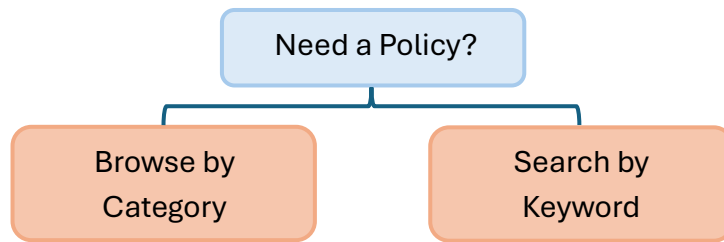


User Journey

Find a Policy

Users can locate policies in two ways:



Examples:

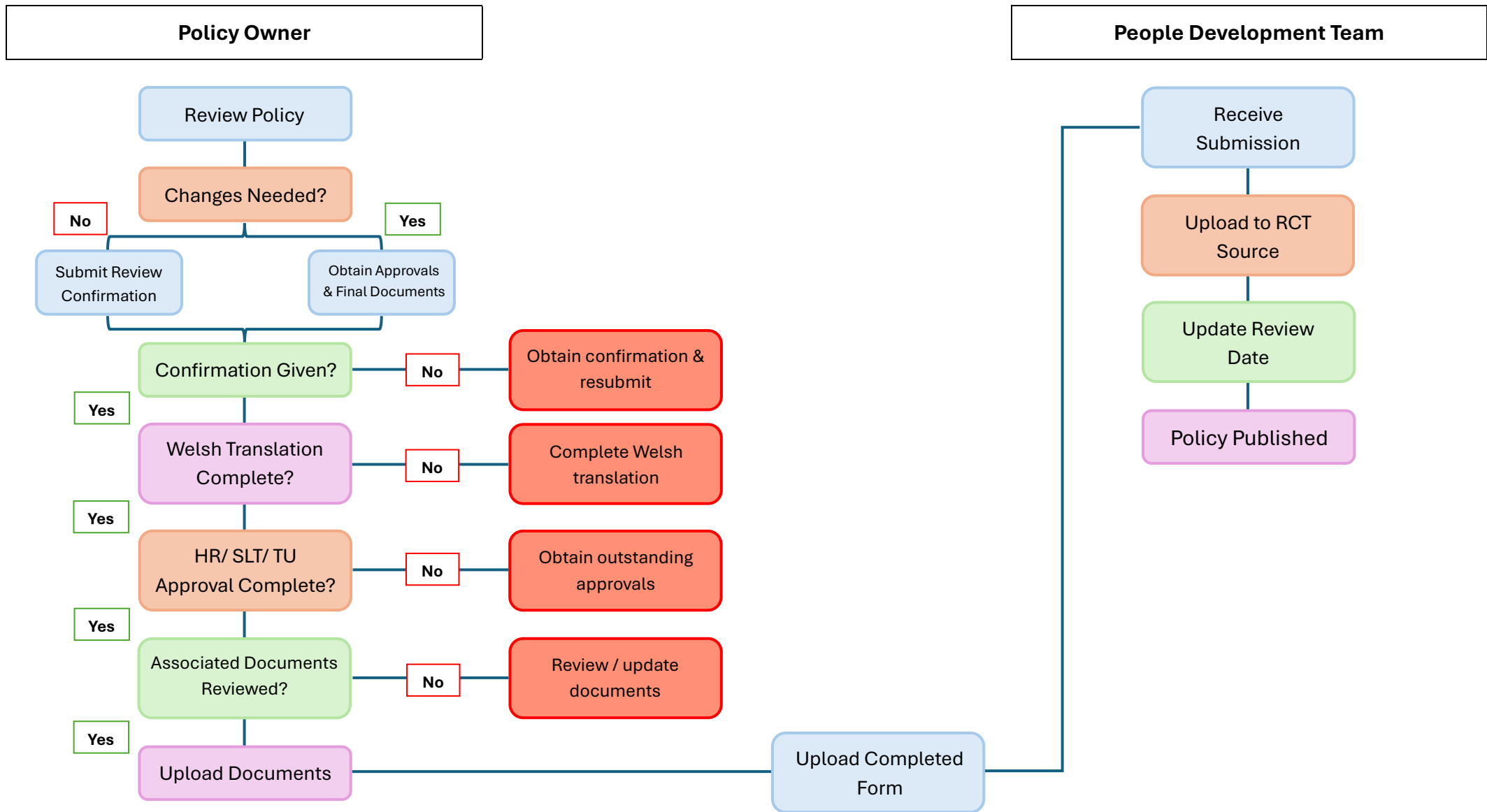
User searches for	System returns
sickness	Absence Management Policy
AI	Artificial Intelligence Acceptable Use Policy
working from home	Hybrid Working Policy
bullying	Anti-Bullying and Harassment Policy
safeguarding	Corporate Safeguarding Policy

Policy Categories

Digital, IT and Cybersecurity	Policies and guidance for the safe, secure, and effective use of digital technologies and communication tools within the organisation. This includes rules on acceptable IT use, artificial intelligence, social media, hybrid and flexible working, as well as employee responsibilities for cyber security, data protection, and safeguarding organisational information.
Family Friendly	Policies and guidance to support work-life balance, including leave, flexible and hybrid working, wellbeing, and family-related responsibilities.
Health, Safety and Wellbeing	Policies and guidance that promote health, safety and wellbeing, including risk management, safe working practices, occupational health, and workplace welfare.
Learning and Development	Policies and guidance for learning and development, including induction, training, apprenticeships, and opportunities for career growth and continuous learning.
Pay, Benefits and Employment Schemes	Policies and guidance on pay, benefits and career-related support, including remuneration, allowances, expenses, leave schemes, retirement options, and employee benefits.
People and Employment	Policies and guidance covering the employee lifecycle, including recruitment, conduct, performance, attendance, equality, leave, workplace support, and career development.

Safeguarding and Inclusion	Policies and guidance that promote equality, inclusion and wellbeing, including safeguarding, reasonable adjustments, respectful behaviour, and reporting concerns.
Your Job and Working Conditions	Policies and guidance on working arrangements and workplace expectations, including working hours, organisational change, travel for work, and other practical employment matters.

New Policy Review & Change Process Flowchart



Checklist

Before completing the review form:

Policy Review

- Policy Working Group has reviewed the policy.
- Current legislation has been considered.
- Organisational requirements have been checked.
- Related documents have been reviewed.
- Policy remains fit for purpose.
- Review outcome agreed.

If No Changes Required

- I can confidently confirm the policy remains valid.
- Review date has been recorded.

Policy Update Checklist

If a new version is required:

Before Submission

- All amendments completed.
- Final approved English version available.
- Final approved Welsh version available.
- HR/ SLT/ TU approval obtained (if required).
- Related documents reviewed.
- Previous version identified.
- Policy title confirmed.

Upload Requirements

- English policy uploaded.
- Welsh policy uploaded.
- Associated documents uploaded.
- Correct policy selected.
- Submission completed.

PDT Checklist

Upon Receipt

- Submission reviewed.
- Policy title verified.
- English version provided.
- Welsh version provided.
- Approval confirmed.
- Supporting documents attached.

RCT Source Update

- Policy uploaded.
- Previous version archived.
- Categories assigned.
- Search keywords assigned.
- Review date updated.
- Related documents linked.

Publication

- Policy visible in correct categories.
- Search functionality checked.
- Version control updated.
- Policy published.