USING GVO TO MANAGE THE POLICY PROCESS

1 Take a look in the **Settings** area to check that the list of Policy Types is correct for your organisation, these can be added to or amended as appropriate

2 Ensure your Policy Management area has the correct Folders - we would suggest a Folder for **Current Policies**, one for **Historic Policies** and one for **Policies Under Development**. When creating a new folder, make sure the Folder is set up as a 'Policy Maintenance' folder

3 Use the Actions button to add a **New Policy,** completing the fields, how these are completed will determine who is reminded when the Policy is due to be reviewed, and **where the Policy is available** once it is formally approved (Public/Website, Staff and/or Students)

4 A draft Polciy can be **'Shared'** with Governors/Trustees for them to add any comments/feedback and to mark their **Approval** by checking the box. Once this has been done the draft Policy can be edited (if required), marked as **Final** with the Approvals locked

5 The finalised Policy should be moved from the Under Development area to the Current Polices folder, using the Actions/Move option, replacing any previous version(s). Once in the Current Polices folder **the external URL links will work - adding the Policy to the Public, Staff and/or Student viewers**

6 Ensure the Public URL link has been **added to your school, college or Trust website - where the latest versions will automatically update**. The staff/student links can be shared, as appropriate. **Everyone will be able to access what they need, without needing to update multiple versions and locations!**

Ongoing Support is available for all GVO users.
Call 01273 921066 or email support@thegvoffice.com for any help or training requirements.