

POLICY MANAGEMENT

Saving time and duplication.....

Did you know GVO has a full Policy Management tool to help you take the stress out of the process - from initial draft, through the approval stages, and publishing directly on the school/Trust website.

The Policy Management tool can be personalised to reflect your own Policy categories and types to simplify reporting and compliance.

Policies can be marked for publishing, so that finalised Policies can be linked automatically to the school/Trust website and/or shared with Staff members - there is no need to manage multiple versions!

Polices shared externally are visible as a Preview or to Download, making access simple for all.



Review and Approval

Add a draft Policy to GVO for Governor/Trustee approval. Review and approval can take place in advance of a meeting, saving precious time when together - simply link the Policy to the meeting pack for formal ratification. Once finalised the new Policy can be made available externally, replacing any former version(s).



Publishing

Mark a finalised Policy for Public, Staff or Student/Other viewing. This eliminates the need to maintain multiple versions. ****NEW** external Policy viewers can now be formatted to suit your own local requirements. Published Policies are automatically converted to a PDF file and can be previewed as well as downloaded.**



Reporting and Reminders

As a Policy comes towards its review date Policy owners will be notified - the timescales can be personalised to suit your own requirements. Policy review reminders are sent weekly and visible in the GVO calendar. Use the Reporting tool in GVO to check compliance and to plan ahead.

Ongoing Support is available for all GVO users.

Call 01273 921066 or email support@thegvoffice.com for any help or training requirements.