KING'S INNS
Policy on Developing Policies
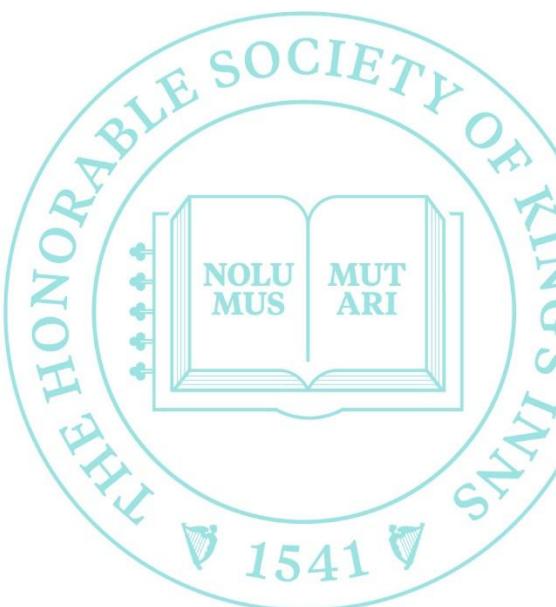
Lead staff member:	CEO
Date of first approval:	2/4/2025
Name of approval body:	Council of King's Inns
Frequency of review:	Every 3 years
Next review date:	2028

Revision No.	Details of change/s	Date
01		
02		

CONTENTS

1. Purpose of Policy

The QQI Core Statutory Quality Assurance Guidelines (2016) benchmark as a national standard that '*the quality assurance system is fully documented; there are robust, documented policies and associated procedures for the assurance of the quality and standards of provision.*'

This policy addresses the above standard by creating a transparent and comprehensive quality assurance system for policy initiation, development, approval, implementation, monitoring and review at King's Inns School of Law.

By using a consistent policy development system, it is possible to assemble policies that are:
- appropriately developed and regularly monitored and reviewed
- accessible to staff, learners and the public (as required) in usable formats
- compliant with applicable laws and national / international best practice benchmarks, and,
- promote a culture of quality within King's Inns.

This policy also seeks to ensure that all policies are periodically reviewed to ensure that they are fit-for-purpose and remain effective.

2. Scope of Policy

The policy applies to academic policy requirements of the School of Law, that is, all members of the King's Inns community who are engaged in the development, organisation, provision and evaluation of education and training programmes at King's Inns.

3. Policy Statement

3.1 Principles for the development of policies at King's Inns

Policies will be:

(1) developed according to the process set out in this policy
(2) presented in a standard format
(3) formally approved
(4) accessible to staff, learners and the public (as required) in usable formats
(5) compliant with applicable laws and national / international best practice benchmarks
(6) clearly marked as policies and separated from associated documentation, such as procedures, guidelines and forms which provide specific instructions for carrying out defined tasks.

3.2 Five steps when developing a new policy

Step 1: Development Stage

The need for the policy will normally be identified by a member of the Senior Management Team (SMT) for one or more of the following reasons:

(1) In accordance with the regulatory environment
(2) An outcome of an internal or external QA event
(3) Developments within King's Inns, such as the approval of a new programme
(4) Issues raised by members of the King's Inns community, for example, through the School of Law Faculty Board, relating the policies and procedures.

The key author, in consultation with the SMT, prepares a brief for the development of the policy taking into consideration:

(1) Impact of the policy
(2) Stakeholder consultation
(3) Timeline for production and a governance decision.

Step 2: Drafting and Consultation

The key author prepares a draft of the relevant policy for consultation with the SMT.

Step 3: Finalisation

Following the development of a draft, a final proposal is prepared which takes account of:

(1) Consistency with other policies of King's Inns Quality Assurance Framework
(2) Regulatory considerations
(3) Development of an implementation/communications plan for the policy
(4) Arrangements for approval of the policy.

Step 4: Approval

The principle underpinning approval of a policy is that the person who drafts the policy will not be the person who approves the policy.

All policies and policy changes are approved by Council on the recommendation of Standing Committee. Policies relating to the School of Law will be reviewed in the first instance by the Education Committee before being recommended to Standing Committee.

Step 5: Implementation and Communications

As part of the development and drafting process, early consideration is given to an implementation and communications plan for the policy. This is a plan to support the integration of the policy into the day-to-day work of King's Inns. The implementation and communications plan should consider:

(1) Changes to current practice, processes and procedures, roles and responsibilities
(2) Briefing and training requirements for staff
(3) Communication requirements to notify relevant parties about the changes (email, staff / learner / tutor briefings etc.)
(4) Resource requirements associated with the implementation of the policy
(5) Procedures for publishing the policy (website, Moodle etc.).

Consideration should be given to the development and implementation of related procedures, so the development of policies and procedures are not isolated.

3.3 Policy Format

A standard format will be used to ensure that every policy is consistent in form and style. The following format elements will be included in King's Inns policies:

(1) Document control cover page (essential)
(2) Statement of purpose of policy (essential)
(3) Scope of the policy (essential)
(4) Definitions (if required)
(5) Policy Statement – body of the policy (essential)
(6) Roles and responsibilities (essential)
(7) Monitoring and review of policy (essential)
(8) Associated Documents (if required)
(9) Referenced Policies (if required).

3.4 Steps for Developing New Procedures

The development of a "procedures" document is similar to the steps for the development of a policy, with due consideration given to the fact that a procedure must stem from a parent policy and cannot be developed in isolation.

4. Roles and Responsibilities

All individuals who are responsible for drafting, updating, approval and distribution of policies will comply with this policy.

The Chief Executive Officer (CEO) of King's Inns is the owner of this policy and will with along with the SMT oversee the monitoring and review implementation of this policy.

5. Monitoring and Review

The policy owner is responsible for monitoring implementation of the policy, ensuring that all associated documents are updated and current, and that the policy is reviewed as required.

The policy will be reviewed every three years from the date of first approval unless changes are required owing to legal, statutory and/or organisational change.

All policies and policy changes are approved by Council on the recommendation of Standing Committee.

6. Associated Documents

- QQI (2016) Core Statutory Quality Assurance Guidelines