BLACK FOXES UK POLICIES SOP

Standard Operating Procedure (SOP)

Role: Policy Coordinator
Objective: To review and update organizational policies, ensure compliance with regulations, develop and maintain Codes of Practice and Standard Operating Procedures (SOPs), collaborate with various teams to align policies, and produce related documents and guidance.

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1. Overview of Responsibilities

- **Core Tasks:**
  - Review and update organizational policies (e.g., Safeguarding, GDPR, Health & Safety).
  - Ensure compliance with regulations and best practices.
  - Develop and maintain Codes of Practice and Standard Operating Procedures.
  - Collaborate with various teams to align policies and procedures.
  - Produce related documents and guidance.
- **Key Goal:** Ensure that organizational policies and procedures are up-to-date, legally compliant, and effectively communicated to staff.

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2. Policy Review and Updates

A. Reviewing Organizational Policies

- **Frequency:** Ongoing (3-4 hours/month or as policies require updating).
- **Tasks:**
  - Regularly review key policies to ensure they are up to date and aligned with current regulations (e.g., GDPR, Health & Safety).
- **Process:**
  - Step 1: Schedule a regular review of all critical policies (annually or bi-annually).
  - Step 2: Cross-check policies with updated laws, regulations, and industry standards.
  - Step 3: Consult with relevant stakeholders to ensure policies are practical and

applicable.
- **Tools:**
  - Document management systems, Google Docs, or Microsoft Word for drafting and revising policies.

B. Updating Policies

- **Frequency:** As needed (in response to changes in legislation or organizational **needs).**
- **Tasks:**
  - Revise and update policies, ensuring that changes are clearly communicated to all staff.
- **Process:**
  - Step 1: Draft updates based on regulatory changes or organizational feedback.
  - Step 2: Obtain necessary approvals from senior management or the board.
  - Step 3: Distribute updated policies and provide training if required.

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3. Ensuring Compliance with Regulations

A. Monitoring Compliance

- **Frequency:** Ongoing (1-2 hours per week).
- **Tasks:**
  - Monitor the organization's adherence to legal requirements and best practices in key areas such as GDPR and Safeguarding.
- **Process:**
  - Step 1: Create a compliance checklist for key legal requirements.
  - Step 2: Conduct periodic audits to ensure policies are being followed.
  - Step 3: Address any compliance gaps and provide corrective action plans.

B. Providing Training

- **Frequency:** As needed (depending on policy changes).
- **Tasks:**
  - Organize training sessions for staff to ensure they are familiar with updated policies and compliance requirements.
- **Process:**
  - Step 1: Schedule regular training sessions or webinars for key policies (e.g.,

Safeguarding, GDPR).
- ○ Step 2: Provide easily accessible resources (e.g., policy manuals, FAQs) for staff to refer to.

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4. Developing and Maintaining Codes of Practice and SOPs

A. Creating Codes of Practice

- **Frequency**: **As required (in response to new initiatives or regulations).**
- **Tasks:**
  - ○ Draft and maintain Codes of Practice that set standards for behavior, ethics, and organizational practices.
- **Process:**
  - ○ Step 1: Consult with relevant teams to understand the operational needs and challenges.
  - ○ Step 2: Draft clear, actionable Codes of Practice based on legal and industry standards.
  - ○ Step 3: Distribute the finalized Code and ensure staff understands the expectations.

B. Developing Standard Operating Procedures (SOPs)

- **Frequency**: Ongoing (SOPs should be reviewed regularly).
- **Tasks:**
  - ○ Write and maintain SOPs that outline step-by-step processes for key activities across the organization.
- **Process:**
  - ○ Step 1: Identify areas where SOPs are needed (e.g., health and safety, data handling).
  - ○ Step 2: Collaborate with team leads to draft SOPs that reflect practical workflows.
  - ○ Step 3: Review SOPs annually and update them as necessary to reflect changes in policy or procedure.
- **Tools:**
  - ○ Microsoft Word or Google Docs for SOP development.
  - ○ Document management tools for version control.

5. Collaborating with Various Teams

A. Aligning Policies with Team Needs

- **Frequency:** Weekly or bi-weekly check-ins.
- **Tasks:**
    - Collaborate with other teams (HR, Legal, IT) to ensure that policies are practical, effective, and aligned with their needs.
- **Process:**
    - Step 1: Schedule regular meetings with key teams to discuss policy updates and gather input.
    - Step 2: Adjust policies to address team-specific concerns (e.g., compliance, security).
    - Step 3: Ensure consistent application of policies across departments.

B. Cross-Team Policy Communication

- **Frequency:** Ongoing (depending on the implementation of new policies).
- **Tasks:**
    - Ensure that all teams are aware of new or revised policies and understand their responsibilities.
- **Process:**
    - Step 1: Draft policy summaries or presentations to explain key changes.
    - Step 2: Lead informational sessions or provide documentation for easy reference.
- **Tools:**
    - Slack, Zoom, or email for communication.
    - Google Drive or internal intranet for document sharing.

6. Producing Documents and Guidance

A. Producing Policy Documents

- **Frequency:** As needed.
- **Tasks:**

- - Draft, format, and distribute organizational policies and related documents.
- **Process:**
  - Step 1: Write and format policy documents to ensure clarity and accessibility.
  - Step 2: Circulate documents for review and approval.
  - Step 3: Store final versions in a central location accessible to all staff.
- **Tools:**
  - Microsoft Word, Google Docs for document production.
  - SharePoint, Google Drive for document storage and sharing.

B. Providing Policy Guidance

- **Frequency:** Ongoing (as questions or challenges arise).
- **Tasks:**
  - Offer guidance to staff on policy interpretation and implementation.
- **Process:**
  - Step 1: Respond to policy-related queries from staff promptly.
  - Step 2: Provide written explanations or organize training if necessary.

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7. Reporting and Audits

A. Regular Policy Audits

- **Frequency:** Quarterly or annually (depending on policy).
- **Tasks:**
  - Conduct internal audits to ensure that all policies are being followed.
- **Process:**
  - Step 1: Create an audit checklist based on current policies.
  - Step 2: Conduct interviews or surveys with staff to gauge compliance.
  - Step 3: Report findings and address any compliance gaps.

B. Reporting to Management

- **Frequency:** Monthly or after major policy updates.
- **Tasks:**
  - Prepare policy compliance reports for senior management.
- **Process:**
  - Provide a summary of policy reviews, updates, and compliance status.

○　Offer recommendations for future policy development.

8. Workflow Breakdown (Weekly Allocation)

- Policy Review & Updates: 3-4 hours/month.
- Compliance Monitoring: 1-2 hours/week.
- Codes of Practice & SOP Development: 2-3 hours/week.
- Collaboration with Teams: 2-3 hours/week.
- Document Production & Guidance: 1-2 hours/week.
- Reporting & Audits: 2 hours/week.

Approval & Sign-Off

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