



ST. ANDREW'S  
COLLEGE  
Cambridge

COLLEGE POLICY DOCUMENT

**Boarding House – Sign off of New Documentation**

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| <b>Issue No.: 01</b>   | <b>Document Number: STAN0052011</b>  |
| <b>Issue Date: December 13<sup>th</sup> 2011</b>             | <b>Originator: Wayne Marshall</b>    |
| <b>Version: 07</b>   | <b>Responsibility: Hanna Claydon</b> |
| <b>Reason for version change: Annual update</b>              | <b>Dated: 14.07.17</b>               |
| <b>Authorised by: Hanna Claydon</b><br><b>Date: 14.07.17</b> | <b>Signature:</b>                    |

This policy has been drawn up to ensure that no new documentation is implemented into the boarding houses without sign off by the house managers responsible for the hall.

The procedure will be as follows:

1. If any member of staff completes a new policy and procedure that has an impact on or implication for the boarding houses the document must be seen and signed off by Hanna Claydon.
2. On completion of this sign off, incorporating any alterations, the document will then be passed to the house managers in turn for sign off. If there are any questions pertaining to the document these will be forwarded to Hanna Claydon. (The house managers will complete appendix A attached).
3. On completion of the sign off process the document will be stored in the college policy Dropbox folder, which all house managers have access to.
4. It will be the individual responsibility of the house managers to make their relief house manager aware of any new policy and / or procedure put in place since they last visited the boarding house.

**Review: 2012, 2013, 2014, 2015, 2016, 2017**

**Next review: July 2018**



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**Policy Sign off Document**

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| <b>Name of Document:</b>      |  |
| <b>Originator:</b>            |  |
| <b>Date:</b>                  |  |
| <b>House Warden Sign Off:</b> |  |
| <b>Date:</b>                  |  |
| <b>Comments:</b>              |  |