

30. Version control policy and procedure

Version number	Dates produced & approved	Reason for production & revision	Author	Locations	Proposed next review date
V1.0	Apr 2017	Need to version control policy documents	K Coupe & M Pegler-Richards	Dropbox.com 2016-17 folder	2019/20
V2-0	1 Dec 2022	Reviewed and updated. • New section entitled "Ratification by Committee"; • Inclusion of Associated Policies & Procedures section as per Safeguarding Audit section 175/157	K Coupe	Dropbox.com Website	Dec 2024
V3-0	24 May 2024	Reviewed and updated • inclusion of subsection re "Version Control Table"	K Coupe	Dropbox.com Website	May 2026

Scope of policy/procedure/guidelines

Version control is part of the process for managing the drafting and finalisation of documents. It involves including information on the cover pages and in the footers of documents such as dates, version numbers and a list of substantial amendments.

Introduction

When drafting a new document (or updating an existing one) version control clearly identifies the development of the document. It allows easy identification, for example, of the first draft which was submitted to a committee for comment; the draft which was generated as a result of those comments; the versions which went back and forward for comment; and then the final version which was agreed and signed off.

Applicable Documentation

Version control applies primarily to all policies and procedures produced by North Nibley Pre-School, but is encouraged to be used for other formal documents. However, it will not be included in publicity material.

The first page of this document shows the document control format that must be used. It is recommended that footers of every document for North Nibley Pre School includes the following information

Page (number) of (numbers)
(name of document) (version number, date, Cttee Mbr or Cttee Mtg (initials of ratifier))

Applying version control

Font size and style, and margins

All policy and procedure documents must be written in Arial 12. Acceptable variations include:

- Document title/header: Arial 14 **bold**
- Document footer: Arial 8
- Version control table : Arial 11

Document margins (under page layout in Word) are as follows:

- Top: 1.5cm
- Bottom: 1.6 cm
- Left margin: 1.8cm
- Right margin: 1.5cm
- Amend footer to 1 cm

Version control table

Located after the document title, it has 6 columns and at least 2+ rows including the table header. When creating a new version control table, it may be easier to cut and paste from another policy document.

Once the table is in place, ensure your cursor is in the table heading, right click and select “Table Properties”, select the “Row” tab and ensure that the box by “Repeat as header row at the top of each page” has been selected. This will ensure that when the version control table spans two pages, the header appears on the additional page(s) too.

Document dates

The author of the document includes the date the document is created or revised into the footer of the document on every page in the format DD/MM/YYYY.

Document author

The author of the document/the individual making amendments includes their initials in the footer.

Version numbers

The author of the document includes the current version number in the footer of the document on every page.

Draft document version numbers

The first draft of the document will be V0.1. Subsequent drafts will have an increase of “0.1” in the version number, eg. V0.2, 0.3, 0.4 etc ... 0.10, 0.11 etc.

Final document version number and date

The author will deem the document final after all reviewers have provided final comments and comments have been addressed and the document agreed at committee level where appropriate. The final version of the document will be Version 1.0 (ie. V1.0). The date of when the document becomes final should be included. Subsequent final documents will have an increase of “1.0” in the version number (ie. V2.0, 3.0, 4.0 etc).

Final documents undergoing revisions

Final documents undergoing revisions will be Version X.1 for the first version of the revisions. Whilst the document is under review, subsequent draft version will be increased by “0.1”, eg. X1.1, X1.2, X1.3 etc. When the revised document is deemed final, the version will increase by “0.1” over the version being revised, eg. the draft VX1.3 will become a final V2.0.

Ratification by Committee

All policies and procedures that have been reviewed and/or updated must have their version number amended and submitted to the allocated Committee Member who is on “Ratification duty” on behalf of the Committee.

A list of ratified documents is circulated to Committee Members prior to the Termly Committee Meeting. Once ratified and formally noted in the minutes, Committee Members and staff are obliged to read the amended document which can be downloaded from the Pre-school’s website (www.northnibleypreschool.co.uk)

Associated Policies and Procedures

- All policies and procedures adhere to this procedure.