Record keeping

5.8 Version control

Scope of procedure
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 St Joseph's 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 St Joseph's Pre School includes the following information

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Page (number) of (numbers)
(name of document), version number, date, initials

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

Document margins (under page layout in Word) are as follows:
- Top: 2.0 cm
- Bottom: 1.8 cm
- Left margin: 2.0 cm
- Right margin: 1.8cm
- Footer remains at 1.25 cm

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.

First draft version:
- Named as version "0-1" (no full stops in electronic file names);
- Subsequent draft versions 0-2, 0-3, 0-4 etc.

First Final/Approved Version
- When the document is final/approved it becomes version "1-0";
- Subsequent final/approved versions become 2-0, 3-0, 4-0 etc.

Changes to Final Version
- Changed/revised final version becomes "x-1";
- Subsequent drafts to Final version become 1-1, 1-2, 1-3 etc.

Further Final/Approved Documents
- Version number is increased by "1-0", eg. 1-0, 2-0, 3-0 etc;
- For example: amendments to final 1-0 are 1-1, 1-2, 1-3 and as approved becomes 2-0.

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 section of St Joseph's Catholic Primary School's website (www.st-josephs-nympsfield.com).

Associated Policies and Procedures
- All policies and procedures adhere to this procedure.

Version Number	Author	Purpose of change	Date
1.0	K Coupe	Need to formally version control policies/procedures	19/09/2018
2.0	K Coupe	Reviewed updated as follows: • "Ratification" section rewritten; • inclusion of "Associated Policies & Procedures" section as per Safeguarding Audit section 175/157	30/11/2022 Cttee Mber (L Finn)