School Docs Policy Reviews – help sheet

Step 1	Go to this site (username and	http://cheviot.schooldocs.co.nz/
Step 1	password both 'cheviot')	
Step 2	Click on 'current review' Top left hand side of the page	Cheviot Area Scho Home Current Review
Step 3	Click on the blue procedures under the term's review – try clicking on Emergency Planning and Procedures (See the note though that some procedures are not part of this review, some are done on their own.)	Documents currently under review Term 2, 2016 Emergency Planning and Procedures Health, Safety, and Welfare Policy Note that you are reviewing the policy itself (Health, Safety, and Welfare Policy), and your implementation of it. Many of the supporting policies and procedures are reviewed separately, so you don't need to include them in this review. The following are reviewed separately:
Step 4	Click on the blue links Give feedback via the green speech bubble	P
Step 5	Use the arrows at the top of the document to go back and forwards until they are all read	Earthquakes Also see New Zeala The first indication of a
Step 6	When you've read them all, click on the red flag to rate the procedure/policy	UNDER REVIEW Term 2, 2016
Step 7	Use the drop box to find who you are – your name is really helpful in the next box, then click on 'login'	What type of reviewer are you? Board member ▼ Reviewer Name: (optional) Login
Step 8	Rate the policy AND rate its implementation by dragging over the stars until the right number are coloured in for your rating	5 stars = excellent 1 star = poor 0 stars = not sure/haven't used
Step 9	Use the comment box if there is something you think needs changing – Debbie and I read all of these and they are helpful	
Step 10	Click on the submit button	