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**Policies and Procedures - Tips**

**I am finding it really overwhelming setting up all the policies and procedures for a new program. Where is the best place for me to start?**

* Research larger mentoring organisations such as Big Brothers Big Sisters and The Smith Family to see how they approach policy and procedure.
* Start working on the policies and procedures in the order that you will need to utilise them so that it doesn’t feel so overwhelming.
* Take your cues from existing policies in your organisation. Some policies like duty of care, police checks and Working With Children Checks are self explanatory and can be written easily or taken from your agency’s current policy manuals.
* Start in a place that makes sense to you. Once you make a start keep track of the policies and procedures you create. Don’t be afraid to ask for help from within your organisation or ask other organisations and programs if there are policies and procedures you can look over and adjust to meet your needs.
* Ask for help from colleagues that may be aware of more resources or templates you can work from.
* Be patient. It’s important you are clear about best practice procedures so your matches are safe and sustainable right from the outset.
* Research Policy and Procedure on the internet, especially sites like ‘Our Community’.