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| --- | --- |
| Policy | **Policy Title Here** |
| Purpose | Provide an overview of the intent of the procedure and explain the objectives it aims to achieve. |
| References | List resources that may be useful when performing the procedure; for example: admin policies, government standards, local codes or other SOP’s. |
| Scope | This section refers to whom the policy applies (specific staff positions, clients, parents, visitors, contractors, vendors).  Also provide a statement explaining to whom this policy does not apply.  In some cases, it may also be necessary to explain what the policy applies to for example, if a policy applies to the use of certain electronic devices, but not others, this must be clarified. |
| Definitions | Identify and define frequently used terms or acronyms. Provide relevant information needed to understand this SOP. Consider that many stakeholders reading the policy may not be familiar with specific government or program lingo. |
| Procedure | This is where additional information necessary for carrying out or complying with the policy must be detailed.   * Step 1 * Step 2 * Step 3 |

Margins are purposely “Mirrored” to allow for binding on the left side.