





ACE Schools Multi Academy Trust

Version Control & Document Management Policy

Issue	Date	Author/Reviewer Job Role	Comments	Signed by DPO
1	May 2018	Sapphire Consulting	New policy in line with GDPR	
2	Feb 2019	Chris Humphries/Director for Performance	Updated and MAT formatted	

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1 Introduction

1.1 This policy sets out that ACE Schools MAT ensures:

- 1.1.1 A consistent naming convention is applied to all paper and electronic files.
- 1.1.2 All electronic documents are appropriately stored and accessible.
- 1.1.3 Staff have the most up-to-date version of a document.
- 1.1.4 Document changes can be tracked through a system of version numbering.

2 File Naming Convention

2.1 Files must be named to indicate shared drive/summary of document content/version number.

2.2 Files for related documents should also be appropriately named, e.g. shared drive/summary of document content/related document name/version number.

3 Document Naming Convention

3.1 Each electronic version of a document must be named in a way that allows it to be easily identified and, if necessary, searched for.

3.2 Each document name should describe the:

3.2.1 School.

3.2.2 Title of document.

3.2.3 Version number.


3.2.4 For example: Ace Schools Plymouth LGB Report version one would be:
ASP_LGBReport_v1

4 Document Ownership


- 4.1 All documents belong to ACE Schools MAT; however, it is essential that each document has an identified document owner.
- 4.2 This will typically be the person who drafted the document.
- 4.3 The document owner is responsible for:
 - 4.3.1 Finalising the document.
 - 4.3.2 Ensuring the document is properly named.
 - 4.3.3 Ensuring the document is saved in the correct location, and
 - 4.3.4 Ensuring the version numbering system has been adhered to.

5 Document House Style


- 5.1 All staff are reminded that documents must be clear and understandable.
- 5.2 Documents should follow house style, ie:

ACE MAT	
Header	Font: CeraGR- Bold, Font size: 16. Font Colour: R112 G48 B160. Trust Logo on top right corner.
	
Font Style & Size	Font: Cera GR Light, Font size: 12. Font Colour: Automatic.
Text Alignment	Left alignment.
Page Numbering	Bottom of page, page x of y, central alignment.
Footer	Page numbering.

ACE Schools Plymouth

Header	Font: Arial, Font size: 16. Font Colour: R33 G18 B97. ACE Schools Plymouth Logo on top left corner. 'ACE Trust' logo on top right corner
	
Font Style & Size	Font: Arial, Font size: 12. Font Colour: Automatic.
Text Alignment	Left alignment.
Page Numbering	Bottom of page, page x of y, central alignment.
Footer	Page numbering.

Courtlands

Header	Font: Arial, Font size: 16. Font Colour: R0 G51 B160. Courtlands Logo on top left corner. 'Part of ACE Trust' logo on top right corner.
	
Font Style & Size	Font: Arial, Font size: 12. Font Colour: Automatic.
Text Alignment	Left alignment.
Page Numbering	Bottom of page, page x of y, central alignment.
Footer	Page numbering.

6 Revision and Version Numbering

- 6.1 Use the track change facility when amending documents. This enables others to see what changes have been made or proposed.

- 6.2 Tracked changes should be accepted by the document owner when the document is finalised.
- 6.3 The first version of the document should be recorded as 'version 1' or 'v1'. The second iteration should be referred to as 'version 2' or 'v2' and so on.
- 6.4 Any revisions to documents must be saved, using the naming protocol at 3.2 above. This ensures all versions are stored in the same place and can be easily seen and tracked.

7 Storage of Files and Documents

- 7.1 Files and/or documents must not be saved on individual desktop or laptop computer hard drives (the C: drive on Windows systems). Individual hard drives are not available to others within ACE Schools MAT and not included in the daily data backup. Any data stored on individual hard drives is inaccessible and at risk.
- 7.2 All files and documents must be saved on the appropriate server drive following the relevant naming convention.
- 7.3 Files and/or documents should never be stored on removable media such as memory sticks (see further our separate information security policy).
- 7.4 Files and/or documents should never be emailed to a personal email account or stored on a personal cloud-based storage account.