



STATUTORY POLICIES AND DOCUMENTS – REVIEW DATES AND COMMITTEE CYCLES

UPDATED DECEMBER 2018

Policy Level	Description
1	<u>Central policy:</u> trust-wide and therefore provided at ODST central level.
2	<u>Statutory School Policy - Provided Centrally:</u> these are policies which are statutory for schools to have.
3	<u>Statutory School Policy – Guidance Provided:</u> these are statutory policies but ones which require consideration at local level to ensure pupils’ needs are fully met and local circumstances are taken into account. We provide policy guidance.
4	<u>Optional School Policy – Guidance Provided:</u> these are non-statutory policies but ones which most schools choose to have as a matter of good practice.
5	<u>Optional School Policy – No Central Guidance Provided:</u> You may wish to have optional policies which cover specific issues arising in your school, but which are unlikely to be policies which most other schools have.

3 Charging and remissions – at school level only
Academy Improvement Committee (AIC)
2 School behaviour
Curriculum & Ethos (CE) (last reviewed autumn 2016)
3 Anti bullying
CE
2 Relationship and sex education
CE (reviewed January 2018 - ongoing)
3 Special education needs – annual – by school
CE
2 Teachers pay – annual Teachers' appraisals – annual Capability
Pay & Personnel (PP) – (last reviewed autumn 2018)
2 Data protection – every 2 years
FIN (Finance) (reviewed spring 2017, valid until spring 2019)
2 Health and safety – adopted Oct 2013 with undertaking to review Oct 2015; no statutory requirements regarding the frequency of review
FIN (last reviewed spring 2017, valid until spring 2019)
3 Curriculum - annual
CE (to be reviewed during 2018)
Other statutory documents
2 Admission arrangements – annual
AIC (last reviewed autumn 2018)
3 Accessibility plan – every three years.
PP (last reviewed autumn 2017, in place for 2017- 2020)
2 Central record of recruitment and vetting checks – frequent and ongoing review
AIC
3 Complaints procedure statement – no fixed timescales
AIC/PP last reviewed autumn 2018
2 Freedom of information
FIN (last reviewed autumn 2017)
Home-school agreement - no longer statutory
NA
3 Minutes of, and papers considered at meetings of the governing body and its committees – paper signed records have to be retained for fixed periods but it is not statutory to have records published on websites
LGBs (Local Governing Bodies)
4 Premises management documents – at school level
FIN
3 Equality information and objectives – review every four years ; information requested to be published annually
PP (reviewed summer 2018)
2 School information to be published on website – ongoing and also at school level
CE and LGBs ongoing
3 Register of business interests of headteachers and governors – annual
FIN (last reviewed November 2018)
3 Register of pupils' admission to school – at each school's level, ongoing
AIC

3 Register of pupils' attendance - at each school's level, ongoing
AIC
3 Staff discipline, conduct and grievance (procedures for addressing) – no statutory review timescales
PP (Grievance) INCLUDING "Whistleblowing" due to be reviewed
Documents necessary and as referred to in statutory guidance
2 Child protection policy and procedures – annual
AIC/CE (reviewed Sept 2018)
2 Professional code of conduct for staff
CE (reviewed spring 2017)
3 Early Years Foundation Stage – only at individual school level
AIC
2 Statement of procedures for dealing with allegations of abuse against staff
PP/CE (reviewed 2018)
3 Supporting pupils with medical conditions – at school level
CE and LGBs – in place June 2018
2 Data Protection and associated privacy notice
FIN (last reviewed spring 2018)
3 Contingency and critical incident plan
FIN
3 PE and sports funding
LGB
3 Pupil premium reporting
LGB