

HALL GREEN SCHOOL POLICY INFORMATION

A. Statutory Policies Required By Education Legislation						
POLICY	REVIEW	APPROVAL REQUIREMENTS	NOTES	DATE APPROVED	APPROVED BY	DATE DUE FOR REVIEW
Capability of Staff	Governing body free to determine	Governing body free to delegate to a committee of the governing body, an individual governor or the Headteacher		12 October 2015	F&GP	12 October 2017
Charging and Remissions	Governing body free to determine	Governing body free to delegate to a committee of the governing body, an individual governor or the Headteacher		23 March 2015	F&GP	23 March 2016
Equality and Diversity	Governing body free to determine	Governing body free to delegate to a committee of the governing body, an individual governor or the Headteacher		September 2015	Full Governors	September 2016
Learning Inclusion (Linc) Department SEND (Special Educational Needs and Disability)	Annually by the Full Governing Body	Full governing body		13 July 2016	Full Governors	13 July 2017
Positive Behaviour Management	Headteacher free to determine	Headteacher		15 February 2017	P&C	15 February 2019
Screen, Search and Confiscation	Every two years	Full governing body		15 February 2017	Full Governors	15 February 2019
Sex Education and Relationships	Governing body free to determine	Governing body free to delegate to a committee of the governing body, an individual governor or the Headteacher		1 May 2014	P&C	1 May 2017
Teacher Appraisal	Governing body free to determine	Governing body free to delegate to a committee of the governing body, an individual governor or the Headteacher		October 2016	F&GP	October 2017
Whole School Pay Policy	Annually	Full governing body		10 October 2016	Full Governors	10 October 2017

B. Statutory Policies Required By Other Legislation, which impact particularly on schools

POLICY	REVIEW	APPROVAL REQUIREMENTS	NOTES	DATE APPROVED	APPROVED BY	DATE DUE FOR REVIEW
Data Protection	At least every two years.	Governing body free to determine how to implement		October 2015	SMT	October 2017
Department Health and Safety Policies <ul style="list-style-type: none"> Design and Technology Physical Education Science 	Governing body free to determine	Employer free to determine how to implement		October 2014	Full Governors	October 2017
Fire and Safety	Governing body free to determine	Governing body free to determine how to implement		September 2015	SMT	September 2016
Health and Safety	Governing body free to determine	Employer free to determine how to implement		October 2014	Full Governors	October 2017

C. Other Statutory Documents

POLICY	REVIEW	APPROVAL REQUIREMENTS	NOTES	DATE APPROVED	APPROVED BY	DATE DUE FOR REVIEW
Admission Criteria	Arrangements to be determined annually. Any changes must be consulted on and where no changes are made, consultation is required at least every seven years	Full governing body All changes consulted on annually as part of an authority wide consultation (Headteacher responsibility)		October 2016	Full Governors	October 2017
Accessibility Plan	Every three years	Governing body free to delegate to a committee of the governing body, an individual governor or the Headteacher	Recommend approval by SMT	June 2014	Full Governors	June 2017
Assessing without Levels	Governing body free to determine	Governing body free to delegate to a committee of the governing body, an individual governor or the Headteacher		October 2015	Full Governors	October 2017

POLICY	REVIEW	APPROVAL REQUIREMENTS	NOTES	DATE APPROVED	APPROVED BY	DATE DUE FOR REVIEW
Assessment for Progress	Governing body free to determine	Governing body free to delegate to a committee of the governing body, an individual governor or the Headteacher		October 2015	Full Governors	October 2017
Central Record Of Recruitment And Vetting Checks	Live document covering staff currently employed	Governing body free to delegate to a committee of the governing body, an individual governor or the Headteacher	Kept by P Elliott Recommend a visit by governor to check	February 2016	Checked by Ofsted	February 2017
Code of Conduct for Teaching and Support Staff (Procedures or Addressing)	In accordance with general employment law	Governing body free to delegate to a committee of the governing body, an individual governor or the Headteacher	Recommend approval by F&GP	12 October 2015	F&GP	12 October 2017
Complaints Procedure	Governing body free to determine	Governing body free to delegate to a committee of the governing body, an individual governor or the Headteacher	Recommend approval by Full Governors	13 July 2016	Full Governors	13 July 2019
Equality Information and Objectives (public sector equality duty) statement for publication	Every 4 years and publish information annually demonstrating how we are meeting the aims of the general public sector equality duty	Governing body free to delegate to a committee of the governing body, an individual governor or the Headteacher Recommend annual approval by full governors		September 2015	Full Governors	December 2016
Financial Regulations Manual	Annually	Full Governing Body or Finance Committee	Update included in policy	October 2016	F&GP	October 2017
Fixed Assets Policy	Annual – linked to Financial regulations Manual	Full Governing Body or Finance Committee		12 October 2015	F&GP	October 2016
Freedom Of Information Publication Scheme	Governing body free to determine	Governing body free to determine how to implement	Recommend approval by Headteacher/SMT	1 September 2014	Headteacher	1 September 2017
Governors Code of Conduct	Governing body free to determine	Governing body free to delegate to a committee of the governing body, an individual governor or the Headteacher				

POLICY	REVIEW	APPROVAL REQUIREMENTS	NOTES	DATE APPROVED	APPROVED BY	DATE DUE FOR REVIEW
Home School Agreement	Governing body free to determine	Governing body free to delegate to a committee of the governing body, an individual governor or the Headteacher	Recommend approval by SMT	July 2016	SMT	July 2017
Homework	Governing body free to determine	Governing body free to delegate to a committee of the governing body, an individual governor or the Headteacher				
Intimate Care	Governing body free to determine	Governing body free to delegate to a committee of the governing body, an individual governor or the Headteacher				
Lettings	Annual			October 2016	Full Governors	October 2017
LGPS Employer Discretions	Governing body free to determine	Governing body free to delegate to a committee of the governing body, an individual governor or the Headteacher				
Literacy	Governing body free to determine	Governing body free to delegate to a committee of the governing body, an individual governor or the Headteacher				
Minutes Of, And Papers Considered At, Meetings Of The Governing Body And Its Committees	Not applicable	Full governing body or a committee of the governing body as appropriate	Minutes kept by clerk to the governors. Updated after each meeting	N/A	Approved by Governors	N/A
No Platform	Governing body free to determine	Governing body free to delegate to a committee of the governing body, an individual governor or the Headteacher				
Premises Management Documents <ul style="list-style-type: none"> • Site Maintenance Schedule • Risk Assessment 		Governing body free to delegate to a committee of the governing body, an individual governor or the Headteacher	Site maintenance schedule kept by R Dhillon, Health & Safety officer for the school. Updated monthly. Health & Safety and premises meeting monthly – minutes with Headteacher	Ongoing	H&S and Premises committee	Ongoing

POLICY	REVIEW	APPROVAL REQUIREMENTS	NOTES	DATE APPROVED	APPROVED BY	DATE DUE FOR REVIEW
<ul style="list-style-type: none"> Business Continuity Management Plan (including fire evacuation procedures) Asbestos Management Plan 			<p>Risk assessment – Business Continuity Plan</p> <p>Asbestos Management Plan checked at July H&S meeting</p>	<p>December 2015</p> <p>December 2015</p> <p>February 2016</p>	<p>F&GP</p> <p>F&GP</p> <p>F&GP</p>	<p>December 2016</p> <p>December 2016</p> <p>December 2016</p>
Register Of Pupils' Attendance	Live document	Governing body free to delegate to a committee of the governing body, an individual governor or the Headteacher	Updated daily	N/A	M Severn	N/A
Register of pupils' admission to school	Live document	Delegated – must 'cause to be kept' a register by appropriate school staff	Admissions register maintained by M Severn and S Jobson	N/A	M Severn S Jobson	N/A
School Information Published On A Website	Live – must be updated as soon as possible after a change and at least annually	Governing body free to delegate to a committee of the governing body, an individual governor or the Headteacher		September 2016	Assistant Headteacher with resp. for website-MHD	September 2017

D. Documents Referenced In Statutory Guidance

POLICY	REVIEW	APPROVAL REQUIREMENTS	NOTES	DATE APPROVED	APPROVED BY	DATE DUE FOR REVIEW
Looked After Children	Annually	Governing body free to determine		7 December 2016	Full Governors	7 December 2017
Medicines in School	Governing body free to determine	Governing body free to determine		October 2014	Headteacher	October 2017
Safeguarding and Procedures	Annually	Governing body or proprietor	Safeguarding policy updated July 2015	October 2016	Full Governors	October 2017
Statement Of Procedures For Dealing With Allegations Of Abuse Against Staff	Governing body free to determine	Governing body free to determine	Included in Safeguarding policy	October 2016	Full Governors	October 2017

E. Additional Policies

POLICY	REVIEW	APPROVAL REQUIREMENTS	NOTES	DATE APPROVED	APPROVED BY	DATE DUE FOR REVIEW
Anti-Bullying	No guidelines on review frequency	No statutory requirements		1 November 2016	P&CC	1 November 2017
Appraisal Support Staff	Annual			10 October 2016	F&GP	10 October 2017
Assessment	No guidelines on review frequency	No statutory requirements		1 October 2015	SMT	1 October 2016
Curriculum	No guidelines on review frequency	No statutory requirements		31 January 2017	P&CC	31 January 2019
E-Safety	Every two years	Governing body free to determine		10 October 2016	Full Governors	10 October 2018
Exclusion	Every two years	Governing body free to determine		31 January 2017	P&CC	31 January 2019
Flexible Working	Every two years	Governing body free to determine		25 May 2016	Full Governors	25 May 2018
Guidelines for Pupil Users of the School Network	No guidelines on review frequency	No statutory requirements	Published on website	1 July 2016	SMT	1 July 2017
Guidelines for Staff use of School Network and ICT Equipment	No guidelines on review frequency	No statutory requirements		1 July 2016	SMT	1 July 2017
Initial Teacher Training	No guidelines on review frequency	No statutory requirements		September 2015	Headteacher NQT Co-ordinator	September 2016
Induction of Newly Qualified Teachers	No guidelines on review frequency	No statutory requirements		September 2014	Headteacher NQT Co-ordinator	September 2016
Lockdown Procedures	Annually	Governing body free to determine	Appendix B Floor Plan Appendix B School Plan included in policy	25 May 2016	F&GP	25 May 2017
Maternity, Paternity, Adoption, Parental and Shared Parental Leave	Every two years	Governing body free to determine		10 October 2016	F&GP	10 October 2018

POLICY	REVIEW	APPROVAL REQUIREMENTS	NOTES	DATE APPROVED	APPROVED BY	DATE DUE FOR REVIEW
Personal, Social, Health and Economic Education (PSHE)	Every two years	Governing body free to determine		31 January 2017	P&CC	31 January 2019
Probationary	Every seven years			25 May 2016	Full Governors	25 May 2023
Recruitment and Retention	Every two years			25 May 2016	F&GP	25 May 2018
Redundancy	Every two years			25 May 2016	Full Governors	25 May 2018
Register of Business Interests	Every governors' meeting		Governors' documents and minutes kept by Clerk to the Governors	N/A	Full Governors	N/A
School Closure	No guidelines on review frequency	Governing body free to determine			Full Governors	
Sickness Absence	Every two years			12 October 2015	F&GP	October 2017
Staff Disciplinary	No guidelines on review frequency	Governing body free to determine		September 2015	Full Governors	September 2017
Staff Grievance	No guidelines on review frequency	Governing body free to determine		September 2015	Full Governors	September 2017
Staff Handbook	Annual	No statutory requirements		July 2016	SMT	July 2017
Terms of Reference for Governors' Sub-Committees	Annual	Required by governors' handbook	F&GP, P&C and Pay Committee	October 2016	Full Governors	October 2017
Trips & Visits	Every two years			September 2015	P&C	September 2017
Whistleblowing Code	No guidelines on review frequency	No statutory requirements	Guidance issued by BCC in response to Trojan Horse matter.	25 March 2015	Full Governors	25 March 2018

F. Also requested/advised by Browne Jacobson (HR Advisers) to have

- **Training and Development**