

## THE YARE EDUCATION TRUST - POLICIES

Policy and Level of Statute		Responsibility	Date of Last Review	Date of Next Review*
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### Section A

#### Statutory Policies Required by Education Legislation

Capability of Staff – Associate Staff	TRUST	Trustees	September 2016	When notified by HR Service Provider
Capability of Staff – Teaching Staff	TRUST	Trustees	September 2016	When notified by HR Service Provider
Charging and Remissions Policy	LOCAL GOVERNING BOARD	Director of Finance Business Management Committee	November 2016	November 2017
School Behaviour Policy  Incorporating: Anti-Bullying Policy Exclusion Policy Uniform Policy	LOCAL GOVERNING BOARD	Assistant Principal – Student Support Students and Community Committee	January 2013	December 2016
Sexual Health and Relationships Policy	LOCAL GOVERNING BOARD	Deputy Principal Learning and Teaching Committee	February 2017	February 2020
Special Educational Needs Policy	LOCAL GOVERNING BOARD	Assistant Principal – Student Support Students and Community Committee	January 2017	January 2018
Special Educational Needs Information Report – <i>available on the school's website</i>	LOCAL GOVERNING BOARD	Assistant Principal – Student Support Full Governing Board	September 2015	September 2016
Pay and Performance Management Policy	TRUST	Trustees	November 2016	November 2017

## Section B

### Statutory Policies Required by Other Legislation (which impact particularly on schools)

Data Protection Policy Including: Privacy Notice – Students Privacy Notice – School Workforce	TRUST	Trustees	September 2016	September 2018
Health and Safety Policy	TRUST	Trustees	September 2016	September 2019

## Section C

### Other Statutory Documents

Accessibility Plan and Action Plan	LOCAL GOVERNING BOARD	Director of Finance Business Management Committee	September 2016	September 2019
Admissions Arrangements	LOCAL GOVERNING BOARD		September 2015	September 2016
Behaviour Principles – Written Statement	TRUST	Trustees	September 2016	September 2019
Central Record of Recruitment and Vetting Check – <b>LIVE DOCUMENT</b>	LOCAL GOVERNING BOARD	Principal Staffing Committee	N/A	N/A
Including: Recruitment and Selection Policy Disclosure and Barring Service Policy	TRUST	Trustees	September 2016	When notified by HR Service Provider
Complaints Procedure	TRUST	Trustees	September 2016	September 2019
Freedom of Information Publication Scheme	TRUST	Trustees	September 2016	September 2019
Trustees and Governors' Allowances (schemes for paying)	TRUST	Trustees	September 2016	September 2019

Home-School Agreement Document	TRUST	Trustees	September 2016	September 2019
Minutes of, and Papers Considered at, Meetings of the Governing Board and its Committees	LOCAL GOVERNING BOARD	Principal Full Governing Board	Ongoing	Ongoing
Premises Management Documents	LOCAL GOVERNING BOARD	Director of Finance Business Management Committee	March 2013	March 2017
Equality Information and Objectives (public sector equality duty) Statement for Publication	TRUST	Trustees	September 2016	September 2020 (Publish Annually)
School Information Published on a Website – Policy	TRUST	Trustees	September 2016	September 2019
School Information Published on a Website – <b>LIVE DOCUMENT</b>	LOCAL GOVERNING BOARD	Principal Full Governing Board	Ongoing	Ongoing
Register of Business Interests Policy	TRUST	Trustees	September 2016	September 2019
Register of Students’ Admission to School – <b>LIVE DOCUMENT</b> (Please refer to Attendance Policy)	LOCAL GOVERNING BOARD	Principal Full Governing Board	Ongoing	Ongoing
Register of Students’ Attendance – <b>LIVE DOCUMENT</b> (Please refer to Attendance Policy)	LOCAL GOVERNING BOARD	Principal Full Governing Board	Ongoing	Ongoing
Staff Discipline, Conduct and Grievance  Including:  Safer Working Practices Guidance Dignity at Work Policy Employee Discipline Policy Guidelines on Conduct for Employees Grievance Policy	TRUST	Trustees	September 2016	When notified by HR Service Provider

## Section D

### Documents Referenced in Statutory Guidance

<p>Child Protection Policy and Procedure (Incorporating Whole School Policy for Safeguarding)</p> <p>Including Guidance On:</p> <p>Female Genital Mutilation Forced Marriage Keeping Children Safe in Education What To Do If You Are Worried a Child is Being Abused Working Together to Safeguard Children</p>	<p>LOCAL GOVERNING BOARD</p>	<p>Assistant Principal – Student Support Students and Community Committee</p>	<p>September 2016</p>	<p>September 2017</p>
<p>Early Years Foundation Stage (EYFS)</p>	<p>LOCAL GOVERNING BOARD</p>	<p>Not Applicable</p>		
<p>Statement of Procedures for Dealing with Allegations of Abuse Against Staff</p>	<p>TRUST</p>	<p>Trustees</p>	<p>September 2016</p>	<p>When notified by HR Service Provider</p>
<p>Supporting Children with Medical Needs</p>	<p>TRUST</p>	<p>Trustees</p>	<p>September 2016</p>	<p>September 2019</p>

**Section E**  
**Additional Policies**

16-19 Bursary Policy	LOCAL GOVERNING BOARD	Director of Finance Business Management Committee	November 2014	November 2017
Anti-Corruption, Fraud and Bribery Policy	TRUST	Trustees	September 2016	September 2019
Appraisal Policy – Associate Staff	TRUST	Trustees	September 2016	September 2019
Appraisal Policy – Teaching Staff	TRUST	Trustees	January 2017	January 2019
Articles of Association	TRUST	Members	September 2016	If Required
Assets and Depreciation Policy	TRUST	Trustees	September 2016	September 2019
Attendance Policy	LOCAL GOVERNING BOARD	Assistant Principal – Student Support Students and Community Committee	January 2017	January 2020
Bad Debt Policy	TRUST	Trustees	September 2016	September 2019
Careers Education and Information Policy	LOCAL GOVERNING BOARD	Vice Principal Curriculum and Standards Committee	September 2016	September 2017
Change of Student Surname Policy	TRUST	Trustees	September 2016	September 2019
Changing Room Policy	LOCAL GOVERNING BOARD	Principal Staffing Committee	November 2014	November 2017
Collective Worship Policy	LOCAL GOVERNING BOARD	Assistant Principal – Student Support Students and Community Committee	January 2013	January 2017
Competitive Tendering Policy	TRUST	Trustees	January 2017	January 2020
Critical Incident and Policy and Business Continuity	LOCAL GOVERNING BOARD	Principal Strategy Committee	January 2014	January 2018
Dress and Appearance Code	LOCAL GOVERNING	Principal Staffing Committee	September 2016	September 2019

	BOARD			
Drugs and Drug Abuse Policy	LOCAL GOVERNING BOARD	Assistant Principal – Student Support Students and Community Committee	January 2017	January 2020
Educational Visits Policy	TRUST	Trustees	September 2016	September 2020
Employing Temporary Staff Policy	TRUST	Trustees	September 2016	When notified by HR Service Provider
Examinations Policy Examinations Contingency Plan	LOCAL GOVERNING BOARD	Assistant Principal – Data / Learning and Teaching	April 2016	April 2017
Finance Matters	GUIDANCE		September 2015	September 2018
Finance Policy	TRUST	Trustees	January 2017	January 2020
First Aid Policy	LOCAL GOVERNING BOARD	Director of Finance Business Management Committee	November 2016	November 2017
Food Policy	LOCAL GOVERNING BOARD	Deputy Principal Curriculum and Standards Committee	March 2014	March 2017
Governors' Terms of Reference	LOCAL GOVERNING BOARD	Principal Strategy Committee	September 2016	September 2017
Governors' Annual Report to Parents	LOCAL GOVERNING BOARD	Applies to Grant Maintained Nurseries Only	N/A	N/A
Health, Safety and Wellbeing (Separate Folder)	TRUST	Trustees	September 2016	When notified by Health and Safety Service Provider
House Style	GUIDANCE		September 2016	September 2019
Improving Attendance and Ill Health Absence Management	TRUST	Trustees	September 2016	When notified by HR Service Provider
Information Technology Acceptable Use Policy	TRUST	Trustees	September 2016	September 2019
Investment Policy	TRUST	Trustees	January 2017	January 2018

Leave and Time Off Policy	TRUST	Trustees	September 2016	September 2019
Literacy Policy	LOCAL GOVERNING BOARD	Deputy Principal Learning and Teaching Committee	February 2017	February 2020
Local Governing Board Handbook	LOCAL GOVERNING BOARD	Principal Full Governing Board	September 2016	September 2018
Local Offer	LOCAL GOVERNING BOARD	Assistant Principal – Student Support Students and Community Committee	September 2016	September 2017
Maternity, Adoption, Surrogacy and Paternity Policy	TRUST	Trustees	September 2016	When notified by HR Service Provider
Minutes of, and Papers Considered at, Meetings of the Partners	TRUST	Company Secretary	Ongoing	Ongoing
Minutes of, and Papers Considered at, Meetings of the Trustees	TRUST	Company Secretary	Ongoing	Ongoing
Pension Scheme – Policy Statement	TRUST	Trustees	January 2017	January 2020
Physical Education Policy	LOCAL GOVERNING BOARD	Deputy Principal Learning and Teaching Committee	June 2014	June 2017
Preventing Extremism and Radicalisation Policy	TRUST	Trustees	September 2016	September 2017
Provision of References Policy	TRUST	Trustees	September 2016	When notified by HR Service Provider
Pupil Premium	TRUST	Trustees	September 2016	September 2019
Risk Assessments	LOCAL GOVERNING BOARD	Director of Finance Business Management Committee	Ongoing	Ongoing
Scheme of Delegation	TRUST	Trustees	September 2016	September 2017
School Prospectus	LOCAL GOVERNING BOARD	Principal Strategy Committee	September 2016	September 2017
Separated Parents	LOCAL GOVERNING BOARD	Principal Students and Community Committee	January 2017	January 2021

Shared Use Policy	LOCAL GOVERNING BOARD	Director of Finance Business Management Committee	November 2015	November 2018
Smoke Free Policy	TRUST	Trustees	September 2016	September 2019
Staff Handbook	GUIDANCE		June 2016	June 2017
Stress Management Policy	TRUST	Trustees	September 2016	When notified by HR Service Provider
Transport Policy	LOCAL GOVERNING BOARD	Principal Students and Community Committee	May 2015	May 2018
Use of Laptops in the Classroom and Examinations	GUIDANCE		December 2016	December 2019
Vision – Trust	TRUST	Trustees	September 2016	September 2019
Vision (including Sixth Form)	LOCAL GOVERNING BOARD	Principal Strategy Committee	July 2013	September 2017
Whistleblowing Policy	TRUST	Trustees	September 2016	September 2019

\* **Policy review dates are subject to change in accordance with HR Service Provider, Department for Education and any other relevant guidance and legislative requirements.**

**Key:**

Trust Policy
Individual School Policy
Thorpe St Andrew School and Sixth Form Policy