



SHOTTERY ST ANDREW'S CE PRIMARY SCHOOL

POLICIES AND OTHER DOCUMENTS THAT GOVERNING BODIES ARE REQUIRED TO HAVE BY LAW

Status and review schedule (pdf) (Updated November 2017)



List A. Statutory policies required by education legislation

Policy & relevant documentation legislation	Review Frequency	Last Review	Current Status	Staff Consulted/ Informed (Y / N)? Comments	Current Location	Date Due for Review / Renewal	DfE Delegation School Delegation	Evaluation including Equality Impact (+ve & -ve On Race / Gender / Disability) (by Chair)	Proposals for the governing body to consider
A1) Capability Policy Legislation: The School Staffing (England) Regulations 2009. http://www.legislation.gov.uk/uksi/2009/2680/contents/made as subsequently amended: http://www.legislation.gov.uk/uksi/2012/1740/made	Governing Body free to determine frequency		Awaiting Approval	N Local Authority Policy Unions consulted	School Server: Admin share → Policies → SM policy list School website	Nov 17	A committee of the governing body or an individual governor Resources Committee	No negative impact	
A2) Charging & Remissions policy Legislation: Maintained schools - Education Act 1996, section 457. Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999. The School Information (England) (Amendment) Regulations 2012. http://www.legislation.gov.uk/uksi/1999/2255/contents/made http://www.legislation.gov.uk/uksi/2012/1124/made	Governing Body free to determine frequency	October 2017	Awaiting Approval	Y	School Server: Admin share → Policies → SM policy list School Website	October 2020	A committee of the governing body, an individual governor or the Head Teacher Resources Committee	No negative impact	
A3) School Behaviour Policy Legislation: Maintained schools - Education and Inspection Act 2006: Section 89. http://www.legislation.gov.uk/ukpga/2006/40/section/89 Academies, free schools and independent schools - Independent School Standards Regulations (Schedule 1 part 3 paragraph 9). http://www.legislation.gov.uk/uksi/2010/1997/schedule/1/made	Head teacher free to determine frequency	Sept 2016	Approved	Y	School Server: Admin share → Policies School website	September 2019	Head teacher Performance & Standards Committee FGB	No negative impact	

<u>Policy & relevant documentation legislation</u>	<u>Review Frequency</u>	<u>Last Review</u>	<u>Current Status</u>	<u>Staff Consulted/ Informed (Y / N)?</u> <u>Comments</u>	<u>Current Location</u>	<u>Date Due for Review / Renewal</u>	<u>DfE Delegation</u> <u>School Delegation</u>	<u>Evaluation including Equality Impact (+ve & -ve On Race / Gender / Disability) (by Chair)</u>	<u>Proposals for the governing body to consider</u>
A4) Sex Education Policy Legislation: Maintained schools - The Education Act 1996: Section 404. http://www.legislation.gov.uk/ukpga/1996/56/section/404 Academies and free schools – Funding Agreements require these schools to have regard to DfE guidance on Sex and Relationship Education. https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DfES%200116%202000	Governing Body free to determine frequency	2016	Approved	Y	School Server: Admin share → Policies School website	2019	A committee of the governing body or an individual governor <i>Performance & Standards committee</i>	No negative impact	
A5) Special Needs Report Legislation: Maintained schools - The Education (Special Educational Needs) (Information) Regulations 1999: SI 1999/2506. http://www.legislation.gov.uk/ukpga/2014/6/section/69/enacted https://www.gov.uk/government/publications/send-code-of-practice-0-to-25 Also see, <i>The Special Educational Needs Code of Practice.</i>	Governing Body free to determine frequency	Sept 2017	Approved	Y	School Server: Admin share → Policies School website	September 2018	Full Governing Body	No negative impact	
A6) (Teacher) Appraisal Policy Legislation: The Education (School Teachers' Appraisal) (England) Regulations 2012. http://www.legislation.gov.uk/uksi/2012/115/contents/made as subsequently amended: http://www.legislation.gov.uk/uksi/2012/431/contents/made http://www.legislation.gov.uk/uksi/2012/2055/made http://www.legislation.gov.uk/uksi/2012/1740/made	Governing Body free to determine frequency	2017	Awaiting Approval	N Local Authority Policy Unions consulted	School Server: Admin share → Policies School website	2020	A committee of the governing body or an individual governor <i>Resources & Personnel Committee</i>	No negative impact	

Policy & relevant documentation legislation	Review Frequency	Last Review	Current Status	Staff Consulted/ Informed (Y/N)? Comments	Current Location	Date Due for Review / Renewal	DfE Delegation School Delegation	Evaluation including Equality Impact (+ve & -ve On Race / Gender / Disability) (by Chair)	Proposals for the governing body to consider
A7) Teachers' Pay Legislation: Paragraph 3.1(a) of the 2012 School Teachers Pay and Conditions Document (STPCD) (Section 2 – the statute). Paragraphs 11 to 19 of the Section 3 guidance which accompanies the STPCD, provides further advice. http://www.legislation.gov.uk/ukSI/2012/115/contents/made	Governing Body free to determine frequency	Nov 17	Awaiting Approval	N Local Authority Policy Unions consulted	School Server: Admin share → Policies School website	Jul18	A committee of the governing body or an individual governor <i>Resources & Personnel Committee</i>	No negative impact	
A8) Anti Bullying Policy		Nov 2017	Awaiting Approval	Y	School Server: Admin share → Policies School website	2018			

B. Statutory policies required by other legislation, which impact particularly on schools (including academies and free schools)

<u>Policy & relevant documentation legislation</u>	<u>Review Frequency</u>	<u>Last Review</u>	<u>Current Status</u>	<u>Staff Consulted/ Informed (Y / N)? Comments</u>	<u>Current Location</u>	<u>Date Due for Review / Renewal</u>	<u>DfE Delegation</u> <i>School Delegation</i>	<u>Evaluation including Equality Impact (+ve & -ve On Race / Gender / Disability) (by Chair)</u>	<u>Proposals for the governing body to consider</u>
B1) Data protection Legislation: The Data Protection Act 1998. (with consideration to the eight data protection principles appearing in Schedule 1). http://www.legislation.gov.uk/ukpga/1998/29/contents	At least every two years See: http://www.ico.gov.uk/for_organisations/sector_guides/education.aspx .	2016	Approved	N	School Server: Staff share → All Policies → Premises School website	2018	Governing body free to determine <i>Resources Committee</i>	No negative impact	
B2a Health & Safety Policy					LA Website (password protected)				
B2b) Health & Safety Arrangements Legislation: The Health and Safety at Work Act 1974: Sections 2(3), 3 and 4. http://www.legislation.gov.uk/ukpga/1974/37/section/3 Risk Assessments: The Management of Health and Safety at Work Regulations 1999: SI 1999/3242. The 1999 regulations impose a duty on employers to produce a risk assessment. http://www.legislation.gov.uk/uksi/1999/3242/contents/made	Governing Body free to determine frequency	Sept 2017	Approved	Y	School Server: Staff share → All Policies → Premises School website	Sept 2018	Governing body free to determine <i>Resources Committee</i>	No negative impact	

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List C. Other statutory documents

<u>Policy & relevant documentation legislation</u>	<u>Review Frequency</u>	<u>Last Review</u>	<u>Current Status</u>	<u>Staff Consulted/ Informed (Y/N)?</u> <u>Comments</u>	<u>Current Location</u>	<u>Date Due for Review / Renewal</u>	<u>DfE Delegation</u> <u>School Delegation</u>	<u>Evaluation including Equality Impact (+ve & -ve On Race / Gender / Disability) (by Chair)</u>	<u>Proposals for the governing body to consider</u>
C1) Admissions Arrangements Legislation: Section 88C of the School Standards and Framework Act 1998 and the School Admissions Regulations 2012. http://www.legislation.gov.uk/ukpga/1998/31/section/88	Annually (Changes must be consulted on & where no changes are made, consultation is required every 7 years)	Jan 2017	Approved	N Local Authority Arrangements	School Server: Adm in share → Policies → School website	Sept 2018	Local Authority Arrangements are followed by FGB	No negative impact	
C2) Accessibility Plan Legislation: Equality Act 2010: Schedule 10, Paragraph 3 and Disability Discrimination (prescribed Times and Periods for Accessibility Strategies and Plans for Schools) (England) Regulations, 2005. http://www.legislation.gov.uk/ukpga/2010/15/schedule/10	Every 3 years	2016-2017	Approved	Y	School Server: Adm in share → Policies → School website	2019	A committee of the governing body, an individual governor or the Head Teacher Resources Committee	No negative impact	
C3) Behaviour principles written statement Legislation: Education and Inspections Act 2006: Section 88. http://www.legislation.gov.uk/ukpga/2006/40/section/88	Governing Body free to determine frequency	2016	Approved	Y	School Server: Adm in share → Policies → School website	2019	Full Governing Body or a Committee of the governing body Performance & Standards Committee	No negative impact	

<u>Policy & relevant documentation legislation</u>	<u>Review Frequency</u>	<u>Last Review</u>	<u>Current Status</u>	<u>Staff Consulted/ Informed (Y/N)? Comments</u>	<u>Current Location</u>	<u>Date Due for Review / Renewal</u>	<u>DfE Delegation School/ Delegation</u>	<u>Evaluation including Equality Impact (+ve & -ve On Race / Gender / Disability)</u>	<u>Proposals for the governing body to consider</u>
C4) Central record of recruitment and vetting checks Legislation: Maintained schools – The School Staffing (England) Regulations 2009. Academies and free schools - Independent School Standards Regulations 2010. http://www.legislation.gov.uk/uksi/2009/2680/contents/made	Live document covering staff currently employed	Reviewed monthly		N	School Server: Adm in share	Live document	A committee of the governing body, an individual governor or the Head Teacher <i>Head teacher and Safeguarding Governor</i>	No negative impact	
C5) Complaints Procedure Statement Legislation: Maintained schools - The Education Act 2002: Section 29. http://www.legislation.gov.uk/ukpga/2002/32/section/29 Academies, free schools and independent schools - The Education (Independent Schools Standards) Regulations 2010. http://www.legislation.gov.uk/uksi/2010/1997/contents/made Non-maintained special schools - The Education (Non-maintained Special Schools) Regulations 2011. http://legislation.gov.uk/uksi/2011/1627/contents/made	Governing Body free to determine frequency	Sept 2017	LA model policy	Y	School Server: Adm in share → Policies School website	As updated by LA	A committee of the governing body, an individual governor or the Head Teacher <i>FGB</i>	No negative impact	
C6) Freedom of Information The Freedom of Information Act 2000 gives a right of access to information held by public bodies, including schools (Schedule 1, Part IV), who must comply with the Act and produce a Publication Scheme (Section 19).	Governing Body free to determine frequency	2017	Approved 2014	Y	School Server: Adm in share → Policies School website	2020	Governing Body free to determine delegation <i>Headteacher</i>	No negative impact	
C7) Governors' allowances (schemes for paying) Legislation: The Education (Governors' Allowances) (England) Regulations 2003: SI 2003/523. http://www.legislation.gov.uk/uksi/2013/1624/contents/made	Governing Body free to determine frequency	Sept 2017	Approved 2014	Y	School Server: Adm in share → Policies	Sept 2020	A committee of the governing body, an individual governor or the Head Teacher <i>Resources Committee</i>	No negative impact	

<u>Policy & relevant documentation legislation</u>	<u>Review Frequency</u>	<u>Last Review</u>	<u>Current Status</u>	<u>Staff Consulted/ Informed (Y / N)?</u> <u>Comments</u>	<u>Current Location</u>	<u>Date Due for Review / Renewal</u>	<u>DfE Delegation</u> <u>School Delegation</u>	<u>Evaluation including Equality Impact (+ve & -ve On Race / Gender / Disability)</u>	<u>Proposals for the governing body to consider</u>
C8) Home-school agreement document Legislation: The School Standards and Framework Act 1998: Sections 110 and 111. http://www.legislation.gov.uk/ukpga/1998/31/part/IV/crossheading/homeschool-agreements	Governing Body free to determine frequency	Jan 2017	Approved	Y	Hard copy given as part of the new parents' induction pack School Server: Adm in share → Policies School Website Governor Files – School Office	Sept 19	A committee of the governing body, an individual governor or the Head Teacher <i>Headteacher</i>	No negative impact	
C9) Instrument of government Legislation: The School Governance (Constitution) (England) Regulations 2007: SI 2007/957. School Governance (Constitution) (England) Regulations 2012: SI 2012/1034. http://www.legislation.gov.uk/uksi/2007/957/contents/made http://www.legislation.gov.uk/uksi/2012/1034/contents/made									To be updated governors to take ownership

Policy & relevant documentation legislation	Review Frequency	Last Review	Current Status	Staff Consulted/ Informed (Y / N)? Comments	Current Location	Date Due for Review / Renewal	DfE Delegation School Delegation	Evaluation including Equality Impact (+ve & -ve On Race / Gender / Disability)	Proposals for the governing body to consider
C10) Premises management documents including - Risk Assessments - Health & Safety related Policies & Procedures Records of Statutory Maintenance Checks & Certificates - First Aid Policy & Records - Premises Plans etc - Health & Safety Committee Minutes - Critical Incident Plans Legislation: There are many aspects of school premises that require safe management and maintenance such as asbestos, fire safety and statutory testing. For an overview of the legislation and compliance requirements, please see Compliance Monitoring for Council Buildings: http://www.fedps.org.uk/compliance_monitoring.pdf which sets out the responsibilities for employers and duty holders. Independent schools, academies and free schools have sole responsibility. For maintained schools, both local authorities and schools have responsibilities for the repair and maintenance of premises	Dependent on aspect / (see statutory checks list / link)	Live documents subject to regular review as per statutory requirements Last Local Authority Fire Safety Audit October 2017 H&S audit June 16 COSHH audit Mar 17	Approved	Y	Files and documentation held on ATLAS Policies and Procedures held on School Server: admin shared → Health & Safety / Premises	Ongoing Monthly	A committee of the governing body, an individual governor or the Head Teacher Head Teacher & H&S governor and Resources Committee	No negative impact	
C11) Equality information and objectives (public sector equality duty) statement for publication Legislation: The Equality Act 2010 and The Equality Act 2010 (Specific Duties) Regulations 2011. http://www.legislation.gov.uk/ukpga/2010/15/contents http://www.legislation.gov.uk/uksi/2011/2260/contents/made Under specific duties, governing bodies, local authorities and proprietors are required to draw up equality objectives every four years and annually publish information demonstrating how they are	Every 4 years and publish information on progress towards objectives annually in the school's performance data statement	Nov 16	Approved	Y	School Server: admin shared → policy	Nov 2020	A committee of the governing body, an individual governor or the Head Teacher FGB	No negative impact	

meeting the aims of the general public sector equality duty .									
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Policy & relevant documentation legislation	Review Frequency	Last Review	Current Status	Staff Consulted/ Informed (Y / N)? Comments	Current Location	Date Due for Review / Renewal	DfE Delegation <i>School Delegation</i>	Evaluation including Equality Impact (+ve & -ve On Race / Gender / Disability)	Proposals for the governing body to consider
C12) School information published on a website Legislation: The School Information (England) (Amendment) Regulations 2012: SI 2012/1124 (only maintained schools) http://www.legislation.gov.uk/uksi/2012/1124/regulation/2/made	Live – must be updated as soon as possible after a change and at least annually	Ongoing	Approved	Y	School Website	Ongoing	A committee of the governing body, an individual governor or the Head Teacher <i>Head Teacher</i>	No negative impact	
C13) Register of business interests of head teachers and governors Legislation: The requirement that local authorities keep a register of any business interests of the governors and the head teachers is set out in regulation 26 read with paragraph 15 of Schedule 5 to the School Finance (England) Regulations 2012. Local authorities are required to have schemes for financing schools, and the content of these schemes must deal with the keeping of a register. http://www.legislation.gov.uk/uksi/2012/335/made	Governing Body free to determine frequency subject to the local authority scheme	Ongoing	Approved	Y	Website Governor Files – School Office	Ongoing	Governing Body free to determine frequency subject to the local authority scheme <i>Clerk to the Governors</i>	No negative impact	
C14) Register of pupils' admission to school Legislation: The Education (Pupil Registration) (England) Regulations 2006: (SI 2006/1751) as subsequently amended. http://www.legislation.gov.uk/uksi/2006/1751/contents/made http://www.legislation.gov.uk/uksi/2010/1725/contents/made http://www.legislation.gov.uk/uksi/2011/1625/contents/made	Live document	Live document	Approved	N	School SIMS	Live document	The Governing body free to delegate to a committee of the governing body, an individual governor or the head teacher or the Proprietor must "cause to be kept" a register. The register itself can be kept by appropriate school staff. <i>School Admin Manager</i>	No negative impact	

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C15) Register of pupils' attendance Legislation: The Education (Pupil Registration) (England) Regulations 2006: SI 2006/1751 as subsequently amended. http://www.legislation.gov.uk/ukSI/2006/1751/contents/made http://www.legislation.gov.uk/ukSI/2010/1725/contents/made http://www.legislation.gov.uk/ukSI/2011/1625/contents/made	Live document	Live document	Approved	N	School SIMS	Live document	The Governing body free to delegate to a committee of the governing body, an individual governor or the head teacher or the Proprietor must Class Teachers and School Admin Manager	No negative impact	
C16) Staff discipline, conduct and grievance (procedures for addressing) Including <ul style="list-style-type: none"> - Staff and governor internet and social media acceptable use - Staff Discipline Policy - Management of Sickness Absence Policy - Special Leave of Absence Policy - Grievance Policy - Harassment Policy Legislation: Maintained schools - The School Staffing (England) Regulations 2009. (Maintained schools only, all other establishments - general employment law). http://www.legislation.gov.uk/ukSI/2009/2680/contents/made https://www.gov.uk/government/publications/asbestos-management-in-schools	Governing Body free to determine frequency	Various	Approved LA policies	Y	School Server: admin shared → policies sm School Website	As updated by the LA	A committee of the governing body, an individual governor or the Head Teacher Resources & Personnel Committee	No negative impact	

D. Documents Referred to in Statutory Guidance

<u>Policy & relevant documentation legislation</u>	<u>Review Frequency</u>	<u>Last Review</u>	<u>Current Status</u>	<u>Staff Consulted/ Informed (Y / N)?</u> <u>Comments</u>	<u>Current Location</u>	<u>Date Due for Review / Renewal</u>	<u>DfE Delegation</u> <u>School Delegation</u>	<u>Evaluation including Equality Impact (+ve & -ve On Race / Gender / Disability) (by Chair)</u>	<u>Proposals for the governing body to consider</u>
D1) Child protection policy and procedures Statutory guidance: <i>Safeguarding Children and Safer Recruitment in Education</i>	Annually	Sept 2017	Approved	Y	School Server: adm in shared → policies 2017 School website	Sept 2018	A committee of the governing body, an individual governor or the Head Teacher <i>FGB Safeguarding gov</i>	No negative impact	
D2) Early Years Foundation Stage (EYFS) Those delivering the EYFS are required to have policies and procedures on a range of issues covering learning and development, safeguarding and welfare. These are set out in detail in the <i>Statutory Framework for the Early Years Foundation Stage</i> . An EYFS Profile assessment is required for each child during the academic year they reach the age of five (for most children this is the reception year in primary school) and nursery settings catering for children under three must complete a summary check when a child is aged two. Statutory Guidance: <i>Statutory Framework for the Early Years Foundation Stage</i> . Please also see information about the <i>EYFS Profile</i> and <i>EYFS Curriculum</i>	Varies – see guidance	January 2016	Approved	Y	School Server: Staff share → All Policies → Governors School website	January 2018 Then 2 yearly each Sept	Governing Body free to determine delegation <i>Early Years Manager for Performance and Standards Committee</i>		
D3) Statement of procedures for dealing with allegations of abuse against staff Also see MASH Position of Trust Referral Yellow Form Statutory guidance: <i>Dealing with allegations of abuse against staff</i>	Governing Body free to determine frequency	Jul 17	Approved DfE and LA supplied	Y	School Server: adm in share → child protection School website	As updated	Governing Body free to determine delegation <i>Resources Committee</i>		