



POLICY SCHEDULE

This document outlines who is responsible for writing and reviewing the statutory policies that all academies must have in place, as detailed in <https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts>

It breaks policies down into different areas, namely:

- Live documents that must be kept up to date at all times by each school
- Policies and policy statements that are produced centrally by the Trust and which schools are expected to adopt (and may add to where appropriate in the form of addenda)
- Policies that each school must develop independently, and which must be approved by the school's Local Governing Body and shared with the Trust in line with the Scheme of Delegation
- Policies/documents relating to premises and health & safety, which will be developed by the Trust and schools working together
- HR policies/documents, which will be developed by the Trust and HR advisers

Policy	Review cycle	Last Reviewed	Next Review Date	Approval level	School/ Trust Owned	Notes
Live Documents						
Register of business interests of headteachers and governors	Live document			Governing body	School	Clerks will maintain detailed and up to date records
Register of pupils' admission to school and attendance at school	Live document			Governing body, individual governor or headteacher	School	
School information published on a website	Live document			Governing body, individual governor or headteacher	School	CDAT make regular compliance checks; schools

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						should nominate a governor to do this termly
Single central record of recruitment and vetting checks	Live document			Governing body, individual governor or headteacher	School	SCR Tracker now used in all CDAT schools
Policies/Policy Statements produced by CDAT						
Business Continuity Plan	Trust Board to agree	June 23		F&GP then Trust Board	CDAT	
Investment	Trust Board to agree	July 21		F&GP then Trust Board	CDAT	
Reserves	Trust Board to agree	July 21		F&GP then Trust Board	CDAT	
Allegations Against a Member of Staff	Recommended annually	Sept 23	Sept 24	Governing body, individual governor or headteacher	CDAT	Updated September 2023 – minor updates, including with reference to supply staff
Behaviour principles written statement	Recommended annually	Sept 23	Sept 24	Governing body	CDAT	Updated August 2023 in line with updated guidance <i>Sits alongside school Behaviour Policy</i>
Charging and remissions	Recommended annually	Sept 23	Sept 24	Governing body, individual governor or headteacher	CDAT	Updated and new links added, August 2023
Complaints	Recommended annually	Sept 23	Sept 24	Governing body, individual governor or headteacher	CDAT	Updated August 2023 – minor updates
Data protection	Recommended annually	Sept 22	Sep 23	Governing body, individual governor or headteacher	CDAT	Updated August 2022 by Jason Hampton (DPO); to be reviewed by new DPO provider, Sep 23
Designated teacher for looked-after and previously looked-after children	Recommended annually	Sept 23	Sept 24	Governing body	CDAT	Reviewed – no changes <i>Schools may wish to add appendix with details of designated teacher for LAC and virtual school contact information</i>

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Early Career Teachers (ECTs)	Recommended annually	Sept 23	Sept 24	Governing body	CDAT	Updated with new links – August 2023
Equality information and objectives (public sector equality duty) statement for publication	Every 4 years	Aug 20	Aug 24	Governing body, individual governor or headteacher	CDAT	Updated August 2020 <i>School must also have its own Equality Objectives, as below</i>
Exclusion	Recommended annually	Sept 23	Sept 24	Governing body, individual governor or headteacher	CDAT	Updated August 2023; new section (9) added to reflect updated Ofsted guidance re ‘off-rolling’
First aid in schools	Recommended annually	Sept 23	Sept 24	Employer	CDAT	Reviewed August 2023 – no changes
Gifts, Bribery and Hospitality Policy	Every 2 years	Aug 23	Sep 25	Governing body	CDAT	New policy
Governors’ Allowances (Schemes for Paying)	Recommended annually			Governing body	CDAT	Draft policy to be presented to the Trust Board Autumn 23
Governor Visits to Schools	Trust Board to agree			Governing body	CDAT	Draft policy to be presented to the Trust Board Autumn 23
Protection of Children’s Biometric Information	Recommended annually	Sept 23	Sept 24	Governing body	CDAT	Reviewed August 2023 – no changes
Relationships & Health Education Policy	Recommended annually	Sept 23	Sept 24	Governing body, individual governor or headteacher	CDAT	Reviewed and minor updates/revised links added – August 2023
Risk Management	Trust Board to agree			Governing body	CDAT	Draft policy to be presented to the Trust Board Autumn 23
Safeguarding Statement	Annually	Sept 23	Sept 24	Governing body	CDAT	Updated August 2023 with minor changes <i>Sits alongside school Safeguarding/Child Protection Policy</i>
Safer Recruitment	Annually	June 23	Sept 24	Governing body	CDAT	Last updated June 2023 – next update to be in line

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						with other policies in August 2024
SEND Statement	Annually	Sept 23	Sept 24	Governing body	CDAT	Updated August 2023 – no changes <i>Sits alongside school SEND Policy</i>
Supporting Children with Health Needs who are unable to Attend School	Recommended annually	Sept 23	Sept 24	Governing body	CDAT	Reviewed August 2023 – no changes
Supporting pupils at school with medical conditions	Recommended annually	Sept 23	Sept 24	Governing body	CDAT	Reviewed August 2023 – no changes <i>Schools may wish to add appendices regarding any specific medical conditions in school</i>
Teachers' Pay	Annually	Sep 23	Sep 24	Governing body	CDAT	Updated August 2024. References to covid 19 and special consideration of teachers' performance have been removed; policy confirms that trust is following STPCD scales but these are no longer included as an appendix due to delay in confirming exact scales
Whistleblowing	Bi-annually	Mar 23	Sept 24	Governing body	CDAT	Reviewed Spring 23; no material changes. Next update to be in line with other policies in August 2024
School Policies						
Admission arrangements https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/fil	Annually			Governing body, academy trust (in line with Scheme of Delegation)	School – in line with code (see weblink to the left)	<i>Policies have to be agreed by end of February; consultation over changes must take place for at least</i>

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e/389388/School Admissions Code 2014 - 19 Dec.pdf						6 weeks between 1 st October and 31 st January
Accessibility plan	Every 3 years			Governing body, individual governor or headteacher	School	
School Equality Objectives	Every 4 years			Governing body, individual governor or headteacher	School	Sits alongside Equalities Policy, above
Child protection policy and procedures	Annually – cycle to ensure latest KCSIE requirements can be included in policy			Governing body	School	Sits alongside Trust's Safeguarding Statement – see model Safeguarding & Child Protection Policy as a starting point
Early years foundation stage (EYFS)	Suggested every 2 years			Governing body	School	This will need updating by August 2021 to reflect changes in EYFS in September 2021
Special educational needs and disability	Annually			Governing body (named SEND Governor)	School	Sits alongside Trust's SEND Statement
Behaviour in schools	Recommended annually			Governing body	School	Sits alongside Trust's Statement of Behaviour Principles
Health, Safety & Premises Policies and Documents						
Health and safety	Annually			Governing body (named H&S Governor) Employer	CDAT/School	CDAT H&S consultant producing trust-wide H&S Policy with schools
Premises management documents	Recommended annually			Governing body, individual governor or headteacher	CDAT/School	See https://www.gov.uk/guidance/good-estate-management-for-schools/the-fundamentals-of-good-estate-management for best practice
HR Policies						

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Capability of staff	Recommended annually			Governing body or an individual governor	CDAT (HR)	Only teaching staff capability policy is statutory
Appraisal and Performance Management	Non-Statutory - Trust Board to agree when policy is presented for approval			Governing Body	CDAT	June 23 – policy being developed with CDAT's HR consultant
Managing Absence	Tri-annually	June 23	June 26	Governing body	CDAT	To be adopted by LGBs Autumn 23