

Townley School and Pre-School Policies Rolling Programme Updated in line with new Government Guidance

Our ref.	Title	Reviewed by	Review cycle	Date of last review	Date of next review	Website
1.	Acceptable use of IT	GB	1	20/03/19	March 20	
2.	Accessibility Plan	GB	3	18/09/19	Sept 22	✓
3.	Admissions arrangements including Nursery	GB	1	30/01/19	Dec 19	✓
4.	Appraising Performance and dealing with capabilities including teachers	GB	1	10/07/19	July 20	
5.	Attendance	Attendance Gov + HT	1	30/01/19	March 20	✓
6.	Central record of recruitment and vetting checks,	Safeguarding Gov + HT	Live			
7.	Charging and remissions	GB	1	10/07/19	July 20	✓
8.	Child protection policy and procedures (safeguarding and CP policy)	GB	1	18/09/19	Sept 20	✓
9.	Code of conduct for staff, governors and volunteers	GB	1	18/09/19	Dec 20	✓
10.	Complaints	GB	1	18/09/19*	Dec 20	✓
11.	Critical Incidents Plan	GB	1	10/07/19	Jan 20	
12.	Data protection	GB	1	30/01/19	Jan 20	✓
13.	Drugs Education (substance use and misuse)	H&S Gov + HT	3	30/01/19	Jan 22	✓
14.	Early Years Foundation Stage (EYFS)	GB	1	10/07/19	July 20	✓
15.	Equality information and objectives (public sector equality duty) statement for publication	GB	4	26/04/16	Dec 23	✓
16.	First Aid	GB	1	18/09/19	Sept 20	✓
17.	Freedom of information	Safeguarding Gov + HT	3	20/03/19	March 22	✓
18.	Effective Feedback & Marking	GB	3	22/05/19	May 22	✓
19.	Governors allowances	GB	1	26/04/16	Dec 19	✓
20.	Health and safety	H&S Gov + HT	1	30/01/19	Sept 20	✓
21.	Home-school agreement document	GB	1	30/01/19	May 20	✓
22.	Instrument of Governance	GB	1	5/2/18	Jan 20	
23.	Intimate Care	GB	1	18/09/19	Sept 20	✓
24.	Discretionary Leave of Absence	GB	3	21/11/18	Jan 21	
25.	Letting policy	H&S Gov /HT	3	30/01/19	Jan 22	✓
26.	Lone Working Procedures	H&S Gov + HT	3	22/05/19	May 22	
27.	Minutes of and papers considered at, meetings of the governing body and its committees		Live – ratified at each meeting by GB			
28.	Missing children	GB	3	22/05/19	March 22	✓
29.	Non-collection of children Procedures	GB	3	20/3/19	March 22	✓
30.	Physical Intervention including touch	GB	1	18/09/19	Sept 20	✓
31.	Premises management documents	H&S Gov /HT	Live – reported to GB annually (Spring)			

32.	Register of business interests of headteachers and governors	Safeguarding Gov + HT	Live – renewed annually by Governors (Autumn)			
33.	Register of pupils' admission to school		Live			
34.	Register of pupils' attendance		Live			
35.	Pay	GB	1	18/09/19	July 20	
36.	Probation Procedures for support staff	GB	3	18/09/19	May 22	
37.	Positive behaviour & anti-bullying incorporating Statement of Behaviour Principles	GB	1	18/09/19	Sept 20	✓
38.	Safer Employment Policy	GB	1	20/03/19	March 20	✓
39.	School information on website	CoG + HT	Live			
40.	SEND	GB	1	30/01/19	Jan 20	✓
41.	Sex Relationship Education	GB	1	10/07/19	July 20	✓
42.	Staff induction	C of G + HT	1	30/01/19	March 20	
43.	Statement of procedures for dealing with allegations of abuse against staff	GB	1	22/05/19	May 20	
44.	Supporting pupils with medical conditions, including those children who cannot attend due to these conditions	GB	1	18/09/19	Dec 20	✓
45.	Use of mobile phones and cameras	GB	1	5/02/18	Dec 19	✓
46.	Whistleblowing	GB	1	18/09/19	Sept 20	✓
47.	Teaching and Learning Policy	GB	3	22/05/19	May 22	✓
48.	British Values Statement	Curriculum Gov + HT	3	20/03/19	Mar 22	✓
49.	Staff Grievance Procedures	GB	1	20/03/19	Mar 20	
50.	Staff Discipline	GB	1	10/07/19	July 20	
51.	Staff Sickness	GB	1	21/11/18	Jan 20	
52.	Manual Handling Policy and Procedure	GB	3	Jan 18	Sept 22	✓
53.	School Trips and Visits	GB	3	10/07/19	July 22	✓
54.	Serial Complaints	GB	1	22/05/19	Dec 20	✓
55.	Site Security	H&S Gov + HT	3	22/05/19	May 22	
56.	PE	Curriculum Gov + HT	3	10/7/19	July 22	✓
57.	NQT	GB	1	Dec 19	Dec 20	
58.	Looked after Children	GB	1	Dec 19	Dec 20	
59.	Exclusions	GB	1	Dec 19	Dec 20	

*It was agreed at the meeting to defer this policy until the December meeting to enable to school policy to be aligned with the LA Policy, which governors have been told by the LA will be published soon.

Yellow fill are Statutory policies