

Townley School and Pre-School Policies Rolling Programme

Our ref.	Title	Reviewed by	Review cycle	Date of last review	Date of next review	Website
1.	Acceptable use of IT	GB	1	06/04/20	April 21	
2.	Accessibility Plan	GB	3	18/09/19	Sept 22	✓
3.	Admissions arrangements including Nursery	GB	1	11/12/19	Dec 20	✓
4.	Appraising Performance and dealing with capabilities including teachers	GB	1	15/07/20	July 21	
5.	Attendance	Attendance Gov + HT	1	06/04/20	March 21	✓
6.	Central record of recruitment and vetting checks,	Safeguarding Gov + HT	Live			
7.	Charging and remissions	GB	1	15/07/20	July 21	✓
8.	Child protection policy and procedures (safeguarding and CP policy)	GB	1	07/10/20	Sept 21	✓
9.	Code of conduct for staff, governors and volunteers	GB	1	07/10/20	Sept 21	✓
10.	Complaints	GB	1	01/12/19	Dec 20	✓
11.	Critical Incidents Plan	GB	1	01/01/20	Jan 21	
12.	Data protection	GB	1	30/01/20	Jan 21	✓
13.	Drugs Education (substance use and misuse)	H&S Gov + HT	3	01/01/20	Jan 23	✓
14.	Early Years Foundation Stage (EYFS)	GB	1	15/07/20	July 21	✓
15.	Equality information and objectives (public sector equality duty) statement for publication	GB	4	01/12/19	Dec 23	✓
16.	First Aid	GB	1	07/10/20	Sept 21	✓
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	01/12/20	Dec 20	✓
20.	Health and safety	H&S Gov + HT	1	07/10/20	Sept 21	✓
21.	Home-school agreement document	GB	1	27/04/20	April 21	✓
22.	Instrument of Governance	GB	1	5/2/18	Jan 20	
23.	Intimate Care	GB	1	07/10/20	Sept 21	✓
24.	Discretionary Leave of Absence	GB	3	01/01/20	Jan 23	
25.	Letting policy	H&S Gov /HT	3	01/01/20	Jan 23	✓
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	29/09/18	March 21	✓

30.	Physical Intervention including touch	GB	1	07/10/20	Sept 21	✓
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	15/07/20	July 21	
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	07/10/20	Sept 21	✓
38.	Safer Employment Policy	GB	1	06/04/20	March 21	✓
39.	School information on website	CoG + HT	Live			
40.	SEND	GB	1	30/01/20	Jan 21	✓
41.	Sex Relationship Education	GB	1	10/07/19	Dec 21	✓
42.	Staff induction	C of G + HT	1	06/04/20	March 21	
43.	Statement of procedures for dealing with allegations of abuse against staff	GB	1	27/04/20	April 21	
44.	Supporting pupils with medical conditions, including those children who cannot attend due to these conditions	GB	1	07/10/20	Sept 21	✓
45.	Use of mobile phones and cameras	GB	1	01/12/19	Dec 20	✓
46.	Whistleblowing	GB	1	07/10/20	Sept 21	✓
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	06/04/20	Mar 21	
50.	Staff Discipline	GB	1	15/07/20	July 21	
51.	Staff Sickness	GB	1	01/01/20	Jan 21	
52.	Manual Handling Policy and Procedure	GB	3	01/09/19	Sept 22	✓
53.	School Trips and Visits	GB	3	10/07/19	July 22	✓
54.	Serial Complaints	GB	1	01/12/19	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	
60.	CCTV	H&S Gov + HT	3	27/04/20	April 23	✓

SRE to be replaced with RSE in December (delays due to COVID)

Yellow fill are Statutory policies