

Greenfields Community Primary School
Statutory policies and documents that governing bodies are required to have by law

Note: All the links to legislation go to the www.legislation.gov.uk website.

A. Statutory policies required by education legislation.				
Policy/Document:	Review frequency:	Last review:	Approval:	Legislation:
1. Capability of staff	GCPS uses the LA model policy and will review in line with LA updates	September 2017	A committee of the governing body - BOC	The School Staffing (England) Regulations 2009 and as subsequently amended: The School Staffing (England) (Amendment) Regulations 2012 .
2. Charging and remissions	Every two years	July 2018 Next review due: July 2020	A committee of the governing body - BOC	Education Act 1996, section 457. Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999. Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003, SI 2003/381. The School Information (England) Regulations 2008 (as amended). Also see: School charging advice
3. School behaviour	Annually	July 2019 Next review due: July 2020	Headteacher	Education and Inspection Act 2006: Section 89
4. Sex education	Every two years	July 2018 Next review due: July 2020	A committee of the governing body - PAC	The Education Act 1996: Section 404 Also see: DfE's statutory guidance on sex and relationship education
5. Special educational needs	Annually	February 2019 Next review due: February 2020	Full governing body	The Children and Families Act: Section 69 and The Special Educational Needs and Disability Regulations 2014 Also see The 0-25 Special Educational Needs and Disability Code of Practice.
6. Teacher appraisal	GCPS uses the LA model policy and will review in line with LA updates	May 2018	A committee of the governing body - BOC	The Education (School Teachers' Appraisal) (England) Regulations 2012 and as subsequently amended: The Education (School Teachers) (Qualifications and Appraisal) (Miscellaneous Amendments) (England) Regulations 2012 and Education (School Teachers' Appraisal) (England) (Amendment) Regulations 2012.
7. Teachers' pay	Annually	September 2018 Next review due: September 2019	Full governing body	The Education Act 2002 section 122 & the School Teachers Pay and Conditions Document

B. Statutory policies required by other legislation, which impact particularly on schools.				
Policy/Document:	Review frequency:	Last review:	Approval:	Legislation:
1. Data protection	Annually	April 2019 Next review due: April 2020	A committee of the governing body - BOC	The Data Protection Act 1998 (with consideration to the eight data protection principles appearing in Schedule 1). Schools are 'Data Controllers' under the Data Protection Act 1998 and must 'Notify' (register with), the Information Commissioner's Office.
2. Health and safety	Annually	September 2019 Next review due: September 2020	A committee of the governing body - BOC	The Health and Safety at Work Act 1974: Sections 2(3), 3 and 4. 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.

C. Other statutory documents				
Policy/Document:	Review frequency:	Last review:	Approval:	Legislation:
1. Admissions arrangements	Annually - GCPS uses the LA model policy.	March 2019 Next review due: March 2020	A committee of the governing body - BOC	Section 88C of the School Standards and Framework Act 1998 and the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 . Also see: Statutory School Admissions Code and School Admission Appeals Code .
2. Accessibility plan	Every three years.	July 2017 Next review due: July 2020	A committee of the governing body - BOC	Equality Act 2010: Schedule 10, Paragraph 3 and Disability Discrimination (prescribed Times and Periods for Accessibility Strategies and Plans for Schools) (England) Regulations, 2005 .
3. Behaviour principles written statement	Annually	July 2019 Next review due: July 2020	A committee of the governing body - PAC	Education and Inspections Act 2006: Section 88
4. Central record of recruitment & vetting checks	Live document covering staff currently employed at the school.		The nominated safeguarding governor	The School Staffing (England) Regulations 2009 .
5. Complaints procedure statement	GCPS uses the LA model policy and will review in line with LA updates	March 2018	A committee of the governing body - BOC	The Education Act 2002: Section 29
6. Freedom of Information	Annually	April 2019 Next review due: April 2020	A committee of the governing body - BOC	The Freedom of Information Act 2000: Section 19 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)
7. Governors' allowances - scheme for paying	Annually, included in the Governor Handbook	September 2018 Next review due: September 2019	A committee of the governing body - BOC	School Governance (Roles, Procedures and Allowances) Regulations 2013
8. Home-school agreement document	Annually	July 2019 Next review due: July 2020	Headteacher	The School Standards and Framework Act 1998: Sections 110 and 111 .
9. Instrument of government	Annually	September 2018	Full governing body	The School Governance (Constitution) (England) Regulations 2007: SI 2007/957 and School Governance (Constitution) (England) Regulations 2012: SI 2012/1034
10. Minutes of, & papers considered at, meetings of the governing body and its committees	Standard item on the agenda of each meeting: 'Minutes of the previous meeting and matters arising'		Full governing body	School Governance (Roles, Procedures and Allowances) Regulations 2013

C. Other statutory documents (continued)				
Policy/Document:	Review frequency:	Last review:	Approval:	Legislation:
11. Premises management documents	Annually - GCPS uses the LA guidance	March 2019 Next review due: March 2020	A committee of the governing body - BOC	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, see the Compliance Monitoring for Council Buildings report available from the Federation of Property Societies' website. This sets out the responsibilities for employers and duty holders. For maintained schools, both local authorities and schools have responsibilities for the repair and maintenance of premises
12. Equality information and objectives (public sector equality duty) statement for publication	Every three years, with equalities information published annually.	July 2017 Next review due: July 2020	A committee of the governing body - BOC	The Equality Act 2010 and Equality Act 2010 (Specific Duties) Regulations 2011 . Under specific duties, governing bodies are required to draw up and publish equality objectives every four years and annually publish information demonstrating how they are meeting the aims of the general public sector equality duty
13. School information published on a website	Live – updated as soon as possible after a change and at least annually.		Headteacher	The School Information (England) (Amendment) Regulations 2012: SI 2012/1124
14. Register of business interests of headteachers and governors	Annually	September 2018 Next review due: September 2019	Full governing body subject to the local authority scheme	The requirement that local authorities keep a register of any business interests of the governors and the headteachers 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.
15. Register of pupils' admission to school	Live document.		Headteacher. - Register itself to be kept by appropriate school staff	The Education (Pupil Registration) (England) Regulations 2006: (SI 2006/1751) and as subsequently amended: The Education (Pupil Registration) (England) (Amendment) Regulations 2011 and The Education (Pupil Registration) (England) (Amendment) Regulations 2013 .
16. Register of pupils' attendance	Live document.		Headteacher. - Register to be kept and updated daily by appropriate school staff.	The Education (Pupil Registration) (England) Regulations 2006: SI 2006/1751 and as subsequently amended: The Education (Pupil Registration) (England) (Amendment) Regulations 2010 and The Education (Pupil Registration) (England) (Amendment) Regulations 2013 .
17. Staff discipline conduct and grievance (procedures for addressing)	GCPS uses the LA model policies and will review in line with LA updates	Discipline: Apr `17 Conduct: May `19 Grievance: Sep `16	Full governing body	The School Staffing (England) Regulations 2009

D. Documents referenced in statutory guidance.				
Policy/Document:	Review frequency:	Last review:	Approval:	Legislation:
1. Child protection policy and procedures	Annually	September 2018 Next review due: September 2019	Full governing body	Statutory guidance: Keeping children safe in education
2. Early Years Foundation Stage (EYFS)	Every two years	January 2019 Next review due: January 2021	A committee of the governing body - PAC	Statutory guidance: Statutory framework for the Early Years Foundation Stage . Please also see information on the DfE website about the EYFS curriculum . Those delivering the EYFS are required to have policies and procedures on a range of issues covering safeguarding and welfare. These are set out in detail in the 'Statutory framework for the Early Years Foundation Stage'. Schools are not required to have separate policies to cover EYFS requirements where they are already met through an existing policy. An EYFS profile assessment is required for each child during the academic year they reach the age of five (for most children this is at the end of reception year in primary school) and settings catering for children under three must complete a summary check when a child is aged two.
3. Statement of procedures for dealing with allegations of abuse against staff	GCPS uses the LA model policies and will review in line with LA updates	March 2015	A committee of the governing body - BOC	Statutory guidance: Keeping children safe in education
4. Supporting pupils with medical conditions	Annually	September 2018 Next review due: September 2019	Full governing body	Legislation: Children and Families Act 2014 section 100 Statutory guidance: Supporting pupils at school with medical conditions