

Greenfields Community Primary School  
**Statutory Policies List ~ updated February 2020**

Policy	Review cycle	Review due	Approval level	Guidance
<b>A. Admission Arrangements</b>				
<b>A1. Admissions arrangements</b>	Arrangements are determined annually.	March 2021	Governing Board	<p>Statutory guidance to follow when carrying out duties relating to school admissions and school admission appeals:</p> <ul style="list-style-type: none"> <li>• School admissions code  <a href="https://www.gov.uk/government/publications/school-admissions-code--2">https://www.gov.uk/government/publications/school-admissions-code--2</a></li> <li>• School admission appeals code  <a href="https://www.gov.uk/government/publications/school-admissions-appeals-code">https://www.gov.uk/government/publications/school-admissions-appeals-code</a></li> </ul> <p>Non-statutory guidance about school admissions for children born in the summer:</p> <ul style="list-style-type: none"> <li>• Summer born children school admissions  <a href="https://www.gov.uk/government/publications/summer-born-children-school-admission">https://www.gov.uk/government/publications/summer-born-children-school-admission</a></li> </ul>
<b>B. Administration and Data</b>				
<b>B1. Charging and Remissions</b>	Annually	September 2020	A committee of the Governing Board - BOC	<p>Non-statutory guidance on how to set out policies on charging for school activities and visits:</p> <ul style="list-style-type: none"> <li>• Charging for school activities  <a href="https://www.gov.uk/government/publications/charging-for-school-activities">https://www.gov.uk/government/publications/charging-for-school-activities</a></li> </ul>
<b>B2. Data Protection</b>	Review and registration annually	April 2020	Governing body	<p>Under the Data Protection (Charges and Information) Regulations 2018, schools must register with the information commissioner's office. Schools must adhere to GDPR requirements. The DfE teaching blog includes articles with suggestions on how to ensure schools are compliant.</p> <p>Suggested privacy notices for staff, parents and pupils about data collection:</p> <ul style="list-style-type: none"> <li>• Data protection and privacy notices  <a href="https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notice">https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notice</a></li> </ul>
<b>B3. Protection of biometric information of children in schools</b>	Annually	September 2020	Governing body	<p>Non-statutory guidance on the protection of biometric information of children in schools and colleges.  <a href="https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools">https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools</a></p>
<b>B4i. Register of pupils' admission to school</b>	Live document.		Headteacher - the register is kept by appropriate school staff	
<b>B4ii. Register of pupils' attendance</b>	Live document.		Headteacher. - the register is kept and updated daily by appropriate school staff.	<p>Non-statutory guidance on using pupil registers and attendance codes, as well as setting school hours and term dates:</p> <ul style="list-style-type: none"> <li>• School attendance  <a href="https://www.gov.uk/government/publications/school-attendance">https://www.gov.uk/government/publications/school-attendance</a></li> </ul>

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<b>B5. Information published on school website</b>	Live – updated as soon as possible after a change and at least annually.		Headteacher	Details of the information to include on websites: <ul style="list-style-type: none"> <li>• What local-authority-maintained schools must publish online <a href="https://www.gov.uk/guidance/what-maintained-schools-must-publish-online">https://www.gov.uk/guidance/what-maintained-schools-must-publish-online</a></li> </ul>
<b>B6. School complaints</b>	Annually.	September 2020	A committee of the Governing Board - BOC	Non-statutory guidance for schools on setting up and reviewing complaints procedures: <ul style="list-style-type: none"> <li>• School complaints procedures <a href="https://www.gov.uk/government/publications/school-complaints-procedures">https://www.gov.uk/government/publications/school-complaints-procedures</a></li> </ul>
<b>C. Staffing and Human Resources</b>				
<b>C1. Capability of staff</b>	Annually	September 2020	A committee of the Governing Board - BOC	Non-statutory guidance for schools on appraisal and dismissal policies: <ul style="list-style-type: none"> <li>• Teacher appraisal and capability model policy <a href="https://www.gov.uk/government/publications/teacher-appraisal-and-capability-model-policy">https://www.gov.uk/government/publications/teacher-appraisal-and-capability-model-policy</a></li> </ul> Non-statutory guidance for school staffing regulation for all staff of local-authority-maintained schools: <ul style="list-style-type: none"> <li>• Staffing and employment: advice for schools <a href="https://www.gov.uk/government/publications/staffing-and-employment-advice-for-schools">https://www.gov.uk/government/publications/staffing-and-employment-advice-for-schools</a></li> </ul>
<b>C2. Newly qualified teachers (NQTs)</b>	Annually	September 2020	Governing Board	Statutory guidance on inductions for newly qualified teachers (NQTs): <ul style="list-style-type: none"> <li>• Induction for newly qualified teachers (NQTs) <a href="https://www.gov.uk/government/publications/induction-for-newly-qualified-teachers-nqts">https://www.gov.uk/government/publications/induction-for-newly-qualified-teachers-nqts</a></li> </ul>
<b>C3. Staff discipline, conduct and grievance (procedures for addressing)</b>	Annually	Discipline: Apr 20 Conduct: May 20 Grievance: Sep 20	Governing Board	Non-statutory guidance for managing staff and employment issues: <ul style="list-style-type: none"> <li>• Staffing and employment advice for schools <a href="https://www.gov.uk/government/publications/staffing-and-employment-advice-for-schools">https://www.gov.uk/government/publications/staffing-and-employment-advice-for-schools</a></li> </ul>
<b>C4. Single central record of recruitment and vetting checks</b>	Live document covering staff currently appointed and recording pre-employment checks.		The nominated safeguarding governor	Statutory guidance on employing staff who have been disqualified from providing childcare: <ul style="list-style-type: none"> <li>• Keeping children safe in education <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a></li> <li>• Disqualification under the childcare act 2006 <a href="https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006">https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006</a></li> </ul>
<b>C5. Statement of procedures for dealing with allegations of abuse against staff</b>	Annually	March 2020	A committee of the Governing Board - BOC	Statutory guidance on safeguarding children and safer recruitment: <ul style="list-style-type: none"> <li>• Disqualification under the childcare act 2006 <a href="https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006">https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006</a></li> <li>• Keeping children safe in education <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a></li> </ul>

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<b>C6. Teachers' pay</b>	Annually	September 2020	Governing Board	Statutory guidance on pay and conditions for teachers: <ul style="list-style-type: none"> <li>Teachers' pay and conditions</li> </ul> <a href="https://www.gov.uk/government/publications/school-teachers-pay-and-conditions">https://www.gov.uk/government/publications/school-teachers-pay-and-conditions</a>
<b>D. Pupil Wellbeing and Safeguarding</b>				
<b>D1. Accessibility plan</b>	Every three years.	September 2020	Governing Board	Non-statutory guidance on accessibility plans to help schools fulfil their duties under the act is included in our: <ul style="list-style-type: none"> <li>Equality act 2010 advice for schools</li> </ul> <a href="https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools">https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools</a>
<b>D2. Child protection policy and procedures</b>	Annually	September 2020	Governing Board	The policy should also be available publicly on the school website. Statutory guidance on safeguarding children and safer recruitment: <ul style="list-style-type: none"> <li>Keeping children safe in education</li> </ul> <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a>
<b>D3. Children with health needs who cannot attend school</b>	Annually	February 2021	Governing Board	Statutory guidance on education for children with health needs who cannot attend school: <ul style="list-style-type: none"> <li>Education for children with health needs who cannot attend school</li> </ul> <a href="https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school">https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school</a>
<b>D4. Designated teacher for looked-after and previously looked-after children</b>	Annually	January 2021	Governing Board	Statutory guidance on designated teachers for looked-after and previously looked-after children: <ul style="list-style-type: none"> <li>Designated teacher for looked-after and previously looked-after children</li> </ul> <a href="https://www.gov.uk/government/publications/designated-teacher-for-looked-after-children">https://www.gov.uk/government/publications/designated-teacher-for-looked-after-children</a>
<b>D5. Early years foundation stage (EYFS)</b>	Every two years	January 2021	A committee of the Governing Board - PAC	Those delivering the EYFS are required to have policies and procedures on a range of issues covering safeguarding and welfare. 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 5 (for most children this is the reception year in primary school). Nursery settings catering for children under 3 must complete a summary check when a child is aged 2. Statutory guidance on what policies schools are required to have on a range of issues covering safeguarding and welfare: Statutory framework for the Early Years Foundation Stage. <a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2</a>

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<b>D6. Special educational needs and disability</b>	SEN information report updated annually and any changes to the information occurring during the year updated as soon as possible.	February 2021	Governing Board	Statutory guidance on the special educational needs and disability (SEND) system for children and young people: <ul style="list-style-type: none"> <li>the 0 to 25 special educational needs and disability code of practice  <a href="https://www.gov.uk/government/publications/send-code-of-practice-0-to-25">https://www.gov.uk/government/publications/send-code-of-practice-0-to-25</a> </li> </ul>
<b>D7. Supporting pupils with medical conditions</b>	Annually	September 2020	Governing Board	Statutory guidance about the support that pupils with medical conditions should receive: <ul style="list-style-type: none"> <li>Supporting pupils at school with medical conditions  <a href="https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3">https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3</a> </li> </ul>
<b>D8. Sex and relationships education</b>	Annually	September 2020	A committee of the Governing Board - PAC	Statutory guidance on relationship and sex education: <ul style="list-style-type: none"> <li>Relationship and sex education  <a href="https://www.gov.uk/government/publications/sex-and-relationship-education">https://www.gov.uk/government/publications/sex-and-relationship-education</a> </li> </ul> New statutory guidance will be published in September 2020. It will apply to all state funded schools.
<b>E. Behaviour in schools</b>				
<b>E1. Behaviour in schools</b>	Annually	September 2020	Headteacher	Statutory guidance on school behaviour and attendance: <ul style="list-style-type: none"> <li>Behaviour and discipline in schools: guide for governing bodies  <a href="https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools-guidance-for-governing-bodies">https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools-guidance-for-governing-bodies</a> </li> </ul>
<b>E2. Behaviour principles written statement</b>	Annually	September 2020	Governing Board	Statutory guidance on creating a behaviour policy: <ul style="list-style-type: none"> <li>Behaviour and discipline in schools: guide for governing bodies  <a href="https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools-guidance-for-governing-bodies">https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools-guidance-for-governing-bodies</a> </li> </ul>
<b>E3. School exclusion</b>	Annually	September 2020	A committee of the Governing Board - PAC	Statutory guidance on the exclusion of pupils: <ul style="list-style-type: none"> <li>School exclusion  <a href="https://www.gov.uk/government/publications/school-exclusion">https://www.gov.uk/government/publications/school-exclusion</a> </li> </ul>
<b>F. Facilities</b>				
<b>F1. Health and safety</b>	Annually	September 2020	Governing Board as Employer	Schools are not required to have a specific health and safety policy, but DfE provide non-statutory health and safety advice for schools: <ul style="list-style-type: none"> <li>Health and safety advice for schools  <a href="https://www.gov.uk/government/publications/health-and-safety-advice-for-schools">https://www.gov.uk/government/publications/health-and-safety-advice-for-schools</a> </li> </ul>
<b>F2. First aid in schools</b>	Annually	September 2020	Governing Board as Employer	Schools are not required to have a specific first aid policy, but DfE provide non-statutory guidance schools can on first aid provision: <ul style="list-style-type: none"> <li>First aid in schools  <a href="https://www.gov.uk/government/publications/first-aid-in-schools">https://www.gov.uk/government/publications/first-aid-in-schools</a> </li> </ul>

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<b>F3. Premises management documents</b>	Annually	March 2020	A committee of the Governing Board - BOC	<p>There are many aspects of school premises requiring safe management and maintenance such as asbestos, fire safety and statutory testing. Those with duties for maintaining school buildings should make sure that the policies, procedures and the condition of the estate are compliant with appropriate legislation, including health and safety.</p> <p>For local-authority-maintained schools, both LAs and schools have responsibilities for the repair and maintenance of premises.</p> <p>Non-statutory advice on the policies, processes and documents that schools should consider:</p> <ul style="list-style-type: none"> <li>• Good estate management for schools <a href="https://www.gov.uk/guidance/good-estate-management-for-schools/the-fundamentals-of-good-estate-management">https://www.gov.uk/guidance/good-estate-management-for-schools/the-fundamentals-of-good-estate-management</a></li> </ul> <p>Additional non-statutory advice:</p> <ul style="list-style-type: none"> <li>• Asbestos management in schools <a href="https://www.gov.uk/government/publications/asbestos-management-in-schools--2">https://www.gov.uk/government/publications/asbestos-management-in-schools--2</a></li> <li>• Fire safety risk assessment for educational premises. <a href="https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises">https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises</a></li> </ul> <p>Non-statutory guidance to help schools and local authorities understand their obligations in relation to School Premises Regulations 2012:</p> <ul style="list-style-type: none"> <li>• Standards for school premises <a href="https://www.gov.uk/government/publications/standards-for-school-premises">https://www.gov.uk/government/publications/standards-for-school-premises</a></li> </ul> <p>Non-statutory guidance to help schools manage emergencies and risks:</p> <ul style="list-style-type: none"> <li>• Emergency and risk management <a href="https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings">https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings</a></li> </ul>
<b>G. Governance</b>				
<b>G1. Equality information and objectives (public sector equality duty) statement for publication</b>	Objectives reviewed every 4 years and equality information published annually.	September 2020	A committee of the Governing Board - BOC	Governing bodies need to demonstrate how they are meeting the aims of the general public sector equality duty.
<b>G2. Governors' allowances (schemes for paying)</b>	Annually, included in the Governor Handbook	September 2020	A committee of the Governing Board - BOC	Where schools do not have a delegated budget, the local authority may pay allowances and expenses at a rate determined by them.

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<b>G3. Instrument of government</b>	Annually	September 2020	Governing Board	<p>Non-statutory guidance on the roles and duties of governing bodies, and advice on the skills, knowledge and behaviours they need to be effective:</p> <ul style="list-style-type: none"> <li>• Governance handbook <a href="https://www.gov.uk/government/publications/governance-handbook">https://www.gov.uk/government/publications/governance-handbook</a></li> </ul> <p>Statutory guidance setting out the arrangements for the constitution of governing bodies of all local-authority-maintained schools:</p> <ul style="list-style-type: none"> <li>• Constitution of governing bodies of maintained schools <a href="https://www.gov.uk/government/publications/constitution-of-governing-bodies-of-maintained-schools">https://www.gov.uk/government/publications/constitution-of-governing-bodies-of-maintained-schools</a></li> </ul>
<b>G4. Register of business interests of headteachers and governors</b>	Live – updated as soon as possible after a change and at least annually.		Governing Board	<p>Statutory guidance for local authorities on producing and amending school financing schemes:</p> <ul style="list-style-type: none"> <li>• Schemes for financing schools <a href="https://www.gov.uk/government/publications/schemes-for-financing-schools">https://www.gov.uk/government/publications/schemes-for-financing-schools</a></li> </ul> <p>Statutory guidance setting out the arrangements for the constitution of governing bodies of all local authority local-authority-maintained schools:</p> <ul style="list-style-type: none"> <li>• Constitution of governing bodies of local-authority-maintained schools <a href="https://www.gov.uk/government/publications/constitution-of-governing-bodies-of-maintained-schools">https://www.gov.uk/government/publications/constitution-of-governing-bodies-of-maintained-schools</a></li> </ul>
<b>G5. Careers guidance: details of careers programme</b>	Annually	September 2020	Headteacher	<p>Statutory guidance for schools on providing careers guidance:</p> <ul style="list-style-type: none"> <li>• Careers guidance and access for education and training providers <a href="https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools">https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools</a></li> </ul>