

POLICIES AND DOCUMENTS

We have received numerous requests from schools asking if there is a list of policies and documents which all schools must have.

The Guide to the Law for School Governors: Annex 2; provides a list of policies and documents that governing bodies are required to have by law. If you do not have a copy of the Guide it can be found at:

www.governor.net.co.uk

and is listed on the left hand side of the home page.

In addition to this list many policies have been placed on the agendas of governing bodies over recent years.

We have undertaken a trawl of the agendas to produce a list of documents and policies which schools should have adopted.

This list has been combined to that in the Guide to the Law for School Governors, a copy of which is attached.

It cannot be guaranteed that it is a definitive list, however it does provide a good start as a check list.

POLICIES AND DOCUMENTS

	(✓)
Accessibility plan	
Admissions policy (<i>VA schools</i>)	
Allegations of abuse against staff	
Annual leave	
Anti Social Behaviour Act 2003 – Education related provisions – the issue of fixed penalty fines and use of parenting contracts for truancy	
Attendance targets	
Barring of Parents from the School Premises	
Central record of recruitment and vetting checks	
Charging for School Activities (Guidance)	
Charging policy	
Child protection policy	
Code of Conduct	
Code of Conduct on the Issue of Penalty Notices in Regard to Poor School Attenders and Excluded Pupils	
Collective worship policy	
Community cohesion	
Complaints procedure	

Computer Information Security and Computer Usage Protocol & Policy	
Computer Information Security Policy (Council computer network)	
Council, School and Employee owned Mobile Phones	
Curriculum policy	
Death in Service Procedure	
Designated teacher for Looked After Children	
Dignity at Work (Harassment and Bullying) Policy and Procedure	
Disability and Impairment Related Leave Policy	
Disability equality policy	
Disability Equality Scheme	
Disciplinary Procedure	
Early Years foundation stage	
Education Act 2002 (Section 175) – Statutory responsibilities of LEA's and Schools in relation to safeguarding children in education	
Employment of Ex-Offenders Policy	
Exclusion of pupils	
First Aid Policy	
Fixed term workers	
Fixed-Term/Temporary Contracts Policy and Procedure	
Freedom of information publication scheme	
Gender Equality Duty	
Gender equality policy	
Governors' allowances scheme	
Grievance and Appeals Procedure	
Health and safety policy	
Home-school agreements	
Home visiting by Nursery Staff	
Honoraria Payments - Non Teaching Employees	
Information Security and Computer Usage Policy	
Instrument of government	
Job Evaluation	
Long Service Awards (VA schools only)	
Long Term Ill Health Policy & Procedure	

Managing and Supporting Attendance at Work	
Managing Change-Model Redundancy Policy and Procedure for schools	
Maternity and Adoption Leave Policies	
Minutes of, and papers considered at meetings of the governing body and committees	
Parental leave	
Performance in Employment (Capability) Procedure for Support Employees	
Performance Management policy	
Phased Retirement for Employees who are Members of the Teachers Pension Scheme Procedure	
Planning, Preparation & Assessment (PPA) Time	
Policy on Race Equality	
Preventing Illegal Working Policy	
Promoting Good School Attendance and Pupil Welfare	
Prospectus	
Protocol on hard to place pupils	
Pupil Absence from School for Family Holidays	
Race equality policy	
Recruitment and Selection Code of Practice	
Redeployment & Protection of Earnings Policy (Revised)	
Redeployment and protection of earnings	
Redundancy scheme	
Register of business interests	
Register of pupils	
Removal and Disturbance	
Resilience Planning for Schools	
Revised Guidance on Exclusions brought about by the Education and Inspections Act 2006	
Revised Health and Safety Policy for Work Experience	
Revised Selective Voluntary Early Retirement Policy - Teaching Employees	
Risk assessments	
Risk Management in Schools	
School discipline and pupil behaviour policies	
School Health and Safety Policy	
School Policy for Educational Visits and Journeys	

Sex education policy	
Smoking Policy	
Special Leave Policy	
Staff discipline conduct and grievance	
Stress Management Policy	
Substance Misuse	
Supporting Children in School who have a medical need	
SVER and VS scheme	
Target-setting for schools	
Teachers Capability	
Teachers' pay policy	
The Government's New Food-Based Standards for School Lunches and Strategic Approaches to Food Policy in Schools	
The Keeping, Management and Transfer of Pupil Records; Including Matters Relating to Bullying and Cyber Bullying	
The Right to Request - Flexible Working	
The Use of Force to Control or Restrain Pupils	
Trade Union Facilities Agreement	
Work Break	
Work Style/Work Life Balance	
Working with Volunteers Policy	

Policies and Documents received and/or adopted from 1 January 2011	Term	(✓)
Revised Performance In Employment (Capability) Policy (Support Employees)	Spring 2011	
Revised Recruitment and Selection Policy	Spring 2011	
Supporting Disabled Employees at Work	Spring 2011	
Revised Redeployment and Protection of Earnings Policy	Spring 2011	

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