



Schools statutory policies and documents

Statutory policies required by education legislation	MAT or LGB	In place	Notes
Capability of staff	MAT	Yes	
Charging and remissions	MAT	Yes	
School behaviour	LGB		
Sex education	LGB		
Special educational needs	LGB		
Teacher appraisal	MAT	Yes	
Teachers' pay	MAT	Yes	
Statutory policies required by other legislation,			
Data protection	MAT	Yes	
Health and safety	LGB		MAT template
Other statutory documents			
Admissions arrangements	LGB		
Accessibility plan	LGB		
Central record of recruitment and vetting checks	LGB		
Complaints procedure statement	MAT	Yes	
Freedom of Information	MAT	Yes	
Home-school agreement document	LGB		
Minutes of, and papers considered at, meetings of the governing body and its committees	LGB		
Premises management documents	LGB		
Equality information and objectives (public sector equality duty) statement for publication	LGB		
Register of business interests of headteachers and	LGB		

governors			
Register of pupils' admission to school	LGB		
Register of pupils' attendance	LGB		
Staff discipline, conduct and grievance (procedures for addressing)	MAT	Yes	
Documents referenced in statutory guidance			
Child protection policy and procedures	LGB		
Early Years Foundation Stage (EYFS)	LGB		
Statement of procedures for dealing with allegations of abuse against staff	MAT	Yes	
Supporting pupils with medical condition	LGB		
MAT Corporate Policies			
HR policies	MAT	Yes	
Finance Policies	MAT	Yes	
Exclusion Policy	MAT	Yes	
Attendance Policy	MAT	Yes	Template
LGPS Discretionary Policy	MAT	Yes	
Training & Professional development Policy	MAT	No	in progress
Safeguarding Policy	MAT	Yes	

Guidance note	Responsibility	
Guidance on the recruitment of unqualified teachers	Jo Moore	
Management of Industrial action	Jo Moore	
Severe weather guidance	Philip Bowditch	
framework for the consultation & negotiation with professional associations and trade unions.	Jo Moore	

Full list of MAT Policy and guidance documents

Policy	Responsibility for policy	Approval at LGB	Latest approval date	Review Date	Statutory requirement
Appraisal Procedure	Jo Moore		Dec-16	Dec-19	
Bullying & Harassment Policy	Jo Moore		Apr-13	Apr-16	
Capability Procedure	Jo Moore	N/A	Feb-16	Feb-19	Y
Code of Conduct for Parents, Carers & Visitors	Jo Moore		Oct-13	Oct-16	
Disciplinary Procedure	Jo Moore		Apr-13	Apr-16	
Equal Opportunities Policy	Jo Moore		Apr-13	Apr-16	Y
Eye Test Procedure	Jo Moore		Apr-13	Apr-16	
Flexible Working Procedure	Jo Moore		Apr-13	Apr-16	
Grievance Procedure	Jo Moore		Apr-13	Apr-16	
Induction Policy	Jo Moore		Apr-13	Apr-16	
Leave of Absence Policy	Jo Moore		Apr-13	Apr-16	
Maternity, Paternity & Adoption Leave Policy	Jo Moore	N/A	Feb-16	Feb-19	
Probationary Procedure	Jo Moore		Apr-13	Apr-16	
Pay & Reward Policy	Jo Moore		Sep-15	Aug-16	
Recruitment Policy	Jo Moore		Apr-13	Apr-16	
Redundancy Procedure	Jo Moore		Apr-13	Apr-16	
Staff Code of Conduct, aspirations and expectations	Jo Moore	N/A	Dec-16	Dec-19	
Social Media and networking policy	Jo Moore	N/A	Dec-16	Dec-19	
Management of Sickness Absence procedure	Jo Moore	N/A	Feb-16	Feb-19	
Whistleblowing	Jo Moore		Apr-13	Apr-16	
Authority to Act	Jo Moore		Feb-16	Feb-19	
Charging & remissions	Jason Brown		Apr-13		Y
Complaints procedure	Jason Brown		Apr-13	Apr-14	Y
Data protection	Jason Brown		Apr-13	Apr-14	Y
Freedom of information publication scheme	Jason Brown		Apr-13		Y
Health & Safety template	Jason Brown	Yes	Apr-13		Y
Exclusion of pupils	Pete Mountstephen		Apr-13		
Safeguarding Policy	Sarah Mellor	Yes	Dec-16	Dec-17	Y
Training & Professional development Policy	Pete Mountstephen		Apr-13	Apr-14	
Managing Safeguarding Allegations against staff (policy)	Jo Moore		Dec-16	Dec-19	Y
Finance policy	Georgina Spirrell				
LGPS Discretionary Policy	Jason Brown		Apr-13		Y
Attendance Policy	Pete Mountstephen	Yes	Apr-13		
Apprentice Policy	Jo Moore		Apr-13		
Central Staff Policy	Jo Moore		Apr-13		

