

<b>Statutory Policies and Documents</b>		
The list below includes statutory policies and documents, with proposed review/approval dates at Trust Board and LGC level.		
	<b>Trust Board Review/Approval</b>	<b>Local Governance Committee Review/Approval</b>
Safeguarding	X - Annual	
Children Looked After	X - Annual	
Pupils with Medical Conditions	X – 3 years	
Data Protection	X – 2 years	
Payment of Governors’ Allowances	X – 3 years	
Admissions Arrangements	X - Annual	
Health & Safety	X – Annual	
Complaints	X – 2 years	
Charging & Remissions	X – 3 years	
Finance	X – Annual	
Pupil Behaviour		X – Annual
Sex and Relationships Education		X – 3 years
Special Educational Needs		X – Annual
SEN Information Report		X – Annual
Premises Management Documents		X – Annual
Accessibility Plan		X – 3 years
Equalities Information		X – Annual
Equalities Objectives		X – 4 years
Freedom of Information		X – 3 years
Early Years Foundation Stage		X – 2 years
Finance Risk Assessment		X – 3 years

**The following HR related policies and documents are deemed to have been adopted as Trust policies for use in all its schools, as part of the TUPE process. The Trust Board will be responsible for ensuring that updates are approved, and are made available to all its schools via the Trust website.**

- HR Advisory Health Check
- Leave of Absence Provisions
- Disability Leave Guidance
- Additional Leave Purchase
- Sickness Absence Management
- DWP Fit for Work Schedule
- Alcohol and Substance Misuse
- Reducing the Risk of Work Related Violence
- Capability Procedure
- Improving Individual Performance for Support Staff
- Staff Code of Conduct
- Disciplinary Procedure

- Checklist for Handling Disciplinary Situations
- Redundancy and Redeployment Policy and Procedure
- Introduction to SSE HR Advisory and Governor Handbook
- Managing Allegations of Abuse against Teachers and other Staff
- Managing Safeguarding Allegations – HT Briefing Note
- Confidential Reporting Code (Whistleblowing Policy)
- Premature Retirement Procedures
- Discretions Policy
- Additional Voluntary Contributions Guidance
- Governor Appeal Guidance and Procedure
- Dignity at Work Code of Practice
- Equal Opportunities Policy
- Grievance Procedure
- Mediation Guidance
- Academy Recruitment and Selection Policy
- Model Pay Policy
- SCC Pay and Grading Structure for Support Staff
- 2018 Model Policy for Appraising Teacher Performance
- Teachers Experiencing Difficulties Guidance
- Model Policy for Appraising Support Staff
- Professional Standards for Teaching Assistants
- Contractual Provisions
- Induction Arrangements and Support Staff Probation Policy
- Maternity and Paternity Leave Policy
- Adoption Leave Policy
- Shared Parental Leave and Pay Guidance
- Flexible Working and Work-Life Balance Guidance