



Policy	Toolkit	Review	Local policy (amended by schools)	Committee	Dir. / HoS	Date Approved	Date to be reviewed
Access to Personal Files	No	4 years	NO	Exec	DPO	04/11/2024	Autumn 2028
Accessibility Plans	No	3 years	YES	Exec	HoS Facilities	10/10/2022	Autumn 2025
Admissions	No	1 year	NO	Trust Board	CEO	27/02/2025	Spring 2026
Adoption entitlements	No	4 years	NO	Exec	HoS People	04/11/2024	Autumn 2028
Adult Safeguarding	No	5 years	NO	Exec	CEO	11/11/2024	Autumn 2029
Anti-bullying	No	4 years	NO	E&L	HoS Behaviour & Inclusion	21/03/2024	Autumn 2028
Appraisal	No	1 year	NO	F&R	HoS People	14/11/2024	Autumn 2025
Appraisal & Capability	Yes	1 year	NO	F&R	HoS People	29/06/2023	Summer 2024
Artificial Intelligence	No	2 years	NO	Audit & Risk	CEO	23/11/2024	Autumn 2026
Asbestos Policy & Management Plan	No	4 years	NO	Exec	HoS Facilities	10/10/2022	Autumn 2026
Assessment, Marking & Feedback Policy	No	2 years	YES	Exec	Director of Education	24/02/2024	Summer 2026
Attendance	No	3 years	YES	E&L	Attendance Officer	22/05/2025	Summer 2028
Behaviour and Inclusion	No	2 years	YES	E&L	HoS Behaviour & Inclusion	02/05/2024	Summer 2026
Bereavement Policy	No	4 years	NO	Exec	HoS People	15/12/2022	Autumn 2026
Business Continuity Plan	No	1 year	NO	F&R	HoS Facilities	27/02/2025	Spring 2026
Capability	No	1 year	NO	F&R	HoS People	14/11/2024	Autumn 2025
Careers Guidance Policy [special schools]	No	1 year	YES	Trust Board	CEO	14/10/2024	Autumn 2025
Collective Worship	No	4 years	NO	Exec	HoS Strategic Improvement	24/02/2024	Spring 2028
Complaints	No	4 years	NO	Trust Board	CEO	10/05/2024	Summer 2028
Conflict of Interest	No	4 years	NO	F&R	CEO	07/03/2024	Spring 2028
CPD [staff]	No	4 years	NO	E&L	HoS Strategic Improvement	06/10/2022	Autumn 2026
Critical Incident Plan	No	1 year	NO	F&R	HoS Facilities	13/02/2025	Spring 2026
Dignity in the Workplace	No	1 year	NO	Exec	HoS People	27/11/2023	Autumn 2024
Disability	No	4 years	NO	Exec	HoS People	27/05/2021	Summer 2025
Disciplinary [staff]	Yes	4 years	NO	F&R	HoS People	07/05/2020	Summer 2024
Domestic Abuse and workplace response	No	4 years	NO	Exec	HoS People	26/02/2024	Spring 2028
Dress and Appearance [staff]	No	4 years	NO	Exec	HoS People	10/03/2025	Summer 2029
Drug & Alcohol	No	4 years	NO	Exec	HoS People	02/06/2025	Spring 2029
Drug & Alcohol Education [pupil]	No	1 year	NO	Exec	HoS Strategic Improvement	02/06/2025	Summer 2026
Educational Visits, Charging and Remissions	No	2 years	NO	E&L	OM & Safeguarding Administrator	15/02/2024	Autumn 2025
ECT (was NQT)	No	1 year	NO	E&L	HoS Strategic Improvement Lead	13/06/2022	Autumn 2021
Employment Terms and Conditions	No	5 years	NO	F&R	HoS People	18/11/2021	Autumn 2026
Environmental & Localism	No	4 years	NO	Exec	HoS Facilities	02/06/2025	Spring 2029
EYFS	No	4 years	NO	E&L	EYFS Trust Lead	22/09/2022	Autumn 2026



Finance	No	1 year	NO	F&R	Director of Finance & Resources	19/06/2025	Summer 2026
First Aid in Schools	No	1 year	NO	Exec	HoS Facilities	04/11/2023	Autumn 2025
Flexible Working	No	4 years	NO	F&R	HoS People	14/11/2024	Spring 2028
Food and Active Lifestyle	No	4 years	NO	Exec	HoS Curriculum	13/03/2023	Spring 2027
Freedom of Information	No	4 years	NO	Trust Board	DPO	12/12/2024	Autumn 2028
GDPR	No	2 years	NO	F&R	DPO	27/02/2025	Spring 2027
Gifts and Hospitality	No	5 years	NO	F&R	CEO	02/03/2023	Spring 2028
Governance Expenses	No	5 years	NO	F&R	CEO	02/03/2023	Spring 2028
Grievance [staff]	No	1 year	NO	F&R	HoS People	14/11/2024	Autumn 2025
Health and Safety	No	1 year	NO	Trust Board	HoS Facilities	12/12/2024	Autumn 2025
Home Learning / Online Learning Policy in Exceptional Circumstances	No	1 year	YES	E&L	Director of Education	23/03/2023	Spring 2024
Homework	No	3 years	NO	E&L	Director of Education	18/05/2023	Summer 2026
Induction and Probation procedures	Yes	4 years	NO	F&R	HoS People	14/12/2021	Autumn 2025
Intimate Care	No	1 year	NO	E&L	HoS Behaviour & Inclusion	13/07/2023	Summer 2024
Job share [support staff]	No	4 years	NO	Exec	HoS People	07/05/2020	Summer 2028
Job share [teaching staff]	NO	4 years	NO	Exec	HoS People	07/05/2020	Summer 2028
Learning Pi							
Leave Policy & Leave of Absence Guidance [staff]	No	4 years	NO	F&R	HoS People	03/03/2022	Summer 2026
Learning Pi	No		YES	E&L	Director of Education	13/06/2022	Spring 2023
Lettings	No	3 years	YES	F&R	HoS Facilities	30/11/2023	Autumn 2026
Local Government Pension Scheme	No	5 years	NO	F&R	Director of Finance & Resources	25/11/2022	Autumn 2027
Long Service & Retirement [Staff]	No	5 years	NO	Exec	HoS People	23/01/2023	Autumn 2027
Maternity and Paternity Entitlements	Yes	4 years	NO	Exec	HoS People	13/03/2023	Spring 2027
Menopause	Yes	1 Year	NO	Trust Board	HoS People	10/07/2025	Summer 2026
Missing Child Policy (The Link)	No	1 year	No	Trust Board	HoS Inclusion	10/07/2025	Summer 2026
Modern Slavery Statement	No	1 year	N/A	TB	CEO	13/02/2025	Spring 2026
Online Safety	No	4 years	NO	E&L	Director of Education	09/02/2023	Spring 2027
Organisational Change [staff]	No	4 years	NO	F&R	HoS People	27/02/2025	Spring 2029
Pay	No	1 year	NO	Trust Board	HoS Finance Resources	22/05/2025	Spring 2026
Positive Handling	No	1 year	YES	E&L	HoS Behaviour & Inclusion	25/01/2024	Autumn 2024
Provider Access Policy Statement [special schools]	No	1 year	YES	Trust Board	CEO	14/10/2024	Autumn 2025
Recruitment and Selection policy & guidance document	Yes	4 years	NO	Exec	HoS People	11/11/2024	Summer 2028
Personal Relationships at Work	No	4 years	NO	Exec	HoS People	25/05/2023	Summer 2027
Relationship, Health and Sex Education	No	1 year	NO	E&L	RHSE Trust Lead	23/03/2023	Summer 2024



Reserves	No	1 year	NO	F&R	Director of Finance & Resources	29/06/2023	Summer 2024
Safeguarding & Child Protection	No	1 year	YES	Trust Board	Director of Education	23/05/2024	Summer 2024
School Uniform	No	3 years	YES	E&L	Director of Education	13/02/2025	Spring 2028
SEN	No	1 year	YES (INFO REPORT)	Trust Board	Head of Service Inclusion	13/06/2022	Summer 2023
Shared Parental Leave	No	5 years	NO	Exec	HoS People	30/06/2022	Summer 2027
Sickness Absence reporting [staff]	Yes	2 years	NO	F&R	HoS People	29/06/2023	Summer 2025
Single Equality Scheme	No	3 years	YES (ACTION PLAN)	Exec	HoS People	23/01/2023	Autumn 2025
Staff Code of Conduct	No	1 year	NO	Trust Board	CEO	12/12/2024	Autumn 2025
Staff Travel and Subsistence Policy	No	4 years	NO	Exec	Director of Finance & Resources	23/09/2024	Spring 2028
Supporting Children with Medical Conditions	No	2 years	NO	Trust Board	HoS Behaviour & Inclusion	22/05/2025	Summer 2027
Suspension & Exclusion	No	2 years	NO	Trust Board	HoS Behaviour & Inclusion	15/02/2024	Spring 2026
Teachers Assessment – Industrial Injury [staff]	No	5 years	NO	Exec	HoS People	25/02/2021	Spring 2026
Time off for Trade Union Duties	No	4 years	NO	Exec	HoS People	26/02/2024	Spring 2028
Time off for Public Duties	No	4 years	NO	Exec	HoS People	26/02/2024	Spring 2028