

## FULL POLICY LIST

All the school's policies are available on request from the school office with copies of key policies available on our school website. Our policies undergo a constant cycle of review as part of the normal process of evaluation and effectiveness as well as in response to changes in legislation.

### **Our policies are classified under 4 sections:**

- **'A Policies'** which are policies that have their basis in legislation and therefore impose a legally binding duty on the school and its staff.
- **'B Policies'** which are written in consultation with staff, children, parents and governors.
- **'C Policies'** that in general concern teaching, learning and staff development
- **'D Policies'** that are issued by Wiltshire LA Human Resources Department and address many of the issues around conditions of employment, professional development, absence from work etc, which will be of relevance to all employees.

A POLICIES		LINKED PROCEDURES & DOCUMENTS
1	Health & Safety	<ul style="list-style-type: none"> <li>• <b>Health and Safety Policy</b></li> <li>• Home School Parent/Carer Handbook</li> <li>• Wiltshire Health &amp; Safety Manual Contents page</li> <li>• Contractors on Site Leaflet</li> <li>• Educational Visits Procedures</li> <li>• Fire Evacuation Procedures</li> <li>• First Aid Procedures</li> <li>• Health &amp; Safety Leaflet for visitors</li> <li>• Health &amp; Safety On-line Incident reporting</li> <li>• Home Visit Procedures</li> <li>• Intimate Care Procedures</li> <li>• List of qualified First Aid Staff</li> <li>• Lone Working Procedures</li> <li>• Medical Procedures</li> <li>• Non Smoking Procedures</li> <li>• Registration &amp; missing children</li> <li>• Security on Site</li> <li>• Slips, trips and falls</li> <li>• Transportation of Pupils</li> </ul>
2	Child Protection	<ul style="list-style-type: none"> <li>• <b>Child Protection Policy</b></li> <li>• Allegations of Abuse against School Staff Flowchart (May 2014)</li> <li>• WSCB Consent &amp; Information Sharing Protocol (2013)</li> <li>• Dealing with Allegations of Abuse against Teachers and other Staff (10/12)</li> <li>• Guidance for Safer Working Practice (03/09)</li> <li>• Guidelines for schools on record keeping &amp; management of child welfare and CP Information (Wilts LA) (March 2014)</li> <li>• Information Sharing: Guidance for Practitioners &amp; Managers (2009)</li> <li>• Information Sharing Poster – Seven Golden Rules</li> <li>• Keeping Children Safe in Education (July 2015)</li> <li>• Keeping Children Safe in Education: information for staff (2015)</li> <li>• LA Escalation Policy and Flow Chart (2014)</li> <li>• Staff Code of Conduct (including supply staff)</li> <li>• Code of Conduct for volunteers, visitors and other adults CCPS Safer Recruitment Procedures</li> <li>• WSCB Thresholds for Safeguarding Children (December 2014)</li> <li>• ‘What to do if you suspect a child is being abused’ Flowchart (2015)</li> <li>• Working Together to Safeguard Children (2015)</li> </ul>
3	Pay Policy	<ul style="list-style-type: none"> <li>• <b>Pay Policy</b></li> <li>• School Teachers Terms and Conditions of Employment (2105)</li> </ul>

<b>4</b>	<b>Admissions</b>	<ul style="list-style-type: none"> <li>• <b>Admissions Policy</b></li> <li>• Determined Admissions Arrangements for Voluntary Controlled &amp; Community Schools</li> <li>• Determined Co-ordinated Scheme for Primary Schools</li> <li>• Finding a Place in Primary School (Wiltshire LA Guide)</li> </ul>
<b>5</b>	<b>Critical Incident Policy</b>	<ul style="list-style-type: none"> <li>• <b>Critical Incident Policy</b></li> <li>• Emergency Conditions &amp; Major Incident Guidance for Head Teachers</li> <li>• Critical Incidences in Schools &amp; Other Settings</li> <li>• Safety in Offsite Activities Manual</li> <li>• 'Emergency Conditions' extract from Wiltshire H&amp;S Manual</li> <li>• CCPS Emergency Procedure Guidelines plus appendices</li> </ul>
<b>6</b>	<b>Physical Intervention to Control &amp; Restrain Others</b>	<ul style="list-style-type: none"> <li>• <b>Physical Intervention Policy</b></li> <li>• Use of Reasonable Force: Advice for head teachers, staff &amp; Governing Bodies (DfE July 2013) (Appendix A) ( July</li> <li>• Screening, Searching and Confiscation: Advice for head teachers, staff &amp; Governing Bodies (DfE Feb 2014)</li> <li>• Risk Assessment Form (Appendix B)</li> <li>• Wiltshire Guidance (Appendix C)</li> </ul>
<b>7</b>	<b>Whistle Blowing</b>	<ul style="list-style-type: none"> <li>• <b>Whistle Blowing Policy</b></li> </ul>
<b>8</b>	<b>Complaints</b>	<ul style="list-style-type: none"> <li>• <b>Complaints Policy</b></li> <li>• Complaints Procedure Flowchart (Appendix A)</li> </ul>
<b>9</b>	<b>Secure Data Handling</b>	<ul style="list-style-type: none"> <li>• <b>Secure Data Handling Policy</b></li> <li>• Help Sheet for Assessing risk of sharing Information (Appendix A)</li> <li>• Audit of school documents and retention periods (Appendix B)</li> <li>• Timetable for review (Appendix C)</li> <li>• CCPS Staff Protocol Handbook (Appendix D)</li> <li>• Record Management Toolkit (Appendix E)</li> <li>• Freedom of Information Procedures and appendices</li> </ul>
<b>10</b>	<b>Charging Policy</b>	<ul style="list-style-type: none"> <li>• <b>Charging Policy</b></li> <li>• Charging for school activities (Appendix A)</li> </ul>
<b>11</b>	<b>Single Equality Policy</b>	<ul style="list-style-type: none"> <li>• <b>Single Equality Policy</b></li> <li>• Accessibility Plan</li> </ul>
<b>12</b>	<b>Exclusion Policy</b>	<ul style="list-style-type: none"> <li>• <b>Exclusion Policy</b></li> <li>• Exclusion from maintained schools, Academies and pupil referral units in England: Statutory guidance for those with legal responsibilities in relation to exclusion (DfE January 2015) (Appendix A)</li> </ul>
<b>13</b>	<b>Privacy Policy</b>	<ul style="list-style-type: none"> <li>• <b>Privacy Policy</b></li> </ul>

<b>B POLICIES</b>		<b>POLICY, LINKED PROCEDURES &amp; DOCUMENTS</b>
<b>1</b>	<b>Management of Bullying</b>	<ul style="list-style-type: none"> <li>• <b>Management of Bullying</b></li> <li>• Children's Version</li> </ul>
<b>2</b>	<b>Home School Agreement</b>	<ul style="list-style-type: none"> <li>• <b>Home School Agreement Policy</b></li> <li>• Home School Agreement</li> <li>• Attendance Leaflet</li> <li>• Food Tasting</li> <li>• Head Lice</li> <li>• Home Learning</li> <li>• Photographic Images</li> <li>• Responsible Use of the Internet</li> <li>• Uniform</li> </ul>
<b>3</b>	<b>On-Line Safety Policy</b>	<ul style="list-style-type: none"> <li>• <b>On Line Safety Policy</b></li> <li>• Responsible User Agreement for staff (Appendix 1)</li> <li>• Responsible Use of the Internet: information leaflet to parents/carers (part of Home School Agreement) (Appendix 2)</li> <li>• Leaflet explaining the use of photographic and video images (Appendix 3)</li> <li>• General consent forms (Appendix 4B)</li> </ul>
<b>4</b>	<b>Sex &amp; Relationship Education</b>	<ul style="list-style-type: none"> <li>• <b>Sex &amp; Relationship Education Policy</b></li> </ul>
<b>5</b>	<b>Behaviour for Learning</b>	<ul style="list-style-type: none"> <li>• <b>Behaviour for Learning Policy</b></li> </ul>
<b>6</b>	<b>Drug Education &amp; Related Incidences</b>	<ul style="list-style-type: none"> <li>• <b>Drug Education &amp; Related Incidences Policy</b></li> <li>• Drugs Education Programme ( Appendix A)</li> <li>• Definitions (Appendix B)</li> <li>• Procedures for dealing with drug related incidences – guidance for Staff (Appendix C)</li> <li>• Record of incident involving unauthorised drug (Appendix D)</li> <li>• DfE and ACPO drug advice for schools (DfE) (Appendix F)</li> </ul>
<b>7</b>	<b>Whole School Food Policy</b>	<ul style="list-style-type: none"> <li>• <b>Whole School Food Policy</b></li> </ul>

<b>C POLICIES</b>		<b>LINKED PROCEDURES &amp; DOCUMENTS</b>
<b>1</b>	<b>Lettings</b>	<ul style="list-style-type: none"> <li>• <b>Lettings Policy (including Appendices A &amp; B)</b></li> <li>• LA Guidance &amp; charges (Appendices C&amp;D)</li> </ul>
<b>2</b>	<b>Foundation Stage</b>	<ul style="list-style-type: none"> <li>• <b>Foundation Stage Policy</b></li> <li>• Statutory Framework for Early Years Foundation Stage (DfE)</li> <li>• Induction Procedures</li> </ul>
<b>3</b>	<b>Collective Worship</b>	<ul style="list-style-type: none"> <li>• <b>Collective Worship Policy</b></li> </ul>
<b>4</b>	<b>SEN</b>	<ul style="list-style-type: none"> <li>• <b>SEN Local Offer/Consultative Document</b></li> <li>• <b>Accessibility Plan</b></li> </ul>
<b>D POLICIES</b>		<b>LINKED PROCEDURES &amp; DOCUMENTS</b>
<b>1</b>	<b>Appraisal (Teaching Staff)</b>	<ul style="list-style-type: none"> <li>• <b>LA Model Policy</b></li> <li>• Toolkit 1 – Teachers’ Standards</li> <li>• Toolkit 2a – Professional Standards for Teachers</li> <li>• Toolkit 2b – Interpretation of Teachers Standards</li> <li>• Toolkit 4 – Annual Appraisal Cycle Flowchart</li> <li>• Toolkit 5 – Standards Self-Assessment form for Appraisee</li> <li>• Toolkit 13 – Flowchart – Teachers’ transition from appraisal to capability</li> <li>• Toolkit 16 – Frequently asked questions</li> <li>• Toolkit 18 – Appraisal management cycle</li> </ul>
<b>2</b>	<b>Violence &amp; Aggression towards Staff</b>	<ul style="list-style-type: none"> <li>• <b>LA Model Policy</b></li> </ul>
<b>3</b>	<b>Dignity at Work</b>	<ul style="list-style-type: none"> <li>• <b>LA Model Policy</b></li> </ul>
<b>4</b>	<b>Capability</b>	<ul style="list-style-type: none"> <li>• <b>LA Model Policy</b></li> </ul>
<b>5</b>	<b>Disciplinary</b>	<ul style="list-style-type: none"> <li>• <b>LA Model Policy</b></li> </ul>
<b>6</b>	<b>Appeals</b>	<ul style="list-style-type: none"> <li>• <b>LA Model Policy</b></li> </ul>
<b>7</b>	<b>Grievance</b>	<ul style="list-style-type: none"> <li>• <b>LA Model Policy</b></li> </ul>
<b>8</b>	<b>Staff Well-being</b>	<ul style="list-style-type: none"> <li>• <b>LA Model Policy</b></li> </ul>
<b>9</b>	<b>Alcohol &amp; Substance Misuse</b>	<ul style="list-style-type: none"> <li>• <b>LA Model Policy</b></li> </ul>
<b>10</b>	<b>Ill Health &amp; Sickness Related Absence</b>	<ul style="list-style-type: none"> <li>• <b>LA Model Policy</b></li> </ul>
<b>11</b>	<b>Leave of Absence</b>	<ul style="list-style-type: none"> <li>• <b>LA Model Policy</b></li> <li>•</li> </ul>
<b>12</b>	<b>Collective Grievance</b>	<ul style="list-style-type: none"> <li>• <b>LA Model Policy</b></li> <li>•</li> </ul>
<b>13</b>	<b>Relatives, Relationships &amp; Related Matters</b>	<ul style="list-style-type: none"> <li>• <b>LA Model Policy</b></li> </ul>
<b>14</b>	<b>Redundancy</b>	<ul style="list-style-type: none"> <li>• <b>LA Model Policy</b></li> </ul>
<b>15</b>	<b>Schools’ Apprenticeships</b>	<ul style="list-style-type: none"> <li>• <b>LA Model Policy</b></li> </ul>
<b>16</b>	<b>Overpayment</b>	<ul style="list-style-type: none"> <li>• <b>LA Model Policy</b></li> </ul>
<b>17</b>	<b>Ill Health Retirement – Teachers</b>	<ul style="list-style-type: none"> <li>• <b>LA Model Policy</b></li> </ul>
<b>18</b>	<b>Ill Health Retirement – Support Staff</b>	<ul style="list-style-type: none"> <li>• <b>LA Model Policy</b></li> </ul>

19	Temporary & Fixed Term Contract Dismissal	<ul style="list-style-type: none"> <li>• LA Model Policy</li> </ul>
20	Career Break	<ul style="list-style-type: none"> <li>• LA Model Policy</li> </ul>
21	Equality & Diversity	<ul style="list-style-type: none"> <li>• LA Model Policy</li> </ul>
22	Disability Support Policy	<ul style="list-style-type: none"> <li>• LA Model Policy</li> </ul>
23	Parental Leave	<ul style="list-style-type: none"> <li>• LA Model Policy – under review with proviso added to existing policy – please note</li> </ul>
24	Model Recruitment	<ul style="list-style-type: none"> <li>• LA Model Policy</li> </ul>
25	Model Adoption Policy (Teaching Staff)	<ul style="list-style-type: none"> <li>• LA Model Policy</li> </ul>
26	Model Adoption Policy (Support Staff)	<ul style="list-style-type: none"> <li>• LA Model Policy</li> </ul>
27	Model Flexible Working	<ul style="list-style-type: none"> <li>• LA Model Policy</li> </ul>
28	Model Maternity (Teaching Staff)	<ul style="list-style-type: none"> <li>• LA Model Policy</li> </ul>
29	Model Maternity (Support Staff)	<ul style="list-style-type: none"> <li>• LA Model Policy</li> </ul>
30	Model Paternity Leave	<ul style="list-style-type: none"> <li>• LA Model Policy – under review with proviso added to existing policy – please note</li> </ul>
31	Model Shared Parental Leave	<ul style="list-style-type: none"> <li>• LA Model Policy</li> </ul>