



Policies and information that governing bodies/academy trusts are required to have **2024/25**

The DfE have withdrawn their statutory policy list for maintained schools and academies in March 2024. This has been replaced within:

- <https://www.gov.uk/guidance/governance-in-maintained-schools/statutory-policies-for-maintained-schools>
- <https://www.gov.uk/guidance/-governance-in-academy-trusts/statutory-policies-for-trusts>

(In both documents it explains that it *"is not intended to be a complete list of policies"*)

Governor Services have reviewed this document to include the required policies in the DfE information above (these are highlighted yellow for ease of reference). Governor Services have also consulted with colleagues in the LA to produce a list of policies recommended by the Local Authority in this checklist. The Local Authority have a range of model policies for schools to access. This document also covers how often each policy must be reviewed. There are instances where statutory guidance states that policies and procedures should be in place. Although this is not the same as a legal requirement, this document makes clear the policies referenced in statutory guidance. This could be:

- statutory policies required by education legislation.
- statutory policies required by other legislation which impact particularly on schools.
- other statutory documents.

Governing bodies are required to hold each of these policies and other documents, as outlined, however:

- the drafting of school policies can be delegated to any member of school staff.
- there is no requirement for all policies to be reviewed annually; and
- not all policies need to be signed off by the full governing body. The term 'governing body' to represent both governing boards and trust boards.

For recommended policies, it is for the governing body to determine how often they are reviewed.

NB - All policies must give due regard to Equalities Act 2010 legislation and, if relevant to equality, may require an Equality Impact Assessment. Please refer to guidance on the Schools Portal here: [Equality and Diversity in Employment | NCC Schools Portal \(nottinghamshire.gov.uk\)](https://www.nottinghamshire.gov.uk/schools-portal/equality-and-diversity-in-employment)

You may wish to ask staff to sign key policy documents to confirm they have read and understood the documents, e.g., safeguarding, child protection, health and safety and school employee code of conduct. A record of this requirement can be included on the policy checklist.

For information about what policies must be published on a school website

Maintained Schools - <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>

Academy Trusts - <https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online>

Statutory guidance for school policies detailed by the Department for Education

Policy	Local-authority-maintained schools	Academies Trust boards	Review cycle	Date of next review	Required Approval level. Please refer to your Scheme of Delegation as to what is agreed to be approved by committees.	Policy in place Y/N (and on school website if a statutory requirement)
Admission arrangements (including published admission numbers PAN, supplementary information forms and 6 th form arrangements as necessary)	Yes	Yes (Applies to free school and academies via the funding agreement)	Arrangements must be reviewed and determined annually (including over-subscription criteria for VA and Foundation schools). You must consult on any changes. Where no changes are made, consultation is required at least every 7 years.		The Local Authority determines admission arrangements (including timelines, over subscription policy etc) for community/voluntary controlled schools. Own admission authority - The full governing body, or a committee of the governing body must approve, where the school is its own admissions authority and record determination in governing body minutes. All schools to consider and minute Local Authority's determined admission arrangements, including timeline for coordinated schemes and respond as appropriate. Arrangements to be determined annually by 28 th February.	Y
Charging and remissions	Yes	Yes	Recommended annually		Governing body, committee , individual governor or headteacher. Applies to free schools and academies via the funding agreement.	Y

					(Note - The LA Scheme for Financing Schools requires approval by the 'governing body'. NCC therefore recommend that the Full Governing Body approve this policy)	
School complaints	Yes	Yes	Recommended annually		Governing body, committee , individual governor or headteacher Academies must have a written complaints procedure, published online (recommended) and made available to anyone who requests it.	Y
Teachers' performance and capability of staff	Yes	No	Recommended annually. Must meet statutory requirements		Governing body, committee , individual governor Academies can set their own terms for approval -	Y – not on website
Staff behaviour discipline, conduct and grievance (procedures for addressing)	Yes	Yes	Recommended annually		For local authority-maintained schools: governing body. For academies: governing body, individual governor or headteacher	Y – Not on website
Teachers' pay	Yes	No	Annually		Local Authority or Governing body	Y – Not on website

Safeguarding and child protection policy and procedures	Yes	Yes	Minimum annually at the first meeting of the governing body in the new school year		Governing body or proprietor (in line with statutory guidance DfE KCSiE 2023 , HM Working Together to Safeguard Children 2023 and local Nottinghamshire Safeguarding Children Partnership (NSCP) Procedures)	Y
Special educational needs and disabilities (SEND)	Yes	Yes	Update the SEN information report annually. Any changes should be updated as soon as possible. SEND statement on the school website to be updated annually.		Governing body or proprietor	Y
Supporting pupils with medical conditions	Yes	Yes	Minimum annually - regularly reviewed and readily accessible to parents and school staff		The governing body for local authority maintained schools, proprietors for academies Governing body can delegate. See NCC Supporting Pupils with Personal and Intimate Care Policy and Administration of Medicines Policy	Y
Relationships education (primary) and relationships and sex education and health education (secondary)	Yes	Yes	Recommended annually		Governing body, individual governor or headteacher Schools must follow the statutory guidance, updated September 2021 https://www.gov.uk/government/publications/relationships-education-relationships-and-sex-education-rse-and-health-education	Y

Behaviour in schools	Yes	Yes	Recommended annually		<ul style="list-style-type: none"> Headteacher can delegate 	Y
Behaviour principles written statement	Yes	No	Recommended annually.		Governing body	Y
School exclusions	Yes	Yes	Recommended annually		Governing body, committee , individual governor or headteacher	Y – WITHIN THE BEHAVIOUR POLICY
Health and safety	Yes	Yes	Annually NB - Ensure arrangements are in place to review regularly in line with policy and legal requirements		Employer	Y – Not on website
Premises management documents	Yes	Yes	Recommended annually		<p>Governing body, committee, individual governor or headteacher</p> <p>There are many aspects of school premises that require safe management and maintenance such as asbestos, fire safety and statutory testing.</p> <p>For an overview of the legislation and compliance requirements, please see the Compliance Monitoring for Council Buildings report available from the Federation of</p>	Y – Not on website

					Property Societies' website. This sets out the responsibilities for employers and duty holders. For maintained schools, both Local Authority and schools have responsibility for the repair and maintenance of premises. Speak to health and safety service for further advice and guidance.	
Equality Information and objectives (public sector equality duty) statement for publication	Yes	Yes	Reviewed every four years		Governing body, committee , individual governor or headteacher. Schools must also publish an Equality Action Plan which should be reviewed Annually.	Y
Governors' allowances (schemes for paying)	Yes	No	Recommended annually		Governing body, committee , individual governor or headteacher	Y – Not on website
School uniform	Yes	Yes	Annually		Governing board	Y
Careers guidance	Yes	Yes -No	Recommended annually		Governing body – Schools providing secondary education only	NOT APPLICABLE
Careers: provider access policy statement (secondary education)	No	Yes	Recommended annually			AS above
School attendance policy (pupils) (not maintained nursery)	Yes	Yes	NEW – now a required policy			Y

			March 2024, reviewed annually			
Privacy Notice Procedure and template (DfE: data protection: privacy notice model documents)	Yes	Yes	Annually			Y
Statement of procedures for dealing with allegations of abuse against staff including low-level concerns	Yes No	Yes No	March 2024 - no longer listed as a Statutory policy		For local-authority-maintained schools: Governing body, committee , individual governor or headteacher (Normally considered in line with part 2 of the school disciplinary procedure) For academies: governing body, individual governor or headteacher. This should now include 'low- level concerns' in connection with DfE KCSiE Part Four Section Two (requirement from 01/09/2021)	Y
Accessibility plan	Yes No	Yes No	March 2024 - no longer listed as a Statutory policy		Governing body, individual governor or headteacher	Y
Children with health needs who cannot attend school	Yes No	Yes No	March 2024 - no longer listed as a Statutory policy		Governing body	Y

Early years foundation stage (EYFS)	Yes No	Yes No	March 2024 - no longer listed as a Statutory policy		Governing body can delegate. Schools are not required to have separate policies where they are already met through an existing policy. SEE EYFS framework for statutory requirements https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2	Y
First aid in schools	Yes No	Yes No	March 2024 - no longer listed as a Statutory policy		Employer	Y
Instrument of government	Yes	No	Recommended annually		Maintained schools – Governing body. If there are any changes to be made to membership of the FGB they should be submitted in advance to the LA (and the Diocese where appropriate) for legal approval.	Y
Register of business interests of headteachers and governors	Yes	Yes	Live document		Governing body can delegate approval, subject to the local authority scheme. (Note – The content of the register does not need “approval” as it is a live document that needs to be kept up to date.)	Y
Other Statutory Policies in addition to those detailed by the DFE						
Nottinghamshire County Council (NCC) & Nott's Safeguarding Children Partnership (NSCP) Safeguarding in Education (SiE) Annual Audit	Yes	Yes	Annually in-line with Keeping Children Safe in Education KCSiE 2023 , the Education Act 2002, and local NSCP Policy and Practice Guidance	Autumn Term	NCC & NSCP SiE Annual Audit The audit should include details of the Designated Safeguarding Lead and the Designated teacher for looked-after and previously looked-after children.	Y – Not on website

Requirement to maintain a list of children by cohort open or closed to social care	Yes	Yes	Live Document			Y – Not on website
Anti-bullying Policy & Child on Child Abuse Policy	Yes	Yes	Review annually		Headteacher and Governing body	Y – Not on website
Teacher Appraisal /Supervision Policy for School Support staff	Yes	Yes	Reviewed Annually in conjunction with school pay policy and school capability policy		Governing Body	Y – Not on website
Pay and Conditions School Support Staff	Yes	No	Annually		Governing Body	Y – Not on website
Job Evaluation Scheme for support staff	Yes	No			Governing Body.	Y – Not on website
Safer Recruitment Policies	Yes	Yes			Governing Body	Y – Not on website

Additional Note:

Collecting & Publishing Governing Board Diversity Data Online					The DfE encourages schools to collect and publish this data, but governing body members can opt out of sharing their information, including protected characteristics, at any given time including after publication.	
Further Policies and Procedures Recommended by the Local Authority						
Recommended Policies See guidance and model policies on the Schools Portal.	Local-authority-maintained schools	Trusts may recommend academy schools consider putting in place.	Review cycle Recommended annually unless stated otherwise	Date of next review	Required Approval level Governing body to determine approval level - unless stated otherwise	policy in place Y/N (and on school website if a statutory requirement)
Annual report and financial statement	N/A	Yes	By 31 December every year			N
Articles of Association and Funding Agreement	N/A	Yes				N
Collective worship policy						Y
Finance Policy	Yes	Yes			The governing body Trusts may have a single trust wide policy which individual schools do not get/need to approve.)	Y
Financial Management and Governance self-assessment	No	Yes			Within four months of Academy Trust opening. Trust or governing body free to determine.	N
Funding agreements	No	Yes				N

Freedom of information publication scheme	Yes	Yes			Trust Board or Governing Body	Y
Governing body code of conduct						Y
Governor induction and development policy						Y
Governor school visits policy (including monitoring)						Y
Emergency/Contingency plan	Yes	Yes	Governing body review annually		Governing body	Y
Freedom of information publication scheme.	Yes	Yes	Recommended annually		Governing body, committee, individual governor or headteacher	Y
Vision and Ethos statement						Y
Health and safety governor school visit including monitoring					Governing body to complete formal site inspections at least twice a year	Y
Internet safety and acceptable use policy						Y
E- safety policy confirming the online safety and cyber security arrangements.						Y
Pupil off-site visits policy (including residential visits)						Y
School management of asbestos policy					Governing body to implement and review	Y – Not on website
Individual curriculum subject policies						Y

Lettings policy					Only required if the school lets out part of premises to other organisations or individuals. The policy should include a paragraph about the Prevent Duty and detail arrangements to ensure staff and pupils are safe in line with statutory requirements. Reviewed annually. Governing Body can delegate to a committee.	Y
Visitors Policy and VIP Visitors Policy	Yes	Yes	Annually		Headteacher with Safeguarding Governor signed off by Governing body	Y
Prevent Action Plan and Risk Assessment (How the school will prevent people being drawn into violent extremism in line with the identified risks)	Yes	Yes	Recommended annually			Y
Home school agreement	Yes	Yes				Y
NCC & NSCP Child Protection (statutory) & Child Protection and Safeguarding Confidential File Audit Toolkit (best practice).	Yes	Yes	Annually in the spring term in-line with KCSiE 2023 and lessons learnt from Rapid Reviews.		Headteacher/Snr Designated Safeguarding Lead and with Safeguarding Governor and/or Chair of Governors. This audit features in a question in NCC & NSCP SiE annual Audit.	Y
Physical Intervention Policy						Y
Equality Policy (not statutory, but recommended)	Yes	Yes			(Informed by the school's equality action plan and linked to anti-bullying, child on child abuse, and behaviour policies with regards to prejudice based incidents.)	Y
Personnel recommended policies	See HR section on Schools Portal -					

	HR Advice, Support and Training – Policies and Procedures					
Adoption Leave and Provisions						Y – Not on website
Annual leave and leave of absence Policy						Y – Not on website
Appraisal Policy			Annually		Governing body free to determine	Y – Not on website
Attendance Management						Y – Not on website
Code of Conduct Policy			Annually			Y – Not on website
Contractual working hours Guidance						Y – Not on website
Cover supervision Guidance						Y – Not on website
Disciplinary (Capability) Procedures						Y – Not on website
Disciplinary (Conduct) Policy (Including Managing Allegations)						Y – Not on website
Domestic Violence and Abuse Policy						Y – Not on website
Drugs and Alcohol Misuse Guidance					N	Y – Not on website

Dyslexia Guidance						N
Employee Wellbeing						Y – Not on website
Equality and Diversity in Employment						Y – Not on website
Fixed term contracts Guidance						Y – Not on website
Flexible working Policy						Y – Not on website
Grievance Policy						Y – Not on website
Harassment Policy						Y – Not on website
ICT Usage in Schools Guidance						Y – Not on website
Induction Policy			Annually			Y – Not on website
Industrial action Guidance						Y – Not on website
Job sharing Policy						Y – Not on website
Maternity, Parental and Paternity Provision						Y – Not on website

Menopause Guidance						Y – Not on website
Tuition Guidance						Y – Not on website
Overtime and other payments						Y – Not on website
Pay Policy			Annually			Y – Not on website
Recruitment and selection Policy						Y – Not on website
Reduction in staffing Policy						Y – Not on website
Restructuring/Review of Staff Structures						Y – Not on website
Retirement and pensions Provision						Y – Not on website
Severe Weather/ School Closure						Y – Not on website
Smoking Policy						Y – Not on website
Staff Absence Protection Scheme						Y – Not on website
Staff Allowances and travel allowances						Y – Not on website

Trade Union Facilities Agreement and Guidance						Y – Not on website
TUPE guidance						Y – Not on website
Whistle blowing and Confidential Reporting Policy		March 2024 - no longer listed as a Statutory policy for academies				Y – Not on website
GDPR – Policies						Y – Not on website
Security Measures Policy/Procedure (Doc H2)						Y – Not on website
Consent Procedure (Doc D3)						Y – Not on website
Minimisation of Personal Data Procedure (Doc D4)						Y – Not on website
Surveillance Management Procedure (Doc D5)						Y – Not on website
Procedures for Reporting and Handling Security Incidents (Doc D6)						Y – Not on website
Retention Schedule (Doc D8)						Y – Not on website

Training and Awareness Procedure (Doc D10)						Y – Not on website
ICO Notification – register of Data Controllers (Doc D9)						Y – Not on website
Information Governance Strategy (Doc C1)						Y – Not on website
Information Governance Framework Policy (Doc C2)						Y – Not on website
Data Protection Policy (Doc C3)						Y – Not on website
Statutory Requests for Information Policy (Doc C4)						Y – Not on website
Acceptable Personal Use Policy (Doc C5)						Y – Not on website
Data Handling Security Policy (Doc C6)						Y – Not on website
Security Incidents Policy (Doc C7)						Y – Not on website
Records Management Policy (Doc C8)						Y – Not on website
Privacy Impact Assessment – Guidance (Doc G5)						Y – Not on website
Contract Schedule (Doc E1)						Y – Not on website

Third Party Information Policy Requirements (Doc E2)						Y – Not on website
Procurement Stage 1 - Self Assessment (Doc E3)						Y – Not on website
Procurement Stage 2 – Evidence (Doc E4)						Y – Not on website
Non-Disclosure Agreement (Doc E6)						Y – Not on website
FOI Response Templates (Doc F1)						Y – Not on website
Environmental Information Regulations Requests (Doc F2)						Y – Not on website
Subject Access Request Response Templates (Doc F3)						Y – Not on website
Performance reporting and reviewing (Doc B2)						Y – Not on website
<i>NB – If not using LA toolkit package please refer to your GDPR adviser/expert.)</i>						

(This is not an exhaustive list and schools will have additional policies which they may wish to include.)

When developing policies or making changes to practice and procedures schools should complete an Equality Impact Assessment/ use an equality impact screening tool to ensure that there has been due regard to The Equality Act 2010. Please refer to guidance on the Schools Portal here: [Equality and Diversity in Employment | NCC Schools Portal \(nottinghamshire.gov.uk\)](https://www.nottinghamshire.gov.uk/schools-portal/equality-and-diversity-in-employment)