



## Policies and guidance that governing bodies/academy trusts are required to have in place - 2025/26.

Policies demonstrate compliance with legislation and statutory guidance, set out processes for how problems will be dealt with and ensure consistency in approach. Governing Boards have a strategic role regarding the approval of policies, monitoring implementation, reviewing in line with statutory frequencies and ensuring policies are available online, if this is a statutory requirement. (see website compliance check list [GovernorHub](#))

The DfE governance guidance documents list **statutory policies**, but state that the document “is not intended to be a complete list of policies”. Governor Services have therefore reviewed the policy check list for governing boards to include **the required policies in the DfE governance documents (highlighted yellow for ease of reference)** and other additional non statutory policies. The new guidance also says, “**it is up to governing bodies** to decide whether and how to delegate the creation, maintenance and approval of policy documents within their school”.

- <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>

**Maintained schools - A range of required model policies from different services are available on the NCC Schools Portal [Information and resources for schools | NCC Schools Portal](#)**. 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](http://nottinghamshire.gov.uk))

**Model policies and toolkits relating directly to governance** are available for schools who purchase advice and guidance on the NCC Governor Services GovernorHub resources pages. Examples of policies may also be available from the National Governance Association or GovernorHub Knowledge/The Key etc.

- approval of policies (not set by the LA or MAT) can be delegated to an individual, or committee
- there is no requirement for all policies to be reviewed annually unless required by the DfE, the LA or trust.

A board may also wish to have confirmation that staff have confirmed they have read and understood key policy 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.

| <b>Statutory policies</b><br>It is recommended that boards review statutory policies <b>annually</b> . This is with the exception of the equality objectives policies - which can be reviewed every 4 years. | Further information  | Maintained schools   | Academies | <b>Date confirmation Policy in place</b><br><br>(Plus, online if a statutory requirement to do so) | <b>Agreed delegation level for approval – (in line with the scheme of delegation)</b> |
|--|--|--|-----------|--|---|
| <b>Admissions arrangements –</b><br><br>Maintained schools and VC must put a link to the LA information on their own website.  | <a href="#">school admissions code</a>   | Yes – VA and Foundation Governing board, where the school is the admissions authority.<br><br>For NCC community and VC schools, the LA as the admission authority determines the arrangements for schools. | Yes       | Publish online   | FGB   |
| <b>Behaviour and written statement of principles –</b>   | <a href="#">keeping children safe in education and behaviour and discipline in schools: guide for governing bodies</a> | Yes  | Yes       | Publish online   | FGB   |

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|--|--|-----------------|-----|----------------|---|
| Careers guidance – “careers: provider access policy statement (secondary education)” | <a href="#">careers guidance for education providers</a>   | Yes             | Yes | Publish online | NA                                      |
| Charging and remissions –  | <a href="#">charging for school activities</a>   | Yes             | Yes | Publish online | F&P                                     |
| Data protection privacy notice   | <a href="#">data protection: privacy notice model documents</a>  | Yes             | Yes |                | FGB                                     |
| Equality objectives –  | <a href="#">Equality Act 2010: advice for schools</a>  | Yes             | Yes | Publish online | Review every 4 years – review date is - |
| Governors’ allowances  | Part 6 <a href="#">guidance on School governance regulations 2013</a> - template on NCC governor Services GHub resources pages | Yes             | Yes |                | NA                                      |
| Health and safety  | <a href="#">health and safety advice for schools</a>   | Yes             | Yes |                | FGB                                     |
| Premises management  | <a href="#">good estate management for schools</a>   | Yes             | Yes |                | FGB                                     |
| Relationships and sex education and health education                                 | <a href="#">relationships and sex education and health education</a>   | Yes – LA policy | Yes |                | STRAT DEV                               |
| Safeguarding and child protection  | <a href="#">keeping children safe in education</a>   | Yes             | Yes |                | FGB                                     |
| School attendance  | <a href="#">working together to improve school attendance</a>  | Yes             | Yes |                | FGB                                     |
| School complaints  | <a href="#">school complaints: guidance for maintained schools</a> – See NCC governor services resources – complaints toolkit  | Yes             | Yes | Publish online | FGB                                     |

|   |  |                    |              |  |   |
|---|--|--------------------|--------------|--|---|
| School exclusions                               | <a href="#">school suspensions and permanent exclusions</a>  | Yes                | Yes          |  | FGB   |
| School uniforms                                 | <a href="#">developing and implementing a school uniform policy</a> and <a href="#">cost of school uniforms</a>    | Yes                | Yes          | Publish online   | STRAT DEV                                   |
| Special educational needs and disability (SEND) | <a href="#">SEND code of practice: 0 to 25 years</a>   | Yes –              | Yes          | Publish SEN report online  | recommended Full governing board            |
| Staff behaviour and grievance                   | <a href="#">staffing and employment: advice for schools</a> and <a href="#">keeping children safe in education</a> | Yes - HR policy    | Yes          |  | F&P   |
| Support for pupils with medical conditions      | <a href="#">supporting pupils with medical conditions at school</a>  | Yes – HR policy    | Yes          |  | STRAT DEV                                   |
| Teachers' pay                                   | <a href="#">school teachers' pay and conditions</a>  | Yes – HR policy    | Trust policy |  | F&P   |
| Teachers' performance and capability            | <a href="#">model policy for teachers' appraisal and capability</a>  | Yes - HR Policy    | Trust policy |  | F&P   |
| <b>Additional policies: Governance</b>          | Further information  | Maintained schools | Academies    | <b>Date confirmation Policy in place</b><br><br>(Plus, online if a statutory requirement to do so) | <b>Agreed delegation level for approval</b> |

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| Instrument of government – required by all maintained schools.   | Any changes to be made to membership of the FGB, by the FGB, should be submitted in advance to the LA (and the Diocese where appropriate) for legal approval.   | Yes         | Trusts may wish to revise their articles of association SOD any terms of reference for their LGBs |                         | FGB  |
| Register of business interests of headteachers and governors – live document – All schools must publish a register on the school website and update GIAS | See Governor Services for templates   | Yes -       | Yes - GIAS updated by Trust   | Publish online and GIAS | The content of the register does not need “approval” as it is a live document that needs to be kept up to date.) |
| Governor Allowances  | See Governor Services model policy or Trust   | Yes         | Recommended   |                         | NA   |
| Governor Code of conduct   | See Governor Services model policy or Trust   | Recommended | Recommended   |                         | FGB  |
| 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. | Yes         | Yes   | Publish online          | FGB  |
| Governor induction and development policy  | All new governors <u>must</u> attend induction training that includes safeguarding (KCSIE 2024). See in school induction on   | Yes         | Yes   |                         | FGB  |

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|  | Governor Services GHub pages.                                    |   |   |  |   |
| Governor school visits policy (including monitoring)   | Recommended – see GHub and in school induction doc as above      | LA guidance   |   |  | F&P   |
| Vision and Ethos of school – strategic responsibility of the governing board   |  | Yes   | Yes   |  | FGB   |
| <b>Additional policies: Safeguarding and child protection</b>  | Further information  | Maintained schools – see school portal and the NSCP website | Academies<br>See trust website and the NSCP website | <b>Date confirmation Policy in place</b><br><br>(Plus online, if a statutory requirement to do so) | <b>Agreed delegation level for approval</b> |
| Nottinghamshire County Council (NCC) & Notts Safeguarding Children Partnership (NSCP) Safeguarding in Education (SiE) Annual Audit | Provided each Autumn term to schools and submitted to C Stollery | Yes   | Yes   |  | STRAT DAV                                   |
| Requirement to maintain a list of children by cohort open or closed to social care   | Live Document  | Yes   | Yes   |  | FGB   |
| Anti-bullying Policy & Child on Child Abuse Policy   |  | Yes   | Yes   |  | STRAT DEV                                   |
| Visitors Policy and VIP Visitors Policy  |  | Yes   | Yes   |  | F&P   |
| Prevent Action Plan and Risk Assessment  |  | Yes   | Yes   |  | FGB   |
| NCC & NSCP Confidential File Audit Toolkit - spring term   | Best practice – audit  | Yes   | No  |  | STRAT DEV                                   |

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| Physical Intervention Policy            |                     | Yes   | Trust   |  | STRAT DEV                                   |
|   |                     |   |   |  |   |
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| <b>Additional policies: Curriculum</b>  | Further information | Maintained schools.   | Academies<br><br><b>Refer to Trust and Scheme of delegation</b> | <b>Date confirmation Policy in place</b><br><br>(Plus online, if a statutory requirement to do so) | <b>Agreed delegation level for approval</b> |
| Individual subject policies and schemes |                     | Advised   | Trust   |  | STRAT DEV X 3 YEARS                         |
|   |                     |   |   |  |   |
|   |                     |   |   |  |   |
| <b>Additional policies: HR</b>          | Further information | Maintained schools<br><br><b>See LA model policies on school portal</b> | Academies<br><br><b>See Trust policies</b>                      | <b>Date confirmation Policy in place</b><br><br>(Plus online, if a statutory requirement to do so) | <b>Agreed delegation level for approval</b> |
| Safer Recruitment Policies              |                     | Yes   | Yes   |  | F&P   |

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| Job Evaluation Scheme for support staff                      |  | Yes |  |  |     |
| Pay and Conditions School Support Staff                      |  | Yes |  |  | F&P |
| Adoption Provisions, Maternity, Parental and Paternity Leave |  | Yes |  |  | F&P |
| Annual leave and leave of absence Policy                     |  | Yes |  |  | F&P |
| Appraisal Policy   |  | Yes |  |  | FGB |
| Attendance Management  |  | Yes |  |  | F&P |
| Capability Procedure   |  | Yes |  |  | F&P |
| Contracts (including Fixed Term Contracts)                   |  | Yes |  |  | F&P |
| Contractual working hours Guidance                           |  | Yes |  |  | F&P |
| Cover supervision Guidance                                   |  | Yes |  |  | F&P |
| Disciplinary Policy (Including Code of Conduct)              |  | Yes |  |  | F&P |
| Domestic Violence and Abuse Policy                           |  | Yes |  |  | F&P |
| Drugs and Alcohol Misuse Guidance                            |  | Yes |  |  | F&P |
| Dyslexia Guidance  |  | Yes |  |  | F&P |
| Employee Wellbeing   |  | Yes |  |  | F&P |
| Equality and Diversity in Employment                         |  | Yes |  |  | F&P |
| Flexible working Policy                                      |  | Yes |  |  | F&P |
| Grievance and Harassment Policy                              |  | Yes |  |  | F&P |
| ICT Usage in Schools Guidance                                |  | Yes |  |  | FGB |
| Induction Policy   |  | Yes |  |  | FGB |
| Industrial action Guidance                                   |  | Yes |  |  | F&P |
| Job sharing Policy   |  | Yes |  |  | F&P |

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| Menopause Guidance  |                     | Yes  |                                     |  | F&P                                  |
| Tuition Guidance  |                     | Yes  |                                     |  | NA                                   |
| <b>Pay Policy (including overtime and other payments)</b>                               |                     | Yes  |                                     |  | F&P                                  |
| Recruitment and selection Policy  |                     | Yes  |                                     |  | F&P                                  |
| Reduction in staffing Policy<br>Restructuring/Review of Staff structures                |                     | Yes  |                                     |  | F&P                                  |
| Retirement and pensions Provision   |                     | Yes  |                                     |  | F&P                                  |
| Severe Weather/ School Closure  |                     | Yes  |                                     |  | F&P                                  |
| Smoking Policy  |                     | Yes  |                                     |  | F&P                                  |
| Staff Absence Protection Scheme   |                     | Yes  |                                     |  |                                      |
| Staff Allowances and travel allowances<br>Trade Union Facilities Agreement and Guidance |                     | Yes  |                                     |  | NA                                   |
| TUPE guidance   |                     | Yes  |                                     |  | NA                                   |
| Whistle blowing and Confidential Reporting Policy                                       |                     | Yes  |                                     |  | FGB                                  |
|   |                     |  |                                     |  |                                      |
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| <b>Additional policies: Finance</b>   | Further information | Maintained schools<br><br>See LA policies on school portal | Academies<br><br>See Trust policies | Date confirmation Policy in place<br><br>(Plus online, if a statutory requirement) | Agreed delegation level for approval |

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|  |  |   |  | to do so)  |   |
| Finance Policy   |  | Yes   | Yes                                    |  | F&P   |
| Annual report and financial statement                  |  | No  | Yes - by 31 <sup>st</sup> Dec annually |  | NA  |
| Articles of Association and Funding Agreement          |  | No  | Yes                                    |  | NA  |
| Financial Management and Governance self-assessment    |  | No  | Yes                                    |  | NA  |
| Funding agreements                                     |  | No  | Yes                                    |  | NA  |
| 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. |   |  |  | NA  |
| <b>Additional policies: Admissions</b>                 | Further information  | Maintained schools.<br><br>See LA policies on school portal | Academies<br><br>See Trust policies    | <b>Date confirmation Policy in place</b><br><br>(Plus online, if a statutory requirement to do so) | <b>Agreed delegation level for approval</b> |
| Register of pupils' admission to school and attendance |  | Yes   | Yes                                    |  | ONLINE WITH LA                              |

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| Home school agreement  |  | Yes   | Yes   |  | STRAT DEV                                   |
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| <b>Additional policies: Health and safety</b>  | Further information  | Maintained schools<br><br><b>See LA policies on school portal</b> | Academies<br><br><b>See Trust policies</b>                            | <b>Date confirmation Policy in place</b><br><br>(Plus online, if a statutory requirement to do so) | <b>Agreed delegation level for approval</b> |
| First Aid in Schools   |  | Yes   | Yes   |  | F&P   |
| Emergency/Contingency plan   |  | Yes   | Yes   |  | FGB   |
| Health and safety governor school visit including monitoring   | Governing body to complete formal site inspections at least twice a year | Yes   | Trust decision  |  |   |
| Pupil off-site visits policy (including residential visits)  |  |   | Trust   |  | F&P   |
| School management of asbestos policy   |  |   | Trust   |  | NA  |
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| <b>Additional policies: GDPR and internet safety - NB – If not using LA toolkit package please refer to your GDPR adviser/expert.)</b> | Further information  | Maintained schools<br><br><b>See LA policies on school portal</b> | Academies<br><br><b>See Trusts' policies and Scheme of delegation</b> | <b>Date confirmation Policy in place</b>   | <b>Agreed delegation level for approval</b> |

|  |  |  |  | (Plus online, if a statutory requirement to do so) |     |
|--|--|--|--|--|-----|
| Internet safety and acceptable use policy                                    |  |  |  |  | F&P |
| Freedom of information publication scheme                                    |  |  |  |  | F&P |
| E-safety policy confirming the online safety and cyber security arrangements |  |  |  |  | F&P |
| Security Measures Policy/Procedure (Doc H2)                                  |  |  |  |  | F&P |
| Consent Procedure (Doc D3)   |  |  |  |  | F&P |
| Minimisation of Personal Data Procedure (Doc D4)                             |  |  |  |  | F&P |
| Minimisation of Personal Data Procedure (Doc D4)                             |  |  |  |  | F&P |
| Surveillance Management Procedure (Doc D5)                                   |  |  |  |  | F&P |
| Procedures for Reporting and Handling Security Incidents (Doc D6)            |  |  |  |  | F&P |
| Retention Schedule (Doc D8)  |  |  |  |  | F&P |
| Training and Awareness Procedure (Doc D10)                                   |  |  |  |  | F&P |
| ICO Notification – register of Data Controllers (Doc D9)                     |  |  |  |  | F&P |
| Information Governance Strategy (Doc C1)                                     |  |  |  |  | F&P |
| Information Governance Framework Policy (Doc C2)                             |  |  |  |  | F&P |

|   |                     |                    |                           |  |   |
|---|---------------------|--------------------|---------------------------|--|---|
| Data Protection Policy (Doc C3)                         |                     |                    |                           |  | F&P   |
| Statutory Requests for Information Policy (Doc C4)      |                     |                    |                           |  | F&P   |
| Acceptable Personal Use Policy (Doc C5)                 |                     |                    |                           |  | F&P   |
| Data Handling Security Policy (Doc C6)                  |                     |                    |                           |  | F&P   |
| Security Incidents Policy (Doc C7)                      |                     |                    |                           |  | F&P   |
| Records Management Policy (Doc C8)                      |                     |                    |                           |  | F&P   |
| Privacy Impact Assessment – Guidance (Doc G5)           |                     |                    |                           |  | F&P   |
| Contract Schedule (Doc E1)                              |                     |                    |                           |  | F&P   |
| Procurement Stage 1 - Self Assessment (Doc E3)          |                     |                    |                           |  | F&P   |
| Procurement Stage 2 – Evidence (Doc E4)                 |                     |                    |                           |  | F&P   |
| Non-Disclosure Agreement (Doc E6)                       |                     |                    |                           |  | F&P   |
| FOI Response Templates (Doc F1)                         |                     |                    |                           |  | F&P   |
| Environmental Information Regulations Requests (Doc F2) |                     |                    |                           |  | F&P   |
| Subject Access Request Response Templates (Doc F3)      |                     |                    |                           |  | F&P   |
| Performance reporting and reviewing (Doc B2)            |                     |                    |                           |  | F&P   |
|   |                     |                    |                           |  |   |
|   |                     |                    |                           |  |   |
|   |                     |                    |                           |  |   |
|   |                     |                    |                           |  |   |
| <b>Additional policies: from other services</b>         | Further information | Maintained schools | Academies                 | <b>Date confirmation Policy in place</b> | <b>Agreed delegation level for approval</b> |
|   |                     |                    | <b>See Trust policies</b> |  |   |

|  |  | See LA policies on school portal |  | (Plus online, if a statutory requirement to do so) |  |
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(This is not an exhaustive list of policies and schools will have additional non statutory policies which they need to be approved by the full governing board, committee or individuals as agreed by the board and the scheme of delegation.)

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/Equality-and-Diversity-in-Employment)