



Policies and guidance that governing bodies/academy trusts are required to have in place – 2026-2027.

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)

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.

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

Careers guidance – “careers: provider access policy statement (secondary education)”	careers guidance for education providers	Yes	Yes	Publish online	
Charging and remissions –	charging for school activities	Yes	Yes	Publish online	
Data protection privacy notice	data protection: privacy notice model documents	Yes	Yes		
Equality objectives –	Equality Act 2010: advice for schools	Yes	Yes	Publish online	Review every 4 years – review date is -
Governors’ allowances	Part 6 guidance on School governance regulations 2013 - template on NCC governor Services GHub resources pages	Yes	Yes		
Health and safety	health and safety advice for schools	Yes	Yes		
Premises management	good estate management for schools	Yes	Yes		
Relationships and sex education and health education	relationships and sex education and health education	Yes – LA policy	Yes		
Safeguarding and child protection	keeping children safe in education	Yes	Yes		recommended full governing board
School attendance	working together to improve school attendance	Yes	Yes		

School complaints	school complaints: guidance for maintained schools – See NCC governor services resources – complaints toolkit	Yes	Yes	Publish online	
School exclusions	school suspensions and permanent exclusions	Yes	Yes		
School uniforms	developing and implementing a school uniform policy and cost of school uniforms	Yes	Yes	Publish online	
Special educational needs and disability (SEND)	SEND code of practice: 0 to 25 years	Yes –	Yes	Publish SEN report online	recommended Full governing board
Staff behaviour and grievance	staffing and employment: advice for schools and keeping children safe in education	Yes - HR policy	Yes		
Support for pupils with medical conditions	supporting pupils with medical conditions at school	Yes – HR policy	Yes		
Teachers' pay	school teachers' pay and conditions	Yes – HR policy	Trust policy		
Teachers' performance and capability	model policy for teachers' appraisal and capability	Yes - HR Policy	Trust policy		
Additional policies: Governance	Further information	Maintained schools	Academies	Date confirmation Policy in place (Plus, online if a statutory	Agreed delegation level for approval

				requirement to do so)	
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		
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		
Governor Code of conduct	See Governor Services model policy or Trust	Recommended	Recommended		
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	
Governor induction and development policy	All new governors <u>must</u> attend induction training that includes safeguarding	Yes	Yes		

	(KCSIE 2024). See in school induction on Governor Services GHub pages.				
Governor school visits policy (including monitoring)	Recommended – see GHub and in school induction doc as above	LA guidance			
Vision and Ethos of school – strategic responsibility of the governing board		Yes	Yes		
Additional policies: Safeguarding and child protection	Further information	Maintained schools – see school portal and the NSCP website	Academies See trust website and the NSCP website	Date confirmation Policy in place (Plus online, if a statutory requirement to do so)	Agreed delegation level for approval
Nottinghamshire County Council (NCC) & Notts Safeguarding Children Partnership (NSCP) Safeguarding in Education (SiE) Annual Audit	Provided each Autumn term to schools and submitted to Zain Iqbal	Yes	Yes		
Requirement to maintain a list of children by cohort open or closed to social care	Live Document	Yes	Yes		
Anti-bullying Policy & Child on Child Abuse Policy		Yes	Yes		
Visitors Policy and VIP Visitors Policy		Yes	Yes		
Prevent Action Plan and Risk Assessment		Yes	Yes		

NCC & NSCP Confidential File Audit Toolkit - spring term	Best practice – audit	Yes	No		
Physical Intervention Policy Use of reasonable force		Yes	Trust		
Additional policies: Curriculum	Further information	Maintained schools.	Academies Refer to Trust and Scheme of delegation	Date confirmation Policy in place (Plus online, if a statutory requirement to do so)	Agreed delegation level for approval
Individual subject policies and schemes		Advised	Trust		
Additional policies: HR	Further information	Maintained schools See LA model policies on school portal	Academies See Trust policies	Date confirmation Policy in place (Plus online, if a statutory requirement to do so)	Agreed delegation level for approval

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

Industrial action Guidance		Yes			
Job sharing Policy		Yes			
Menopause Guidance		Yes			
Tuition Guidance		Yes			
Pay Policy (including overtime and other payments)		Yes			
Recruitment and selection Policy		Yes			
Reduction in staffing Policy Restructuring/Review of Staff structures and Redeployment Guidance		Yes			
Retirement and pensions Provision		Yes			
School Employee Code of Conduct		Yes			
Severe Weather/ School Closure		Yes			
Smoking Policy		Yes			
Staff Absence Protection Scheme		Yes			
Staff Allowances and travel allowances Trade Union Facilities Agreement and Guidance		Yes			
TUPE guidance		Yes			
Whistle blowing and Confidential Reporting Policy		Yes			
Review Termly HR Newsletters and updates					
Additional policies: Finance	Further information	Maintained schools	Academies See Trust policies	Date confirmation Policy in place	Agreed delegation level for approval

		See LA policies on school portal		(Plus online, if a statutory requirement to do so)	
Finance Policy		Yes	Yes		
Annual report and financial statement		No	Yes - by 31 st Dec annually		
Articles of Association and Funding Agreement		No	Yes		
Financial Management and Governance self-assessment		No	Yes		
Funding agreements		No	Yes		
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.				
Additional policies: Admissions	Further information	Maintained schools. See LA policies on school portal	Academies See Trust policies	Date confirmation Policy in place (Plus online, if a statutory requirement	Agreed delegation level for approval

				to do so)	
Register of pupils' admission to school and attendance		Yes	Yes		
Home school agreement		Yes	Yes		
Additional policies: Health and safety	Further information	Maintained schools See LA policies on school portal	Academies See Trust policies	Date confirmation Policy in place (Plus online, if a statutory requirement to do so)	Agreed delegation level for approval
First Aid in Schools		Yes	Yes		
Emergency/Contingency plan		Yes	Yes		
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		
School management of asbestos policy			Trust		

Additional policies: GDPR and internet safety - NB – If not using LA toolkit package please refer to your GDPR adviser/expert.)	Further information	Maintained schools See LA policies on school portal	Academies See Trusts' policies and Scheme of delegation	Date confirmation Policy in place (Plus online, if a statutory requirement to do so)	Agreed delegation level for approval
Internet safety and acceptable use policy					
Freedom of information publication scheme					
E-safety policy confirming the online safety and cyber security arrangements					
Security Measures Policy/Procedure (Doc H2)					
Consent Procedure (Doc D3)					
Minimisation of Personal Data Procedure (Doc D4)					
Minimisation of Personal Data Procedure (Doc D4)					
Surveillance Management Procedure (Doc D5)					
Procedures for Reporting and Handling Security Incidents (Doc D6)					
Retention Schedule (Doc D8)					
Training and Awareness Procedure (Doc D10)					
ICO Notification – register of Data Controllers (Doc D9)					

Information Governance Strategy (Doc C1)					
Information Governance Framework Policy (Doc C2)					
Data Protection Policy (Doc C3)					
Statutory Requests for Information Policy (Doc C4)					
Acceptable Personal Use Policy (Doc C5)					
Data Handling Security Policy (Doc C6)					
Security Incidents Policy (Doc C7)					
Records Management Policy (Doc C8)					
Privacy Impact Assessment – Guidance (Doc G5)					
Contract Schedule (Doc E1)					
Procurement Stage 1 - Self Assessment (Doc E3)					
Procurement Stage 2 – Evidence (Doc E4)					
Non-Disclosure Agreement (Doc E6)					
FOI Response Templates (Doc F1)					
Environmental Information Regulations Requests (Doc F2)					
Subject Access Request Response Templates (Doc F3)					
Performance reporting and reviewing (Doc B2)					

Additional policies: from other services	Further information	Maintained schools	Academies	Date confirmation Policy in place	Agreed delegation level for approval
		See LA policies on school portal	See Trust policies	(Plus online, if a statutory requirement to do so)	

(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. **Schools should regularly add to this list as new HR and other related policies are recommended for adoption.**)

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/nccschoolsportal/equalityanddiversityinemployment)