

**Townley School and Pre-School Policies Rolling Programme**

Our ref.	Title	Reviewed by	Review cycle	Date of last review	Date of next review	Website	
1.	Acceptable use of IT	GB	1	25/3/21	April 22	✓	
2.	Accessibility Plan	GB	3	18/09/19	Sept 22	✓	
3.	Admissions arrangements including Nursery	GB	1	16/12/20	Dec 21	✓	
4.	Appraising Performance and dealing with capabilities including teachers	GB	1	15/07/20	July 21		
5.	Attendance	Attendance Gov + HT	1	25/3/21	April 22	✓	
6.	Central record of recruitment and vetting checks,	Safeguarding Gov + HT	Live				
7.	Charging and remissions	GB	1	15/07/20	July 21	✓	
8.	Child protection policy and procedures (safeguarding and CP policy)	GB	1	07/10/20	Sept 21	✓	
9.	Code of conduct for staff, governors and volunteers	GB	1	07/10/20	Sept 21	✓	
10.	Complaints	GB	1	16/12/20	Dec 21	✓	
11.	Critical Incidents Plan	GB	1	11/2/21	Feb 22		
12.	Data protection	GB	1	11/2/21	Feb 22	✓	
13.	Drugs Education (substance use and misuse)	H&S Gov + HT	3	01/01/20	Jan 23	✓	
14.	Early Years Foundation Stage (EYFS)	GB	1	15/07/20	July 21	✓	
15.	Equality information and objectives (public sector equality duty) statement for publication	GB	4	01/12/19	Dec 23	✓	
16.	First Aid	GB	1	07/10/20	Sept 21	✓	
17.	Freedom of information	Safeguarding Gov + HT	3	20/03/19	March 22	✓	
18.	Effective Feedback & Marking	GB	3	22/05/19	May 22	✓	
19.	Governors allowances	GB	1	16/12/20	Dec 21	✓	
20.	Health and safety	H&S Gov + HT	1	07/10/20	Sept 21	✓	
21.	Home-school agreement document	GB	1	27/04/20	April 21	✓	
22.	Instrument of Governance	GB	1	16/12/20	Sept 21		
23.	Intimate Care	GB	1	07/10/20	Sept 21	✓	
24.	Discretionary Leave of Absence	GB	3	01/01/20	Jan 23		
25.	Letting policy	H&S Gov /HT	3	01/01/20	Jan 23	✓	
26.	Lone Working Procedures	H&S Gov + HT	3	22/05/19	May 22		
27.	Minutes of and papers considered at, meetings of the governing body and its committees		Live – ratified at each meeting by GB				
28.	Missing children	GB	3	22/05/19	March 22	✓	
29.	Non-collection of children Procedures	GB	3	25/3/21	April 22	✓	
30.	Physical Intervention including touch	GB	1	07/10/20	Sept 21	✓	

31.	Premises management documents	H&S Gov /HT	Live – reported to GB annually (Spring)			
32.	Register of business interests of headteachers and governors	Safeguarding Gov + HT	Live – renewed annually by Governors (Autumn)			
33.	Register of pupils' admission to school		Live			
34.	Register of pupils' attendance		Live			
35.	Pay	GB	1	15/07/20	July 21	
36.	Probation Procedures for support staff	GB	3	18/09/19	May 22	
37.	Positive behaviour & anti-bullying incorporating Statement of Behaviour Principles	GB	1	07/10/20	Sept 21	✓
38.	Safer Employment Policy	GB	1	25/3/21	April 22	✓
39.	School information on website	CoG + HT	Live			
40.	SEND	GB	1	11/2/21	Feb 22	✓
41.	Sex Relationship Education	GB	1	16/12/20	Dec 21	✓
42.	Staff induction	C of G + HT	1	25/3/21	April 22	
43.	Statement of procedures for dealing with allegations of abuse against staff	GB	1	27/04/20	April 21	
44.	Supporting pupils with medical conditions, including those children who cannot attend due to these conditions	GB	1	07/10/20	Sept 21	✓
45.	Use of mobile phones and cameras	GB	1	16/12/20	Dec 21	✓
46.	Whistleblowing	GB	1	07/10/20	Sept 21	✓
47.	Teaching and Learning Policy	GB	3	22/05/19	May 22	✓
48.	British Values Statement	Curriculum Gov + HT	3	20/03/19	Mar 22	✓
49.	Staff Grievance Procedures	GB	1	25/3/21	April 22	
50.	Staff Discipline	GB	1	15/07/20	July 21	
51.	Staff Sickness	GB	1	11/2/21	Feb 22	
52.	Manual Handling Policy and Procedure	GB	3	01/09/19	Sept 22	✓
53.	School Trips and Visits	GB	3	10/07/19	July 22	✓
54.	Serial Complaints	GB	1	16/12/20	Dec 21	✓
55.	Site Security	H&S Gov + HT	3	22/05/19	May 22	
56.	PE	Curriculum Gov + HT	3	10/7/19	July 22	✓
57.	NQT	GB	1	16/12/20	Dec 21	
58.	Looked after Children	GB	1	16/12/20	Dec 21	
59.	Exclusions	GB	1	16/12/20	Dec 21	
60.	CCTV	H&S Gov + HT	3	27/04/20	April 23	✓
61.	Support and Supervision (for DSLs)	GB	1	11/2/2021	Feb 22	

**Yellow fill are Statutory policies**