




- Mr. Gary Spracklen - Headteacher (@Nelkcarps)
- Maiden Castle Road, Dorchester, Dorset. DT1 2HH
- 01305 257120 office@princeofwales.dorset.sch.uk
- <http://www.princeofwales.dorset.sch.uk>

...where we are all inspired to learn

ANNUAL POLICY AND KEY DOCUMENT REVIEW

Date formally approved by the Full Governing Body	Approved - Monday 2nd September 2019
Name of Authorisation Signatory	Chair of Governors - Martin Butcher
Signatory and Date	 Monday 2nd September 2019
School Bus Model Policy	Yes
Next Review Date	September 2020
Responsible for implementation and monitoring -	Gary Spracklen - Headteacher and DSL

...where we are all inspired to learn

The Prince of Wales School



...where we are all inspired to learn

...where every child matters

ANNUAL POLICY AND KEY DOCUMENT REVIEW

Adopted by the Governing Body on Monday 2nd September 2019

...where we are all inspired to learn

Annual Policy and Document Review Confirmation Form -

SECTION A - SAFEGUARDING

YOUR NAME -	
YOUR ROLE -	

I confirm that I have read the following policies and documents listed and understand my responsibilities under each policy and document -

Safeguarding Policies

Statutory guidance for schools and colleges -

[‘Keeping Children Safe in Education’ \(KCSIE\) Part One](#) - Updated 2019

Documents referenced in statutory guidance -

[The Child Protection and Safeguarding Policy](#) - Approved - 09/19

Other statutory documents -

[Staff Code of Conduct](#) - Approved - 09/19

I confirm that I am committed to safeguarding and promoting the welfare, both physical and emotional, of every pupil both inside and outside of the school premises.

I confirm I will prioritise reading any safeguarding emails, e-bulletins and updates received from the DSL during the coming academic year.

I CONFIRM SAFEGUARDING IS MY FIRST RESPONSIBILITY

SIGNATURE -	
DATE -	

...where we are all inspired to learn

Annual Policy and Document Review Confirmation Form -

SECTION B - DISQUALIFICATION BY ASSOCIATION

...where we are all inspired to learn

Disqualification form for staff and volunteers who work in Early Years

The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 place separate and additional requirements on a school. This applies to:

- Staff and volunteers who work in early years provision (including teachers and support staff working in school nursery and reception classes)
- Staff and volunteers working in later years provision for children who have not attained the age of 8 including before school settings, such as breakfast clubs and after school provision
- Staff who are directly concerned in the management of such early or later years provision

This form to be completed by all new staff and volunteers who work in Early Years and on an annual basis thereafter.

Name:

Please answer the questions and sign the declaration below to demonstrate that you are not prohibited from working with children. If there are any aspects of the declaration that you are not able to meet you should disclose this immediately to the Headteacher.

Please put a cross against Yes or No

Are you barred from working with children by the DBS?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

Have you been cautioned or convicted of any violent or sexual criminal offences against children?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

Have you been cautioned or convicted of any violent or sexual criminal offences against adults?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

Are you disqualified from Caring for Children?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
--	-----	--------------------------	----	--------------------------

Have your own children been taken into care?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
--	-----	--------------------------	----	--------------------------

Has registration been refused or cancelled in relation to childcare of children's homes?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
--	-----	--------------------------	----	--------------------------

Are you disqualified from private fostering?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
--	-----	--------------------------	----	--------------------------

Are you living or working in the same household as someone who has been disqualified from working with children under the Childcare Act 2006, i.e. would answer yes to any of the questions above?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
--	-----	--------------------------	----	--------------------------

If you have answered **YES** to any of the questions above, please provide further information below.

--

I understand my responsibility to safeguard children and am aware that I must notify the Headteacher of anything that may affect my suitability.

Signed: <input type="text"/>	Date: <input type="text"/>
------------------------------	----------------------------

Annual Policy and Document Review Confirmation Form -

...where we are all inspired to learn

SECTION C - STATUTORY POLICIES

YOUR NAME -	
YOUR ROLE -	

I understand that important school policies and documents can change throughout the year and I recognise that I may not have read some policies since my induction.

To ensure I am up-to-date with best practice, I confirm that I have been made aware of where I can access the following statutory policies and documents -

Statutory Policies and Documents

As stated in 'Statutory policies for schools: Advice on the policies and documents that governing bodies and proprietors of schools are required to have by law. ([September 2014](#)) - LAST CHECKED - 26/08/19

A. Statutory policies required by education legislation

[Appraisal and Capability Policy - Teachers](#) - Approved - 06/18

[Appraisal and Capability Procedure - Teachers](#) - Approved - 06/18

[Appraisal and Capability Policy - Support Staff](#) - Approved - 06/18

[Appraisal and Capability Procedure - Support Staff](#) - Approved - 06/18

[Charging and Remissions Policy](#) - Approved - 09/19

[Behaviour, Discipline and Ethos Policy](#) - Approved - 09/19

[Sex and Relationship Education Policy](#) - Approved - 09/19

[Special Educational Needs and Disabilities \(SEND\) Policy](#) - Approved - 09/19

B. Statutory policies required by other legislation, which impact particularly on schools

[Data Protection Policy](#) - Approved - 09/19

[Privacy Notices](#) - Approved - 09/19

[Health and Safety Policy](#) - Approved - 09/19

[Instrument of Government](#) - Approved - 06/19

C. Other statutory documents

[Admissions Policy/Arrangements](#) - Approved - 09/19

Behaviour Principles - See - [Behaviour, Discipline and Ethos Policy](#) - Approved - 09/19

[Complaints Procedures Policy](#) - Approved - 09/19

...where we are all inspired to learn

Freedom of Information Policy - Approved - 09/19
Governor Expenses Policy - Approved - 09/19
Home/School Agreement - Approved - 01/18
Governing Body Minutes - Ongoing
Equality Information and Objectives Policy - Approved - 09/19
Grievance Policy - Approved - 09/19
Staff Code of Conduct - Approved - 09/19
D. Documents referenced in statutory guidance
The Child Protection and Safeguarding Policy - Approved - 09/19
Statement of procedures for dealing with allegations of abuse against staff - Approved - 09/19
Supporting Pupils with Medical Conditions Policy - Statutory Guidance (2015)
Supporting Pupils with Medical Conditions Policy - Dorset Guidance
Supporting Pupils with Medical Conditions Policy - DSCB Guidance

I am aware that these policies listed above can be found on Google Drive or by asking the school office. I can therefore access these policies anywhere and at any time.

I am aware that if I have any questions about the policies on the list, the Headteacher will be happy to provide assistance.

I confirm that I accept my responsibilities under each policy and document -

SIGNATURE -	
DATE -	

Annual Policy and Document Review Confirmation Form -

SECTION D - NON-STATUTORY POLICIES AND DOCUMENTS - FOR SEPTEMBER 2019

...where we are all inspired to learn

YOUR NAME -	
YOUR ROLE -	

I understand that important school policies and documents can change throughout the year and I recognise that I may not have read some policies and documents since my induction. To ensure I am up-to-date with best practice, I confirm that I have been made aware of where I can access the following non-statutory policies and documents -

Non-Statutory Policies / Documents

Whole School -

[Children Missing Education Policy - LSCB \(Dorset\) Guidance](#)

[SEF, SDP and Governor Monitoring Schedule](#) - Approved - 09/19

[Fairness and Dignity Policy](#) - Approved - 09/19

[Admission Policy: Resource Based Provision](#) - Approved - 09/19

[Whistleblowing Policy](#) - Approved - 09/19

[Governance Policy](#) - Approved - 09/19

[Extended Schools Policy](#) - Approved - 09/19

[Financial Procedures Policy](#) - Approved - 09/19

Pre-School Specific -

[Pre-School Admission Policy](#) - Approved - 04/19

[Pre-School Charging Policy](#) - Approved - 03/18

[Pre-School Sun Cream Policy](#) - Approved - 03/18

Governor Specific -

[SEN Information Report - Approved - 02/19](#)

[Governance Handbook - National Guidance](#)

I am aware that these policies and documents listed above can be found on Google Drive or by asking the school office. I can therefore access these policies and documents anywhere and at any time. I am aware that if I have any questions about the policies or documents on the list, the Headteacher will be happy to provide assistance. I confirm that I accept my responsibilities under each policy and document -

SIGNATURE -	
DATE -	

Annual Policy and Document Review Confirmation Form -

SECTION E - OUTSTANDING POLICIES AND DOCUMENTS - TARGET DATE - OCTOBER 2019

...where we are all inspired to learn

FROM SECTION A -

Safeguarding Policies

Statutory guidance for schools and colleges -

N/A

Documents referenced in statutory guidance -

N/A

Other statutory documents -

N/A

FROM SECTION C -

Statutory Policies and Documents

As stated in 'Statutory policies for schools: Advice on the policies and documents that governing bodies and proprietors of schools are required to have by law. ([September 2014](#)) - LAST CHECKED - 26/08/19

A. Statutory policies required by education legislation

Teachers' Pay Policy - Awaiting Review

N.B - September 2019 Guidance from Dorset Council - 'The teachers pay award is still in a period of consultation but once the pay award is agreed/ratified the updated pay policy will be written and disseminated as the pay award forms a large part of the policy'.

B. Statutory policies required by other legislation, which impact particularly on schools

N/A

C. Other statutory documents

Accessibility Policy and Plan - Approved 03/18

N.B - This policy will be reviewed at the next SEN Panel and presented for approval at the next FGB.

D. Documents referenced in statutory guidance

N/A

FROM SECTION D -

Non-Statutory Policies / Documents

Whole School -

[E-Safety Policy](#) - Tim, Kevin and Barbara - PENDING - Target Date - October 2019

[Social Media Policy](#) - Tim, Kevin and Barbara - PENDING - Target Date - October 2019

Acceptable Use Policy - Tim, Kevin and Barbara - PENDING - Target Date - October 2019

[Curriculum Policy](#) - is this still required?

[ICT Disaster Recovery and Business Continuity Plan](#) - Target Date - October 2019

[PREVENT - Risk Assessment and Action Plan](#) - Target Date - October 2019

[Pupil Attendance Policy](#) - Target Date - October 2019

Educational Trips and Visits Policy

Pre-School Specific -

N/A

Governor Specific -

[The Governing Board Code of Conduct](#) - Target Date - October 2019

N.B - FROM TOM - 'I have today had a conversation with Nicky in regards to our obligations surrounding the Code of Conduct and as it happens , she was just preparing to release a new version to account for the council merger and changes from the NGA , which she has published this afternoon and I have attached for you to view'.

Governor Visits Policy

N.B - Martin and Gary to work on this.

Governance Policy

N.B - FROM TOM - 'On the slightly separate note, our discussion wondered to the governance policy which will shortly be up for consideration. She noted that we are one of the only schools in the authority to maintain such a policy and suggested that perhaps we should consider whether such a policy remains necessary. We could discuss the merits of this on Monday and bring a proposal to FGB at the late September meeting'