

 GREENSAND MULTI ACADEMY TRUST	MAT level (M) or School level (S)	Review Frequency Required	Last Reviewed	Review Date	Current Responsibility	Date sent to schools & by whom
STATUTORY POLICIES/DOCUMENTS					Board/Committee/ Individual schools	
Accessibility Policy / Plan	S	Every 3 years			Can be delegated by TB to Committee, SC, or HT	
Accounting Policies (ATH required)	M	TBFTD	10/07/2023	30/06/2024	Delegated to FARC	
Admissions Arrangements	M	Annual (any changes require consultation)	04/12/2023	Autumn 2024	Surrey County Council & Trust	
Behaviour Policy	S	HFTD			HT	
Charging and Remissions Policy	S	TBFTD			Individual Schools	
Child Protection Policy & Procedure (incl. Safeguarding)	S	Annual			SC	
Children with health needs who cannot attend school	S	Annual (recommended)			SC	
Competitive Tendering Policy (ATH required)	M	TBFTD	15/11/2022	30/11/2024	FARC	
Complaints Policy & Procedure	M	TBFTD	27/03/2023	31/03/2025	TB	
Data Protection Policy	M	Every 2 yrs min.	18/09/2023	30/09/2025	TB	
Designated teacher for Looked After Children (LAC) & previously LAC	S	Annual			SC	
Disciplinary & Capability Procedure (staff) (procedures for addressing)	M	TBFTD	22/04/2024	31/05/2025	Delegated to TB Pay & HR Committee	

Early Years Foundation Stage (EYFS) policies & procedures	S	Varies			TBFTD	
Equal Opportunities Policy	M	Every 2 years	14/06/2023	30/06/2025	CEO	
Equality information & objectives (public sector equality duty)	M	Information updated & published at least every year. Objectives at least every 4 years.	23/05/2022	31/05/2025	TB	
Exclusion Policy	S	Annual (recommended)			SC	
First aid in schools	S	Annual (recommended)			Determined by the employer	
Gifts & Hospitality Policy (acceptance of gifts, hospitality, awards, prizes or benefits)	M	Every 2 years	27/11/2023	30/11/2025	FARC	
Governors' Code of Conduct	S	TBFTD			TB – delegated to LGP	
Grievance Procedure (staff) (procedures for addressing)	M	TBFTD	14/06/2023	30/04/2025	Delegated to TB Pay & HR Committee	
Health, Safety and Welfare Policy (incl. Risk Assessments)	M	Annual	25/03/2024	31/03/2025	TB	
Investment Policy (ATH required)	M	TBFTD	17/10/2022	31/07/2024	FARC	
Minutes of, & papers considered at, meetings of the LGB & its committees	M & S	N/A			Approval by TB, SC or committee as appropriate	
Pay Policy	M	Annual	07/11/2023	30/09/2024	Delegated to TB Pay & HR Committee	
Premises Management documents	M & S	Annual/Live			Can be delegated by TB to Committee, SC, or HT	
Protection of biometric information of children in schools (covered within the Trust's Data Protection Policy)	M	Every 2 yrs min.	18/09/2023	30/09/2025	TB	
Provider access (careers information) (secondary school only requirement)	S	Annual			TB	

Register of business interests of Headteachers & Governors	S	Live document			Delegated by TB to SC	
Register of pupils' admissions to school & attendance	S	Live document			Can be delegated by TB to Committee, SC, or HT	
Risk assessment (ATH required)	M & S	TBFTD			Trust TB - delegated to FARC Schools – delegated to HTs	
Risk Management Policy & Strategy (ATH required)	M	Annual	26/06/2023	31/07/2024	Delegated to FARC	
School information published on school website	S	Must be updated ASAP after a change & at least annually			Can be delegated by TB to Committee, SC, or HT	
Sex & Relationships Education Policy	S	TBFTD			SC	
Single Central Record of recruitment & vetting checks (SCR)	M & S	Live document			SC	
Special Educational Needs Information Report (required by the DfE to publish online)	S	Must be updated ASAP after a change & at least annually			SC	
Special Educational Needs & Disability Policy	S	Annual			SC	
Statement of procedures for dealing with allegations of abuse against staff	S	TBFTD			Can be delegated by TB to Committee, SC, or HT	
Supporting pupils with medical conditions	S	TBFTD			TBFTD	
Whistleblowing Policy (ATH required)	M	TBFTD (every 2 years)	10/07/2023	31/07/2025	TB, but can be delegated by TB to Committee	

RECOMMENDED POLICIES & DOCUMENTS (these do not appear on the statutory/mandatory list, but we have them)	MAT level (M) or School level (S)	Review Frequency Required	Last Reviewed	Review Date	Current Responsibility	
Anti-Fraud Policy & Fraud Response Plan	M	TBFTD	06/03/2023	31/03/2025	FARC	
Appraisal Policy	M	Every 2 years	05/07/2022	31/07/2024	Pay & HR Committee	
Apprenticeship Strategy	M	Every 2 years	30/09/2020	30/09/2022	Central Team	
Attendance Management Procedure	M	TBFTD	22/04/2024	31/03/2025	Pay & HR Committee	
Bullying & Harassment Policy	M	TBFTD	14/06/2023	30/11/2025	Pay & HR Committee	
Data Retention & Destruction Policy	M	Every 2 years	18/09/2023	30/09/2025	TB	
DBS Policy & Procedure	M	Every 2 years	05/07/2022	31/07/2024	Pay & HR Committee	
Expenses Policy for Governors, Trustees & Members	M	TBFTD	04/03/2024	31/03/2026	FARC	
Finance Policy	M	TBFTD	26/06/2023	31/07/2024	FARC	
Family Leave Policy	M	TBFTD	28/03/2024	31/01/2025	Pay & HR Committee	
Holiday Entitlement Policy	M	TBFTD	20/06/2023	30/06/2024	Pay & HR Committee	
LGPS Policy on Exercise of Employer Discretions	M	TBFTD	27/03/2023	31/03/2025	TB	
Management & Vetting of Contractors Policy	M	TBFTD	09/10/2023	31/10/2025	FARC	
Recruitment & Selection Policy	M	Annual	12/10/2023	31/10/2024	Pay & HR Committee	
Special Leave Policy	M	Every 2 years	22/04/2024	31/03/2025	Pay & HR Committee	
Use of Website Privacy Policy	M	Annual	27/11/2023	30/11/2024	FARC	
Virtual Governance Policy	M	Every 2 years	10/07/2023	31/07/2025	TB	

ATH: Academy Trust Handbook

FARC: Finance, Audit & Risk Committee

HT: Headteacher

M: MAT level Policy

S: School level Policy

SC: School Committee

TB: Trust Board

TBFTD : Trust Board free to determine review frequency