

 <b>GREENSAND</b> MULTI ACADEMY TRUST	MAT level (M) or School level (S)	Review Frequency Required	Last Reviewed	Review Date	Current Responsibility
<b>STATUTORY POLICIES/DOCUMENTS</b>					<b>Board/Committee/ Individual schools</b>
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	<b>Delegated to FARC</b>
Admissions Arrangements	M	Annual (any changes require consultation)	01/11/2022	Autumn 2023	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	<b>FARC</b>
Complaints Policy & Procedure	M	TBFTD	27/03/2023	31/03/2025	<b>TB</b>
Data Protection Policy	M	Every 2 yrs min.	18/09/2023	30/09/2025	<b>TB</b>
Designated teacher for Looked After Children (LAC) & previously LAC	S	Annual			SC
Disciplinary & Capability Procedure (staff) (procedures for addressing)	M	TBFTD	14/06/2023	31/10/2025	Delegated to TB Pay & HR Committee

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

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

<b>RECOMMENDED POLICIES &amp; DOCUMENTS (these do not appear on the statutory/mandatory list, but we have them)</b>	<b>MAT level (M) or School level (S)</b>	<b>Review Frequency Required</b>	<b>Last Reviewed</b>	<b>Review Date</b>	<b>Current Responsibility</b>
<b>Anti-Fraud Policy &amp; Fraud Response Plan</b>	<b>M</b>	<b>TBFTD</b>	06/03/2023	31/03/2025	<b>FARC</b>
<b>Appraisal Policy</b>	<b>M</b>	<b>Every 2 years</b>	05/07/2022	31/07/2024	<b>Pay &amp; HR Committee</b>
<b>Apprenticeship Strategy</b>	<b>M</b>	<b>Every 2 years</b>	30/09/2020	30/09/2022	<b>Central Team</b>
<b>Attendance Management Procedure</b>	<b>M</b>	<b>TBFTD</b>	14/06/2023	31/03/2025	<b>Pay &amp; HR Committee</b>
<b>Bullying &amp; Harassment Policy</b>	<b>M</b>	<b>TBFTD</b>	14/06/2023	30/11/2025	<b>Pay &amp; HR Committee</b>
<b>Data Retention &amp; Destruction Policy</b>	<b>M</b>	<b>Every 2 years</b>	18/09/2023	30/09/2025	<b>TB</b>
<b>DBS Policy &amp; Procedure</b>	<b>M</b>	<b>Every 2 years</b>	05/07/2022	31/07/2024	<b>Pay &amp; HR Committee</b>
<b>Expenses Policy for Governors, Trustees &amp; Members</b>	<b>M</b>	<b>TBFTD</b>	07/03/2022	31/03/2024	<b>FARC</b>
<b>Finance Policy</b>	<b>M</b>	<b>TBFTD</b>	26/06/2023	31/07/2024	<b>FARC</b>
<b>Family Leave Policy</b>	<b>M</b>	<b>TBFTD</b>	15/11/2022	30/11/2024	<b>Pay &amp; HR Committee</b>
<b>Holiday Entitlement Policy</b>	<b>M</b>	<b>TBFTD</b>	20/06/2023	30/06/2024	<b>Pay &amp; HR Committee</b>
<b>LGPS Policy on Exercise of Employer Discretions</b>	<b>M</b>	<b>TBFTD</b>	27/03/2023	31/03/2025	<b>TB</b>
<b>Management &amp; Vetting of Contractors Policy</b>	<b>M</b>	<b>TBFTD</b>	09/10/2023	31/10/2025	<b>FARC</b>
<b>Recruitment &amp; Selection Policy</b>	<b>M</b>	<b>Annual</b>	12/10/2023	31/10/2024	<b>Pay &amp; HR Committee</b>
<b>Special Leave Policy</b>	<b>M</b>	<b>Every 2 years</b>	14/03/2023	31/03/2025	<b>Pay &amp; HR Committee</b>
<b>Use of Website Privacy Policy</b>	<b>M</b>	<b>Annual</b>	27/11/2023	30/11/2024	<b>FARC</b>
<b>Virtual Governance Policy</b>	<b>M</b>	<b>Every 2 years</b>	10/07/2023	31/07/2025	<b>TB</b>

**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**