

 <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 &amp; REQUIRED RECORDS/APPOINTMENTS</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	01/07/2024	30/06/2025	<b>Delegated to FARC</b>
Admissions Arrangements	M	Annual (any changes require consultation)	04/12/2023	Autumn 2024	Surrey County Council & Trust
Attendance Policy	S	Annual			SC
Behaviour Policy (incl. anti bullying strategy)	S	HFTD			HT
Charging and Remissions Policy	S	TBFTD			Individual Schools
Child Protection Policy & Procedure (incl. Safeguarding)	S	Annual			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 (ATGG required)	S	Annual			SC

<b>Disciplinary &amp; Capability Procedure (staff)</b> (procedures for addressing)	<b>M</b>	<b>TBFTD</b>	22/04/2024	31/05/2025	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>Freedom of Information Policy &amp; Procedure</b> (ATGG & ICO required)	<b>M</b>	<b>Every 3 years</b>	13/05/2024	31/05/2027	<b>FARC</b>
<b>Gifts &amp; Hospitality Policy</b> (acceptance of gifts, hospitality, awards, prizes or benefits) (ATH required)	<b>M</b>	<b>Every 2 years</b>	27/11/2023	30/11/2025	<b>FARC</b>
<b>Governors' Code of Conduct</b>	<b>M</b>	<b>TBFTD</b>	01/09/2023	01/09/2024	TB – delegated to LGP
<b>Grievance Procedure (staff)</b> (procedures for addressing)	<b>M</b>	<b>TBFTD</b>	14/06/2023	30/04/2025	Delegated to TB Pay & HR Committee
<b>Health &amp; Safety Policy (incl. Risk Assessments)</b>	<b>M</b>	<b>Annual</b>	25/03/2024	31/03/2025	<b>TB</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> (ATGG required)	<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</b> (covered within the Trust's Data Protection Policy)	<b>M</b>	<b>Every 2 yrs min.</b>	18/09/2023	30/09/2025	<b>TB</b>

Provider access (careers information) (secondary school only requirement)	S	Annual			TB
Register of business interests of Headteachers & Governors (ATH required)	S	Live document			Delegated by TB to SC
Register of pupils' admissions to school & attendance (ATGG required)	S	Live document			Can be delegated by TB to Committee, SC, or HT
Relationships & Sex Education & Health Education Policy	S	TBFTD			SC
Risk assessment (ATH required)	M & S	TBFTD			Trust TB - delegated to FARC Schools – delegated to HTs
Risk Management Policy & Strategy (ATH required)	M	Annual	01/07/2024	31/07/2025	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
School Uniform Policy	S	Annual			Individual schools
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

Treasury Management & Investment Policy (ATH required)	M	TBFTD	01/07/2024	31/07/2026	FARC
Whistleblowing Policy (ATH required)	M	TBFTD (every 2 years)	10/07/2023	31/07/2025	TB, but can be delegated by TB to Committee
<b>RECOMMENDED POLICIES &amp; DOCUMENTS</b> (these do not appear on the statutory/mandatory list, but have been adopted & implemented as Trust-wide policies)	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	25/06/2024	31/07/2026	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 Breach Policy with matrix	M	Every 2 years	13/05/2024	31/05/2026	FARC
Data Retention & Destruction Policy	M	Every 2 years	18/09/2023	30/09/2025	TB
DBS Policy & Procedure	M	Every 2 years	25/06/2024	31/07/2026	Pay & HR Committee
Expenses Policy for Governors, Trustees & Members	M	TBFTD	04/03/2024	31/03/2026	FARC
Finance Policy	M	TBFTD	01/07/2024	30/06/2025	FARC
Family Leave Policy	M	TBFTD	28/03/2024	31/01/2025	Pay & HR Committee
Flexible Working Policy	M	Every 2 years	20/05/2024	31/05/2026	Pay & HR Committee
Holiday Entitlement Policy	M	TBFTD	20/06/2023	31/01/2025	Pay & HR Committee
Home Working Guidance	M	Ongoing	16/12/2020	-	Executive Board
LGPS Policy on Exercise of Employer Discretions	M	TBFTD	27/03/2023	31/03/2025	TB

<b>Management &amp; Vetting of Contractors Policy</b>	<b>M</b>	<b>TBFTD</b>	09/10/2023	31/10/2025	<b>FARC</b>
<b>Probation Management Procedure</b>	<b>M</b>	<b>Every 2 years</b>	20/05/2024	31/05/2026	<b>Pay &amp; HR Committee</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>Social Media Policy</b>	<b>M</b>	<b>Annual</b>	25/03/2024	31/03/2025	<b>TB</b>
<b>Special Leave Policy</b>	<b>M</b>	<b>Every 2 years</b>	22/04/2024	31/03/2025	<b>Pay &amp; HR Committee</b>
<b>Staff &amp; Adult Code of Conduct</b>	<b>M</b>	<b>Every 2 years</b>	03/01/2024	31/01/2026	<b>Executive Board</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>
<b>Wellbeing &amp; Stress Awareness Policy</b>	<b>M</b>	<b>Every 2 years</b>	20/05/2024	31/05/2026	<b>Pay &amp; HR Committee</b>

**ATGG: Academy Trust Governance Guide**

**ATH: Academy Trust Handbook**

**FARC: Finance, Audit & Risk Committee**

**HT: Headteacher**

**ICO: Information Commissioner's Office**

**M: MAT level Policy**

**S: School level Policy**

**SC: School Committee**

**TB: Trust Board**

**TBFTD : Trust Board free to determine review frequency**