**STATUTORY POLICIES, DOCUMENTS AND INFORMATION REQUIRED BY SCHOOLS**

*CHECKLIST FOR COMMUNITY, VOLUNTARY CONTROLLED, VOLUNTARY AIDED AND FOUNDATION SCHOOLS*

**Green =** a policy the governing board (or delegated committee/lead governor) should adopt

**Black =** information the governing board must be able to provide

**Purple =** document, record or scheme which the board must ensure is in place

**School website –** all the items within section 1 MUST be published on the school website

**Review Cycle** - where there is no entry, governing boards are free to determine how often this will be done, for some this could be up to 4 years if there are no updates.

**Responsibility/Delegation** – where there is no entry, governing boards are free to delegate to a committee or individual to review.

| **Policy / Document /Information** | | | **Review Cycle** | **Responsibility with / or Delegated to** | **Last Review** | | **Next**  **Review** | **Further Information** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1: Statutory – *must* be posted on school website** | | | | | | | | |
| **Accessibility Plan** | | | Every 3 years | Headteacher/  SENDCo | Nov 19  Sept 20 | | Oct 22 | You must publish your accessibility plan, which should include details of how you’re:   * increasing your disabled pupils’ ability to participate in your school’s curriculum * improving the physical environment of your school so disabled pupils can take better advantage of the education, benefits, facilities and services you offer * improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled.   The accessibility plan you publish can either be a freestanding document or part of another document (such as your school development plan).Advice available from SEN team 01392 287233 <http://www.legislation.gov.uk/ukpga/2010/15/schedule/10> |
| **Admission Arrangements** | | | Annual |  | April 21 | | April 22 | Website could signpost to LA admission procedures. In Devon this is <https://www.devon.gov.uk/admissions> |
| **Behaviour Principles** | | | Annual | Full Governing Board | Oct 20 | | Oct 21 | A statement of principles to help the headteacher determine the School’s behaviour policy: <https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools-guidance-for-governing-bodies> |
| **Behaviour Policy** | | | Annual | Headteacher | Feb 21 | | Sept 21 | Guidance available at: <https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools> |
| **Coronavirus (COVID-19) Catch-up Premium** | | | Annual? | Business Management/ Learning and Well Being | March 2021 | | TBC | If your school gets the coronavirus (COVID-19) catch-up premium grant in academic year 2020 to 2021, you should publish details of:   * how it is intended that the grant will be spent * how the effect of this expenditure on the educational attainment of those pupils at the school will be assessed.   <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online> |
| **Charging and Remissions Policy**  (Model available on the Governance Consultancy webpages) | | | Annual | Business Management | Apr 21 | | Apr 22 | Guidance available at:  <https://www.gov.uk/government/publications/charging-for-school-activities> |
| **Child Protection (or Safeguarding) Policy (Updated COVID version)** | | | Annual | Full Governing Board | Jan 21 | | Sept 21 | Model available from Babcock LDP  <https://www.babcockldp.co.uk/safeguarding-and-compliance/safeguarding/model-policies-and-guidance> |
| **Complaints procedure/ Policy**  You must also publish any arrangements for handling complaints from parents of children with special educational needs (SEN) about the support the school provides. | | | Annual | Full Governing Board | July 20 | | July 21 | Model available from the Governance Consultancy Team webpages: <https://www.babcockldp.co.uk/improving-schools-settings/governance-consultancy/paperwork-and-policies/complaints-guidance-and-toolkit> Additional guidance also available from the DfE at: <https://www.gov.uk/government/publications/school-complaints-procedures> |
| **Contact information: name, address, telephone number of school & name of person to address for enquiries.**  **Name and contact details for the SENDCO**  (SENCO details are not needed in Special Schools) | | |  |  |  | |  |  |
| **Curriculum** - information about  Requirements were updated in November 2020 - your approach to the curriculum should also include how you are complying with your duties in the [Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/schedule/10) and the [Special Educational Needs and Disability Regulations 2014](https://www.legislation.gov.uk/uksi/2014/1530/made) about making the curriculum accessible for those with disabilities or special educational needs. | | |  |  |  | |  | Requirement to publish key curriculum information:   * the content of the curriculum by academic year and subject including Religious Education even if it is taught as part of another subject or subjects, or is called something else * how parents (including prospective parents) can obtain further information in relation to the curriculum * Key Stage 1 phonics and reading schemes in operation * Key Stage 4 list of courses leading to GCSE * Key Stage 4 list of other courses offered and the qualifications that may be acquired. |
| **Equality Information and/or Policy**  (to comply with Public Sector Equality Duty) | | | 4 years | Learning and Well being | March 21 | | March 25 | Guidance and model policy available from the Governance Consultancy Team 01392 287314 |
| **Equality Objectives** | | | Annual | Learning and Well being | March 21 | | March 22 | Governing boards are required to draw up and publish equality objectives every four years and **annually** publish information demonstrating how they are meeting the aims of the equality duty. Model available from the Governance Consultancy Team 01392 287314 <https://www.gov.uk/government/publications/public-sector-quick-start-guide-to-the-specific-duties>  You need to include details of:   * eliminating discrimination * advancing equality of opportunity – between people who share a protected characteristic and people who do not share it * consulting and involving those affected by inequality in the decisions your school takes to promote equality and eliminate discrimination (affected people could include parents, pupils, staff and members of the local community). |
| **Financial Information**  There is a new requirement (Sept 2020) to publish financial information on the school website   * Htable) * A link | | |  |  |  | |  | [What maintained schools must publish online](https://www.gov.uk/guidance/what-maintained-schools-must-publish-online)  You must publish how many employees have a gross annual salary and benefits of £100,000 or more. You should publish these figures in £10,000 increments.  You must provide a link to the webpage which is dedicated to your school on the schools [financial benchmarking service](https://schools-financial-benchmarking.service.gov.uk/) |
| **Gender Pay Gap information** | | | Annual | CEO/CFO | N/A | | TBC | For schools and trusts with 250 employees or more duty to report the information and publish on the school (trust) website. <https://www.gov.uk/guidance/gender-pay-gap-reporting-overview> |
| **Governor and Associate member information** | | | ongoing |  | Dec 20 | |  | The information schools should publish, as a minimum:   * for each governor who has served at any point over the past 12 months: * their full names, * date of appointment, * term of office, date they stepped down (where applicable), * who appointed them (in accordance with the governing body’s instrument of government), * their attendance record at governing board and committee meetings over the last academic year, * relevant business and pecuniary interests (as recorded in the register of interests) including: * governance roles in other educational institutions; * any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives).   Governing bodies should also publish this information for associate members, making clear whether they have voting rights on any of the committees they serve on.  <https://www.gov.uk/government/publications/constitution-of-governing-bodies-of-maintained-schools> templates available on the Governance Consultancy website |
| **Ofsted Report** – or a link to it | | |  |  | Nov 2016 | | TBC | <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report> |
| **Performance tables** – signpost to DfE site | | |  |  | July 19 | | TBC | <http://www.education.gov.uk/schools/performance/index.html> |
| **Pupil Premium Strategy** – Identifying barriersfaced by eligible pupils; strategy to address these barriers & the rationale for that strategy; amount of PP allocation it will receive, is intending to spend, what was spent in previous year & impact on education attainment. Date of next review.  November 2020: The DfE understand that evaluating the pupil premium’s impact in the 2019 to 2020 academic year will present difficulties as a result of reduced numbers of pupils having attended between March and July 2020.  Instead, schools may wish to monitor and report on the grant’s impact at the end of the current financial year, bearing in mind their duty to update this information at least annually, covering the whole period since September 2019. | | | 3-year strategy  Annual review | Learning and Well being | Jan 20  Feb 21 | | Oct 21  October 21 | <https://www.gov.uk/pupil-premium-information-for-schools-and-alternative-provision-settings#accountability>  Templates available on the Governance Consultancy webpages: <https://www.babcockldp.co.uk/improving-schools-settings/governance-consultancy/school-website-information> |
| **P.E and Sport Premium Information** – how much funding you receive; how it is spent and impact of spending including effect on sport participation and attainment; how will improvements be made sustainable? For 17/18 academic year, there is a new condition requiring schools to publish how many pupils within their year 6 cohort are meeting the national curriculum requirement to swim competently, confidently and proficiently over a distance of at least 25 metres, use a range of strokes effectively and perform safe self-rescue in different situations | | | Annual | Learning and Well being  And Business Management | Nov 20 | | Nov 21 | <https://www.gov.uk/guidance/pe-and-sport-premium-for-primary-schools> |
| **Register of Business Interests for all governors and associate members** | | | Annual | Clerk | Oct 20 | | Oct 21 | A summary must be published on the school website, including:   * relevant business and pecuniary interests (as recorded in the register of interests) * governance roles in other educational institutions;   any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives). |
| **Results - the most recent Key Stage 2 or 4**  **Key Stage 2:**   * average progress scores in reading, writing and maths * average ‘scaled scores’ in reading and maths * percentage of pupils who achieved the expected standard or above in reading, writing and maths * percentage of pupils who achieved a high level of attainment in reading, writing and maths | | | Annual | Headteacher | July 19 | | TBC | Schools are not required to publish their exam and assessment results from the 2019 to 2020 academic year as these have not been published as performance measures by the Secretary of State. You must, however, continue to display your 2018 to 2019 performance measures until new performance measures are published. You should clearly mark that these performance measures are not current. |
| **Scheme of delegation** | | | Annual | FGB | Oct 18 | | May 21 | The structure and remit of the governing body and any committees, and the full names of the chair of each. The Governance Handbook gives details of what the scheme should contain <https://www.gov.uk/government/publications/governance-handbook> |
| **SEND information report** (This is NOT the policy, but a report written in easily accessible language about what the school provides. Specific information must be included) | | | Annual & any changes ASAP | FGB | March 20 | | May 21 | Information you are required to publish can be found at: <http://www.legislation.gov.uk/uksi/1999/2506/schedule/1/made> A template ‘report’ is available from Babcock LDP. |
| **Statement of the school’s ethos and values** | | | Yes | | | | |  |
| **Section 2: Statutory – *could* be posted on school website** | | | | | | | | |
| **Cyber bullying - strategies to safeguard against** | | | Annual | Full governing Board | Jan 21 | | Sept 21 | This does not need to be a standalone policy – it could be a statement in the Child Protection or Behaviour policy. |
| **Data Protection Policy** | | | 2 years | Business Management | May 20 | | May 22 | Model available from DCC <https://new.devon.gov.uk/supportforschools/administration/information-governance>. Schools must register annually with the Information Commissioner’s Office <https://ico.org.uk/for-organisations/register/> |
| **E-safety strategies** | | | Annual | Full governing Board | Jan 21 | | Sept 21 | This does not need to be a standalone policy – it could be included in the Child Protection Policy |
| **Exclusion procedures (updated COVID version)** | | | Annual | Full governing Board | Feb21 | | Sept 21 | This does not need to be a standalone document – it may be part of the Promoting Positive Behaviour policy. Useful guides for HT’s and parents are provided as annexes to the DfE guidance: <https://www.gov.uk/government/publications/school-exclusion> |
| **Freedom of information publication scheme** | | | As required | Business Management | June 20 | | June 22 | <http://ico.org.uk/for_organisations/freedom_of_information/definition_documents> and on the Governance Team webpages |
| **Health and Safety Policy** | | |  | Business Management | March 21 | | March 22 | Model available from DCC Health, Safety and Wellbeing team – email [healthandsafety@devon.gov.uk](mailto:healthandsafety@devon.gov.uk) |
| **Minutes and papers considered at meetings of the Governing board and Committees** | | | n/a | Clerk | n/a | | n/a | Governing board minutes, including committee minutes, are public documents unless they are Confidential (Part 2) |
| **Outdoor Education, Visits and Off-site Activities Policy** | | | 2 years | Learning and Well being | March 20 | | March 22 | Guidance available in the OEVOSA document from DCC and Torbay Council and Babcock Outdoor Education team: <https://www.babcockldp.co.uk/improving-schools-settings/curriculum-additional/outdoor-education> |
| **Privacy Notices**  Could be published on the school website, included with contracts / induction materials and staff handbook, new parent/pupil information. You must include contact information for the school’s Data Protection Officer (DPO). Model Privacy Notices are also available for governors on the Governance Consultancy Team webpages. | | | Updated as appropriate | Headteacher | Track and Track/  NHS  Feb 21 | | As approp | Schools should issue staff and pupils/parents with Privacy notices, does not need to be individually issued, can be included on website, noticeboards, with other information. <https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices> Governor and associate member notices: <https://shop.babcockldp.co.uk/microsites/governance-consultancy/recruitment-and-induction-toolkit/privacy-notices/> |
| **Sex and Relationships (Sex Education) Policy**  (*Not Nursery Schools)* | | | 2-years | Learning and Well being | March 21 | | Sept 21 (due to new PSHE curriculum) | SRE and Health Education became compulsory in schools from September 2020, but schools have been granted additional time to implement in light of the pressures faced through COVID-19. <https://www.gov.uk/government/news/relationships-education-relationships-and-sex-education-rse-and-health-education-faqs>  Guidance (statutory from 2020): <https://www.gov.uk/government/publications/relationships-education-relationships-and-sex-education-rse-and-health-education> |
| **SEND Policy** | | | Annual | Full Governing Board | January 21 | | January 22 | Example available from Babcock LDP SEN team  01392 287233 |
| **Supporting Pupils at School with Medical Conditions Policy** | | | 3-year | Full Governing Board | May 18 | | May 21 | <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3> |
| **Whistleblowing Policy** | | | Annual | Business and Management | March 20 | | June 21 | A requirement in order to meet SFVS and Keeping Children Safe in Education. Model available from HR ONE. |
| **Section 3: Statutory – no requirement to have on school website** | | | | | | | | |
| **Attendance Register** | | | Ongoing |  |  | |  | The ‘live’ register, taken daily in school |
| **Central record of recruitment and vetting (DBS) checks (Single Central Record)** | | | Ongoing |  |  | |  | The electronic record held and updated in school. Model available on Babcock LDP website |
| **Contract of Employment for each member of staff** | | | When appointed |  |  | |  |  |
| **Declaration of Eligibility Form for each governor or associate member** | | | When appointed | Clerk |  | |  | A requirement of DCC - one form for each governor, associate member and Headteacher *for each term of office* |
| **Emergency Management Plan & Business Continuity Plan** | | | Audit advise annual review | Business Management | March 20 | | June 21 | To meet the SFVS. Template from:  [peopleandschoolsemergency-mailbox@devon.gov.uk](mailto:peopleandschoolsemergency-mailbox@devon.gov.uk) or <https://new.devon.gov.uk/supportforschools/services-and-contacts/in-an-emergency> |
| **Governor Allowances/Expenses Policy** | | | Annual | Business Management | March 21 | | March 22 | Example available from Babcock LDP Governor Support [ldp-governorsservice@babcockinternational.com](mailto:ldp-governorsservice@babcockinternational.com) |
| **Finance Policy** | | | Annual | Full Governing Board | March 21 | | March 22 | A requirement of the LA. Model policy available: <https://www.devon.gov.uk/supportforschools/finance/policy-and-manuals> Devon Audit requires this to come before FGB and recommend annual review. |
| **Instrument of Government** | | | n/a | Full Governing Board |  | |  | Original held by the LA - only reviewed if reconstituting |
| **Lettings Policy** | | | Annual | Business Management | Nov 20 | | Nov 21 | A requirement of the LA Finance Scheme. Model available on Governance Team webpages. |
| **Register of business interests forms** for each governor and associate member (A summary of relevant information must appear on the school website in a ‘readily accessible format’) | | | Annual | Clerk |  | |  | One form for each governor, associate member and the Headteacher signed off annually. Template available on Babcock LDP website. <https://www.gov.uk/government/publications/constitution-of-governing-bodies-of-maintained-schools> |
| **School’s Finance Value Standard (SFVS) Return** | | | Annual | School Business Manager | March 21 | | March 22 | <https://www.gov.uk/government/publications/schools-financial-value-standard-and-assurance>  Templates from:  [peopleandschoolsemergency-mailbox@devon.gov.uk](mailto:peopleandschoolsemergency-mailbox@devon.gov.uk) |
| **Staff Behaviour Policy (Code of Conduct)** | | |  | Headteacher | May 21 | |  | Requirement in Keeping Children Safe in Education, the policy should, amongst other things, include - acceptable use of technologies, staff/pupil relationships and communications including the use of social media.  Model available from DCC HR ONE team |
| **Staff Capability Policy** | | | 3-year | Business Management | April 21 | | April 24 | Model available from DCC HR ONE team |
| **Staff Discipline Policy** (including procedures for dealing with allegations against members of staff) | | |  | Full Governing Board | April 21 | | April 22 | Model available from DCC HR ONE team. |
| **Staff Grievance Policy** | | |  | Full Governing Board | April 21 | | April 22 | Model available from DCC HR ONE team. |
| **Staff Redundancy Policy** | | |  | Full Governing Board | May 17 | | July 21 | Model available from DCC HR ONE team. |
| **Staffing - additional Employment Policies** – to comply with employer responsibilities | | |  |  |  | |  | **See additional list available from DCC HR ONE team -**  01395 385555 or [hrdirect-mailbox@devon.gov.uk](mailto:hrdirect-mailbox@devon.gov.uk) |
| **Teachers’ Appraisal Policy** | | | Annual | Full Governing Board | Oct 20 | | Oct 21 | Model available from DCC HR ONE team |
| **Teachers’ Pay Policy** | | | Annual | Full Governing Board | Dec 20 | | Dec 21 | Statutory requirement for the FGB to review this policy. Model available from DCC HR ONE team |
| **Section 4: Non-statutory – considered ‘Good Practice’** | | | | | | | | |
| **Attendance Policy** | | | 2-year | Business Management | March 20 | | March 22 | Advice available from Education Welfare Service  01392 287223 |
| **Governor Code of Conduct** Agreed and signed by all governors and associate members | | | Annual | Full Governing Body | Sept 20 | | Sept 21 | Model available on the Governance Consultancy Team webpages (reproduced from the NGA model) |
| **Collective Worship Policy** | | | 3 year | Learning and Well being | March 19 | | March 22 | Example policy available from the Babcock website: <https://www.babcockldp.co.uk/improving-schools-settings/curriculum-additional/religious-education/devon-sacre> |
| **Education of Children in Care Policy** | | | Annual | Learning and Well being | Jan 21 | | Jan 22 | <http://www.devon.gov.uk/index/childrenfamilies/childrenincare/childrenincareeducation/cic-info-for-schools.htm> |
| **Training Record** for members, trustees/directors, local governors and the clerk/company secretary | | | Ongoing |  |  | |  |  |
| **Section 5: Returns requested by the LA** | | | | | | | | |
| **Safeguarding Audit** | | | Annual | DSL | Dec 20 | | Dec 21 | Annually requested by Education Welfare Service in the autumn term. Return by 31 December. |
| **Section 6: Statutory - to be sent to Parents** | | | | | | | | |
| **Report on Individual Pupil’s Progress** | | | At least Annual | Headteacher | 2020 | | 2021 |  |
| **Early Years Foundation Profile** | | | End of EYFS | Headteacher | 2019 | | TBC |  |
| **Key Stage 1 Assessments** | | | End of Year 2 | Headteacher | 2019 | | TBC |  |
| **Key Stage 2 Assessments** | | | End of Year 6 | Headteacher | 2019 | | TBC |  |
| **Key Stage 3 Assessments** | | | End of Year 9 |  |  | |  |  |
| **Annual Report (Nursery Schools)** | | | Annual | Headteacher | 2020 | | 2021 |  |
|  | Requirement dependent on pupil age range | | | |

**Document Amendment History:**

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| September 2020 | Financial information | New duty to publish financial information on the school website |
| October 2020 |  | Updated links to model policies and guidance documents |
| November 2020 | COVID-19 Catch-up funding | Reporting requirements |
| November 2020 | Results | Clarification that results do not need to be published for the academic year 2019 - 2020 |
| November 2020 | Equality Act | Change in wording from ‘*improving equality of opportunity for people with protected characteristics’* to: ‘*advancing equality of opportunity – between people who share a protected characteristic and people who do not share it’* |
| November 2020 | Curriculum | Additional reporting requirements |
| November 2020 | Accessibility Plan | Change in wording from ‘*improving the availability of accessible information to your disabled pupils*’ to *‘improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled’.* |
| November 2020 | Pupil Premium | Amended reporting requirements |