**Information and guidance on school-based policies for**

**University of Chichester Academy Trust academies**

The table below summarises both the statutory and University of Chichester Academy Trust requirements for school-based policies. Where indicated below the Trust will provide policies or guidance via the website or web portal.

Department for Education guidance on statutory policies and their review cycles can be accessed via this link:- <https://www.gov.uk/government/publications/statutory-policies-for-schools>

| **Policy review** | **Statutory for academies**  **(Yes/No)** | **Academies must use Trust Policy** | **Available on Portal** | **Notes** | **Review Frequency** | **Trust Review Dates** |
| --- | --- | --- | --- | --- | --- | --- |
| Accessibility Plan | Yes | N/A | N/A | To meet DDA regulations. | 3 years | N/A |
| Admissions Appeals | Yes | Yes | Policy homepage |  | Annually | Feb 2020 |
| Anti-Bullying Policy | No | N/A | N/A | Can be incorporated in the Behaviour policy. | TBC |  |
| Anti-Fraud Policy (includes Anti -Bribery) | Trust | Yes | Finance section |  | 3 years | Under review |
| Assessment Reporting and Recording Policy | No | N/A | N/A | This is good practice and may be expected by Ofsted. | N/A | N/A |
| Attendance Policy | No | N/A |  | Register of attendance is required, depending on local need – may be part of behaviour policy. | 2 years | N/A |
| Behaviour Policy | Yes |  | N/A |  | 2 years | N/A |
| Capability Policy | Yes | Yes | HR section | Policy as per Local Authority until Oct 2018 not currently on Portal | 3 years |  |
| Charging and Remission Policy | Yes | Yes | Finance section |  | Annually | Under review |
| Child Protection Policy | Yes | Yes | Policy Homepage |  | Annually | Sept 2020 |
| Code of Conduct for Governors | Trust | Yes | Available in Gov Tool Kit |  | 3 years | Aug 2020 |
| Code of Conduct for Staff | Trust | Yes | HR Section |  | 3 years | Under Review |
| Collective Worship Policy | No | N/A | N/A | Part of Curriculum Statement. |  |  |
| [Community Engagement Policy](http://www.unicat.org.uk/portal/community-engagement) | No but required by Trust |  | Policy Homepage | Heidi checking | 2 years | Sept 2020 |
| Complaints Policy | Yes | Yes | Policy Homepage |  | 2 years | July 2021 |
| Curriculum Statement | Yes | Yes | Academy Improvement Section | School Curriculum Statement should reflect values in Trust Curriculum Statement | 2 years | N/A |
| Data Protection Policy | Yes | Yes | GDPR Section |  | 3 years | May 2020 |
| Disciplinary policy | Yes | Yes | N/A |  | 3 years | 2022 |
| Educational Visits Policy | Yes | N/A | HR Section | Each academy will hold an SLA with an LA and publish a school-based policy statement and a set of procedures which indicates that the academy follows the LA policy for trips. | As LA requirements | N/A |
| Expenses Policy | Yes | Yes | Finance Section |  | Annually | Sept 2019 |
| EYFS Policy \*\*– covered in the Trust Child Protection (safeguarding) Statement | Yes – either as separate policy or within other policies | Yes | Policy homepage |  | Annually | Sept 2019 |
| Flexible Working Policy | Yes | Yes | HR Section | Not available |  |  |
| Grievance Policy | Yes | Yes | Yes | Policy as per Local Authority | 3 years | 2022 |
| Guidance on Managing Industrial Action | Yes | Yes | HR Section | Not on portal | 3 years | 2022 |

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| **Policy review** | **Statutory for academies (yes/no)** | **Academies must use Trust Policy** | **Available on Portal** | **Notes** | **Review Frequency** | **Review Dates** |
| Health and Safety Policy | Yes | Yes | Policy homepage |  | Annually | Sept 2022 |
| Homework Policy | No | N/A | N/A | At the school’s discretion. |  |  |
| Learning and Teaching Policy | No | N/A | N/A | Recommend this is included within Curriculum statement. |  |  |
| LGPS Discretionary and Compensation Benefits Policy | Trust | Yes | HR section |  | 3 years | Aug 2018 |
| Managing Reductions and Redundancy Policy | Trust | Yes | HR section | Please contact the HR team for more information. | 3 years |  |
| Pay and Reward Policy and Review Guidance | Trust | Yes | HR section |  | Annually |  |
| Performance Management | Trust | Yes | HR section | Please contact the HR team for more information. | 2 years |  |
| Photography Policy | Yes | Yes | Finance Section | Part of Data Protection Policy | 3 years | May 2020 |
| Procurement Policy | Trust | Yes | Finance Section |  | 3 years | Under review |
| Receipt of Gifts Policy | Trust | Yes | Finance Section |  | 3 years | May 2020 |
| Recruitment and Selection Policy | Trust | Yes | HR Section |  | 3 years |  |
| Related Parties and Conflicts of Interest Policy | Trust | Yes | Finance Section |  | Annually | Under review |

| **Policy review** | **Statutory for academies**  **(Yes/No)** | **Academies must use Trust Policy** | **Policy available on website** | **Notes** | **Review Frequency** | **Review**  **date** |
| --- | --- | --- | --- | --- | --- | --- |
| Safeguarding (Child Protection) Policy to include Prevent Duty | Yes | Yes | Policy homepage | See child protection policy | Annually | Sept 2019 |
| SEND Policy | Yes | N/A | N/A | Including looked after children | Annually |  |
| Sex and Relationships Education Policy | Yes | N/A | N/A |  | 2 years |  |
| SMSC Policy (Spiritual, Moral Social and Cultural) | No | N/A | N/A | Included within Curriculum Statement with particular attention to the delivery of ‘British values’. | 2 years |  |
| Supporting pupils with Medical Conditions | Yes | N/A | N/A | This can be included within SEN /Individual Need Policy. | Annual |  |
| Uniform Policy | No | N/A | N/A | Uniform Policy is decided in individual academies. |  |  |
| Whistleblowing Policy | Trust | Yes | Policy Homepage | Updated version | 3 years | Sept 2019 |
| Work Experience Policy | No | N/A | N/A | At the school’s discretion. |  |  |

**Statutory records which Trust academies are required to maintain**

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| **Statutory records which need to be kept** | **Notes** |
| School website to be compliant | Requirements are summarised in this document in the website portal (password protected, accessible by governors) <http://www.unicat.org.uk/portal/websites> |
| School to maintain records of admissions and attendance |  |
| * Schools to maintain single central record of recruitment and vetting checks * Existing and Leavers * Recruitment records | Starter Checklist in place.  Guidance on HR Records to be kept and for duration to be finalised. |
| Record of premises management |  |
| Maintain records of school Governor meetings |  |
| Statement of procedures for dealing with allegations of abuse against staff | Academies should follow the Trust procedures. |

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| **Last Review** | **August 2019** |
| **Department/Owner** | **Governance** |
| **Review Date** | **August 2020** |

Key document details