



Temple Learning Academy

Strategic Policy Framework 2017-18

Statutory policies for publication will be published on our Academy Website: www.templelearningacademy.org.uk

In addition to statutory policies, Temple Learning Academy has a number of extra policies as Governors believe that this is best practice for the overall effectiveness of our Academy and the safeguarding and well-being of our pupils, our staff and our community. Additional policies that are especially relevant to all parents and carers will also be published on our Academy website.

Most policies are reviewed every four years. Policies that are more critical to safeguarding and well-being are reviewed every three years. Some policies are reviewed more frequently, in line with statutory requirements.

Policies are approved by either the Full Board of Governors (FB), individual Governors or Sub-Committees (G) or the Academy's Co-Principals (CP). Policies due for review during the next academic year (2017-18) have the review date highlighted in yellow below.

Governors have a crucial strategic role in (a) reviewing all policies to ensure that they uphold the vision, values and ethos of the Academy; and (b) ensuring that Academy Leaders and staff operate the Academy and provide experiences for pupils and other stakeholders that are in line with current policies.

Governors also have a statutory duty to maintain the following "live" documents and procedures:

- Single Central Record of Recruitment and Vetting Checks
- Approved minutes of meetings of the Governing Board and its committees
- Register of pupils' admissions to Temple Learning Academy
- Register of pupils' attendance at Temple Learning Academy
- School information published on our Academy Website, in accordance with Schedule 4 of the School Information Regulations 2012

| Statutory Policies, published on our Academy Website | | | | | |
|---|-----------------|----------------------------|-------------------------------|----------------------|--------------------|
| Policy | Approval | Published (website) | Review Frequency | Last Approval | Next Review |
| Accessibility Plan | FB / G / CP | Yes | 3 years | Summer 2015 | Summer 2018 |
| Admissions Policy | FB | Yes | Annually | Autumn 2016 | Autumn 2017 |
| Allegations Policy | FB / G | Yes | 3 years | Summer 2015 | Summer 2018 |
| Behaviour Policy | FB / G / CP | Yes | 2 years | Summer 2017 | Summer 2019 |
| Charging & Remissions Policy | FB / G / CP | Yes | 4 years | Autumn 2015 | Autumn 2019 |
| Child Protection Policy | FB | Yes | Annually | Autumn 2016 | Autumn 2017 |
| Complaints Policy | FB / G / CP | Yes | 3 years | Summer 2015 | Summer 2018 |
| Data Protection Policy | FB / G / CP | Yes | 2 years | Summer 2017 | Summer 2018 |
| Equality Scheme | FB / G / CP | Yes | 4 years (plus annual updates) | May 2015 | Summer 2019 |
| EYFS Policy | FB / G / CP | Yes | 3 years | Summer 2015 | Summer 2018 |
| Freedom of Information | FB / G / CP | Yes | 4 years | Summer 2015 | Summer 2019 |
| Health & Safety Policy | FB / G / CP | Yes | 3 years | Summer 2015 | Summer 2018 |
| Home School Agreement | FB / G / CP | Yes | 3 years | Summer 2015 | Summer 2018 |
| SEND Policy | FB | Yes | Annually | Summer 2017 | Summer 2018 |
| SRE Policy | FB / G / CP | Yes | 3 years | Summer 2015 | Autumn 2017 |
| Supporting Pupils With Medical Needs Policy | FB | Yes | 3 years | Summer 2017 | Summer 2020 |

| Statutory Policies, not published on our Academy Website | | | | | |
|---|-----------------|----------------------------|-------------------------|----------------------|--------------------|
| Policy | Approval | Published (website) | Review Frequency | Last Approval | Next Review |
| Premises Management Documents | FB / G / CP | N/A | 2 years | N/A | Autumn 2017 |
| Staff Discipline and Conduct Policy | FB / G / CP | N/A | 4 years | Summer 2015 | Summer 2019 |
| Staff Grievance Policy | FB / G / CP | N/A | 4 years | Summer 2015 | Summer 2019 |

| Other Policies (not statutory), published on our Academy Website for families | | | | | |
|--|-----------------|----------------------------|-------------------------|----------------------|--------------------|
| Policy | Approval | Published (website) | Review Frequency | Last Approval | Next Review |
| Anti-Bullying Policy | FB / G / CP | Yes | 3 years | Summer 2015 | Autumn 2017 |
| Attendance Policy | FB / G / CP | Yes | 3 years | Autumn 2016 | Autumn 2019 |
| EAL Policy | FB / C / CP | Yes | 4 years | Summer 2015 | Summer 2019 |
| Educational Visits Policy | FB / G / CP | Yes | 4 years | Summer 2015 | Summer 2019 |
| E-Safety Policy | FB / G / CP | Yes | 3 years | Autumn 2016 | Autumn 2019 |
| First Aid Policy | FB / G / CP | Yes | 3 years | Summer 2015 | Summer 2018 |
| Forest School Policy | FB / G / CP | Yes | 4 years | Summer 2015 | Summer 2019 |
| Handwriting Policy | FB / G / CP | Yes | 4 years | Spring 2017 | Spring 2021 |
| Mobile Phone Policy | FB / G / CP | Yes | 4 years | Summer 2017 | Summer 2021 |
| Parental Involvement Policy | FB / G / CP | Yes | 4 years | Spring 2017 | Spring 2021 |
| Preventing Extremism and Radicalisation Policy | FB / G / CP | N/A | 3 years | N/A | Autumn 2017 |
| PSHE Policy | FB / G / CP | Yes | 3 years | Summer 2015 | Summer 2018 |
| Re policy | FB / G / CP | Yes | 4 years | Summer 2015 | Summer 2019 |
| Safeguarding Policy | FB / G / CP | Yes | 3 years | Summer 2015 | Summer 2018 |
| Whistleblowing Policy | FB / G | Yes | 3 years | Autumn 2016 | Autumn 2019 |
| Work & Families Policy | FB / G / CP | Yes | 4 years | Autumn 2016 | Autumn 2020 |

| Other Policies (not statutory), not published on our Academy Website | | | | | |
|---|-----------------|----------------------------|-------------------------|----------------------|--------------------|
| Policy | Approval | Published (website) | Review Frequency | Last Approval | Next Review |
| Appraisal Policy | FB / G | N/A | 4 years | Summer 2015 | Summer 2019 |
| Business Continuity Plan <i>(needed for FMGS)</i> | FB / G | N/A | Annually | Autumn 2016 | Autumn 2017 |
| Capability Policy | FB / G | N/A | 4 years | Summer 2015 | Summer 2019 |
| Care & Control Policy (Safe Handling) | FB / G / CP | N/A | 3 years | Spring 2017 | Spring 2020 |
| Children Looked After Policy | FB / G / CP | N/A | 3 years | Summer 2015 | Autumn 2017 |
| Critical Incident & Security Threat Policy | FB / G / CP | N/A | Annually | Autumn 2016 | Autumn 2017 |
| Gifts & Hospitality Policy | FB / G / CP | N/A | 4 years | Summer 2017 | Summer 2021 |
| Governors Allowances Policy | FB / G | N/A | 4 years | Spring 2017 | Spring 2021 |
| Intimate Care Policy | FB / G / CP | N/A | 3 years | Spring 2017 | Spring 2020 |
| Leave of Absence & Annual Leave Policy | FB / G / CP | N/A | 4 years | Autumn 2016 | Autumn 2020 |
| Managing Attendance Policy | FB / G / CP | N/A | 4 years | Autumn 2016 | Autumn 2020 |
| Managing Workforce Change Policy | FB / G / CP | N/A | 4 years | Summer 2017 | Summer 2021 |
| Pay Policy | FB / G | N/A | 2 years | Autumn 2016 | Autumn 2018 |
| Recruitment Policy | FB / G / CP | N/A | 4 years | Summer 2015 | Summer 2019 |
| Register of Business Interests <i>(needed for FMGS)</i> | FB | N/A | Annually | Autumn 2016 | Autumn 2017 |

| Other Policies (not statutory), not published on our Academy Website (continued) | | | | | |
|---|-----------------|----------------------------|-------------------------|----------------------|--------------------|
| Policy | Approval | Published (website) | Review Frequency | Last Approval | Next Review |
| Relationships & Associations (Guidance) | FB / G / CP | N/A | 4 years | Summer 2015 | Summer 2019 |
| Risk Management Policy and Register (needed for FMGS) | FB / G | N/A | Annually | Autumn 2016 | Autumn 2017 |
| Safeguarding Policy | FB / G / CP | Yes | 2 years | Autumn 2016 | Autumn 2018 |
| Safeguarding Supervision Policy | FB / G / CP | N/A | 2 years | Autumn 2016 | Autumn 2018 |
| Safe Working Practice (Guidance) | FB / G / CP | N/A | 4 years | Autumn 2016 | Autumn 2020 |
| Scheme of Delegation | FB | N/A | 4 years | Summer 2015 | Summer 2019 |
| Sickness & Absence Management Policy | FB / G / CP | N/A | 4 years | Autumn 2016 | Autumn 2020 |
| Staff Development Policy | FB / G / CP | N/A | 4 years | Summer 2015 | Summer 2019 |
| Treasury Management Plan (needed for FMGS) | FB / G | N/A | Annually | Autumn 2016 | Autumn 2017 |