Policies, Overarching Statements and Key Trust Documents
Approval Responsibilities - The Board of Trustees and the Local Governance Committees

Trust Policies (to be adopted by all Pickwick schools) 'S' denotes statutory policies 'W' denotes policies that must be published on school websites	Ratification by:			
	Board	Finance Committee	School Improvement Committee	Local Governance Committee
Admissions* (S, W)	✓			*
Anti-Corruption & Anti-Fraud		✓		
Appraisal and Capability for Staff (S)	✓			
Assessment			✓	
Attendance (S, W)			✓	
Banking		✓		
Bullying & Harassment in the Workplace			✓	
CCTV		✓		
Charging and Remissions (S, W)		✓		
Children with health needs who cannot attend school (S)			✓	
Complaints (S, W)	✓			
Conflicts of Interests	✓			
Data Breach	✓			
Data Protection and Secure Data Handling (S, W)	✓			
Dealing with Unacceptable Behaviour on School Premises (S)			✓	
Staff Disciplinary & Managing Allegations (S)	✓			
Display Screen Users		✓		
Driving		✓		
Early Career Teachers (ECFs) Induction (S)			✓	
Equalities Information (S, W) (Trust template for schools to add to)	✓			
Equality, Diversity, Inclusion and Equity Policy	✓			
Family Policy			✓	
First Aid & Accident Reporting (S)		✓		
Flexible Working			✓	
Freedom of Information (W)	✓			
Gifts and Hospitality		✓		
Grievance (S)	✓			
Health & Safety (including Statement of Intent) (S, W)	✓			
Induction			✓	
Information Security		✓		
Initial Teacher Training			✓	
Intimate Care (Trust template for schools to add to)			✓	
Investment		✓		
Lettings (Trust template for schools to add to)		✓		
Lone Working		✓		
Managing Absence and Ill Health	✓			
Menopause			✓	
Online Safety	✓			
Overarching Statement for Curriculum			✓	
Overarching Statement for Pupil Behaviour			✓	
Overarching Statement for Resource Bases			✓	
Overarching Statement for Safeguarding			✓	
Overarching Statement for SEND			✓	
Parental Bereavement Leave			✓	
Pay (S)	✓			
Pension Discretion		✓		
Premises Management (with supporting documents such as asbestos, fire safety, statutory testing etc)		✓		

Policies / Documentation	Board	Finance Committee	School Improvement Committee	Local Governance Committee
Professional Behaviours, Expectations and Standards			✓	
Pupil Premium			✓	
Records Management		✓		
Recruitment			✓	
Redundancy and Restructuring	✓			
Related Party Transactions Statement		✓		
School Condition Allocation (SCA)		✓		
Single Equalities Scheme (S, W)	✓			
Site Safety and Security		✓		
Staff Development and Training			✓	
Supporting Children with medical conditions (S)			✓	
Travel, Subsistence and Personal Expenses		✓		
Trust Reserves	✓			
Trustees and Governors' Allowances (S)		✓		
Volunteers and Interns			✓	
Whistleblowing / Protected Disclosure	✓			
Work-life Balance and Wellbeing			✓	

Local Governance Committees	Ratification by:			
Policies / Documentation (to be developed by individual schools) 'S' denotes statutory policies 'W' denotes policies that must be published on school websites	**Board**	**Finance Committee**	**School Improvement Committee**	**Local Governance Committee**
Accessibility Plan (S)				✓
Admissions* (S, W)	*			✓
Anti-Bullying (W)				✓
Behaviour (supporting Trust overarching statement) (S, W)				✓
Collective Worship				✓
Early Years and Foundation Stage (S)				✓
Equalities Information (complete school section) (S, W)				✓
Inclusion				✓
Intimate Care (complete school section)				✓
Home School Agreement				✓
Home Learning				✓
Lettings (complete school section)				✓
More Able				✓
Planning, Preparation and Assessment (PPA)				✓
Physical Education & Sports Premium				✓
Pupil Transition				✓
Safeguarding and Child Protection (S, W) (use LA guidance to develop school policy)				✓
School visits				✓
Special Educational Needs (S, W)				✓
Sex and Relationship Education (S, W)				✓
Teaching & Learning (W)				✓
The above lists are not meant to be exhaustive and do not include curriculum, or community/school specific policies. Local Governance Committees may choose to develop additional policies as required by the school.				

*Once ratified must go to Board for final approval

Please note there is a statutory requirement by the DfE to have a 'Protection of biometric information of children in schools and colleges' policy, but as we do not collect biometric data from adults or children we do not have a policy for this. School exclusion is included as part of school Behaviour Policies.

For reference: https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts

Key School Documentation – Approval Responsibilities

Key School Documentation / Guidance 'S' denotes statutory policies 'W' denotes policies that must be published on school websites	Ratification by:			
	Board	Finance Committee	School Improvement Committee	Local Governance Committee
Behaviour principles written statement				✓
Business Continuity Plan (linked to overarching Trust Plan)				✓
Designated teacher for looked after and previously looked after children				✓
Premises management and Health & Safety documents				✓
Pupil Premium Strategy				✓
Register of Business Interests of headteacher and governors				✓
Register of pupils' admission to school and attendance				✓
School Development Plan				✓
School Information published on a website				✓
School Self Evaluation Form (SEF)				✓
SIAMS (SEF) (Church schools)				✓
Single Central Record (SCR) of recruitment and vetting checks				✓
Staff Handbook				✓

Key Trust Documentation – Approval Responsibilities

Pickwick Academy Trust Key Documentation 'S' denotes statutory policies 'W' denotes policies that must be published on school websites	Ratification by:			
	Members	Board	Finance Committee	School Improvement Committee
Articles of Association	✓			
Business Plan		✓		
Business Continuity Plan		✓		
Constitution	✓			
Environment Strategy			✓	
Financial Procedures Manual			✓	
GDPR Handbook			✓	
Local Governance Committee Handbook		✓		
HR Procedures		✓		
People Strategy		✓		
Pickwick Academy Trust Handbook		✓		
Register of Business Interests of CEO, Trustees and Members		✓		
Scheme of Delegation		✓		
Small Schools Strategy		✓		
Trust Development Plan		✓		