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

to be adopted by all Pickwick schools) 87 denotes study pollolies W denotes policies that must be published on school websites Admissions* (S. W) Arti-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) Complain	Trust Policies	Ratification by:			
S' denotes sitatutory policies with must be published on school websites 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) First Aid & Accident Reporting (S) Health & Safety (Including Statement of Intent) (S, W) Lone Working Freedom of Information (W) Gifts and Hospitality Gilvance (S) Health & Safety (Including Statement of Intent) (S, W) Annaging Absence and III Health Menopause Overarching Statement for Attendance Overarching Statement for Resource Bases Overarching Statement for Resource Overarching Statement for SEND Committee Committee A C	(to be adopted by all Pickwick schools)	Board			Local
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) Cofficies of Interests Complaints (S, W) Compla			Committee	Improvement	Governance
Anti-Corruption & Anti-Fraud Appraisal and Capability for Staff (S) Assessment Attendance (S, W) 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) Data Protection and Secure Data Handling (S, W) Data Protection and Secure Data Handling (S, W) Data Drotection and Secure Data Handling (S, W) Data Protection and Secure Data Handling (S, W) Data Drotection and Secure Data Handling (S, W) Data Drotection and Secure Data Handling (S, W) Data Drotection and Secure Data Handling (S, W) Data Protection and Secure Data Handling (S, W) Display Screen Users Driving Edit Career Teachers (ECFs) Induction (S) Equalities Information (S, W) (Trust template for schools to add to) Equalities Information (S, W) (Trust template for schools to add to) Equality, Diversity, Inclusion and Equity Policy First Aid & Accident Reporting (S) Fiexble Working Freedom of Information (W) Gifts and Hospitality Freedom of Information (W) Gifts and Hospitality Grievance (S) Guidance for Safet Working Practices for those Working with Children and Young People in Educational Settings Health & Safety (including Statement of Intent) (S, W) Information Security Initial Teacher Training Intilial Statement for Secure Bases	'W' denotes policies that must be published on school websites			Committee	Committee
Appraisal and Capability for Staff (S) Assessment Assessment Attendance (S, W) Banking Bullying & Harassment in the Workplace CCTV Charging and Remissions (S, W) Cofficien 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) Staff Disciplinary & Managing Allegations (S) Staff Disciplinary & Monaging Allegations (S) Furphises (S) Staff Disciplinary & Managing Allegations (S) Furphise (S, W) (Trust template for schools to add to) Equalities Information (S, W) (Trust template for schools to add to) Equality Policy First Ald & Accident Reporting (S) First Ald & Accident Reporting (S) First Ald & Accident Reporting (S) Freedom of Information (W) Gifts and Hospitality Gifts and Hospitality Gifts and Hospitality Gifts and Settings Health & Safety (including Statement of Intent) (S, W) Information Security Initial Teacher Training Initial Teacher Training Initial Teacher Training Initial Teacher Training Intimate Care (Trust template for schools to add to) Lone Working with Children and Ill Health Amongause Online Safety Overarching Statement for Attendance Overarching Statement for Resource Bases Overarching Statement for SEND	Admissions* (S, W)	✓			*
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 V Data Breach 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 First Aid & Accident Reporting (S) Flexible Working Freedom of Information (W) Gifts and Hospitality Grievance (S) Guidance for Safer Working Practices for those Working with Children and Young People in Educational Settings Health & Safety (Including Statement of Intent) (S, W) Invisite Care (Trust template for schools to add to) Investment Lettings (Trust template for schools to add to) Investment Lettings (Trust template for schools to add to) Voerarching Statement for Attendance Voerarching Statement for SeND	Anti-Corruption & Anti-Fraud		✓		
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 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) Equalities Information (S, W) (Trust template for schools to add to) First Aid & Accident Reporting (S) Fredom of Information (W) Gifts and Hospitality Grievance (S) Guidance for Safer Working Practices for those Working with Children and Young People in Educational Settings Health & Safety (Including Statement of Intent) (S, W) Initial Teacher Training Intimate Care (Trust template for schools to add to) Investment Lettings (Trust template for schools to add to) Investment Lettings (Trust template for schools to add to) Investment Lettings (Trust template for schools to add to) Lone Working Managing Statement for Attendance Overarching Statement for Attendance Overarching Statement for ENDU Overarching Statement for SERD Voverarching Statement for SERD	Appraisal and Capability for Staff (S)	✓			
Bullying & Harassment in the Workplace CCTV Charging and Remissions (S, W) Children with health needs who cannot attend school (S) Complaints (S, W) Complaints (S, W) 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 Oriving Early Career Teachers (ECFs) Induction (S) Equalities Information (S, W) (Trust template for schools to sadd to) Freedom of Information (W) Gifts and Hospitality Grievance (S) Valuations of Safer Working Practices for those Working with Children and Young People in Educational Settings Information Security Initial Teacher Training Intimate Care (Trust template for schools to add to) Investment Valuation Statement for Attendance Overarching Statement for Resource Bases Voverarching Statement for Resource Voverarching Statement for Resource Voverarching Statement for Resource Voverarching Statement for Resource Voverarching Statement for SEND Voverarching Statement for SEND Voverarching Statement for SEND	Assessment			✓	
Builying & 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) Staff Disciplinary & Managing Allegations (S) Staff Disciplinary & Managing Allegations (S) Forwing Farly Career Teachers (ECFs) Induction (S) Equalities Information (S, W) (Trust template for schools to add to) Equality, Diversity, Inclusion and Equity Policy First Aid & Accident Reporting (S) Flexible Working Freedom of Information (W) Gifts and Hospitality Grievance (S) Guidance for Safer Working Practices for those Working with Children and Young People in Educational Settings 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) Investment Lettings (Trust template for schools to add to) Investment Lettings (Trust template for schools to add to) Investment Lettings (Trust template for schools to add to) Investment Lettings (Trust template for schools to add to) Investment Lettings (Trust template for schools to add to) Orerarching Statement for Attendance Overarching Statement for Attendance Overarching Statement for Resource Bases Overarching Statement for SEND Overarching Statement for SEND Overarching Statement for SEND	Attendance (S, W)			✓	
Bullying & Harassment in the Workplace CCTV Charging and Remissions (S, W) Chaidren with health needs who cannot attend school (S) Complaints (S, W) Conflicts of Interests Data Breach Data Protection and Secure Data Handling (S, W) Pealing with Unacceptable Behaviour on School Premises (S) Staff Disciplinary & Managing Allegations (S) Farily Career Teachers (ECFs) Induction (S) Equalities Information (S, W) (Trust template for schools to add to) Family Policy Family Policy Family Policy First Aid & Accident Reporting (S) Fiexible Working Freedom of Information (W) Grits and Hospitality Grievance (S) Guidance for Safer Working Practices for those Working with Children and Young People in Educational Settings Health & Safety (including Statement of Intent) (S, W) Induction Information Security Initial Teacher Training Intimate Care (Trust template for schools to add to) Information Security Initial Teacher Training Intimate Care (Trust template for schools to add to) Investment V Intention Statement for Schools to add to) Voerarching Statement for Attendance Voerarching Statement for Attendance Voerarching Statement for SEND Voerarching Statement for SEND Voerarching Statement for SEND Voerarching Statement for SEND	Banking		✓		
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) Data Protection and Secure W Data Protection (S, W) (Trust template for schools to add to) Data Protection (S, W) Data Protection and Security Policy First Aid & Accident Reporting (S) Flexible Working Freedom of Information (W) First Aid & Accident Reporting (S) Flexible Working Freedom of Information (W) First Aid & Accident Reporting (S) Flexible Working Practices for those Working with Children and Young People in Educational Settings 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) Investment Lettings (Trust template for schools to add to) Lone Working Managing Absence and Ill Health Menopause Vourarching Statement for Pupil Behaviour Vourarching Statement for Pupil Behaviour Vourarching Statement for Resource Bases Vourarching Statement for Sexpource Bases	Bullying & Harassment in the Workplace			✓	
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) Staff Disciplinary & Managing Allegations (S) Display Screen Users Driving Driving Early Career Teachers (ECFs) Induction (S) Equalities Information (S, W) (Trust template for schools to add to) Equality, Diversity, Inclusion and Equity Policy First Aid & Accident Reporting (S) Flexible Working Freedom of Information (W) Gifts and Hospitality Grievance (S) Guidance for Safer Working Practices for those Working with Children and Young People in Educational Settings 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) Investment Lettings (Trust template for schools to add to) Investment Lettings (Trust template for schools to add to) Investment Lettings (Trust template for schools to add to) Vorarching Statement for Pupil Behaviour Overarching Statement for Pupil Behaviour Overarching Statement for Resource Bases Voverarching Statement for Resource Bases Voverarching Statement for Resource Bases Voverarching Statement for SenDD V	CCTV		✓		
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) Staff Disciplinary & Managing Allegations (S) Display Screen Users Driving Driving Early Career Teachers (ECFs) Induction (S) Equalities Information (S, W) (Trust template for schools to add to) Equality, Diversity, Inclusion and Equity Policy First Aid & Accident Reporting (S) Flexible Working Freedom of Information (W) Gifts and Hospitality Grievance (S) Guidance for Safer Working Practices for those Working with Children and Young People in Educational Settings 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) Investment Lettings (Trust template for schools to add to) Investment Lettings (Trust template for schools to add to) Investment Lettings (Trust template for schools to add to) Vorarching Statement for Pupil Behaviour Overarching Statement for Pupil Behaviour Overarching Statement for Resource Bases Voverarching Statement for Resource Bases Voverarching Statement for Resource Bases Voverarching Statement for SenDD V	Charging and Remissions (S, W)		✓		
Complaints (S, W)				✓	
Complaints (S, W) Conflicts of Interests Data Breach Data Dracephabe Secure Data Handling (S, W) Dealing with Unaccepitable Behaviour on School Premises (S) Staff Disciplinary & Managing Allegations (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 First Aid & Accident Reporting (S) Flexible Working Freedom of Information (W) Gifts and Hospitality Grievance (S) Guidance for Safer Working Practices for those Working with Children and Young People in Educational Settings 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 Overarching Statement for Attendance Overarching Statement for Resource Bases Overarching Statement for Resource Bases Overarching Statement for Resource Bases Overarching Statement for SeND					
Conflicts of Interests Data Breach Data Protection and Secure Data Handling (S, W) Dealing with Unacceptable Behaviour on School Premises (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) Working with Children and Young People in Educational Settings Health & Safety (Including Statement of Intent) (S, W) Induction Information Security Initial Teacher Training Intimate Care (Trust template for schools to add to) Lone Working Managing Absence and III Health Menopause Overarching Statement for Resource Bases Overarching Statement for Resource Bases Overarching Statement for SeNon Selver Converse Conversions Selver Conversions Selver Conversions Statement for SeNource Conversions Statement for SeNource Conversions Statement for Resource Bases Overarching Statement for Resource Bases Overarching Statement for SeNou	` '	✓			
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) Guidance for Safer Working Practices for those Working with Children and Young People in Educational Settings 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) Investment Lettings (Trust template for schools to add to) Curearching Statement for Attendance Overarching Statement for Resource Bases Online Statement for Resource Bases Overarching Statement for Resource Bases Overarching Statement for SEND	. ,	✓			
Data Protection and Secure Data Handling (S, W) Dealing with Unacceptable Behaviour on School Premises (S) Staff Disciplinary & Managing Allegations (S) Display Screen Users Diving 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) Guidance for Safer Working Practices for those Working with Children and Young People in Educational Settings 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 III Health Menopause Online Safety Overarching Statement for Resource Bases Overarching Statement for Resource Bases Overarching Statement for SEND ✓		√			
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) Guidance for Safer Working Practices for those Working with Children and Young People in Educational Settings Health & Safety (including Statement of Intent) (S, W) Information Security Initial Teacher Training Intimate Care (Trust template for schools to add to) Lone Working Managing Absence and Ill Health Menopause Online Safety Overarching Statement for Attendance Overarching Statement for Resource Bases Overarching Statement for SEND V Safety (S) V Safety (S) V Safety (S) V Safety (S) V Safety (S) V Safety (S) V Safety (S) V Safety (S) V Safety (S) V Safety (S) V Safety (S) V Safety (S) V Safety (S) V Safety (S) Safe		√			
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) Guidance for Safer Working Practices for those Working with Children and Young People in Educational Settings Health & Safety (including Statement of Intent) (S, W) Information Security Initial Teacher Training Information Security Initial Teacher Training Lettings (Trust template for schools to add to) Lone Working Managing Absence and III Health Menopause Online Safety Overarching Statement for Attendance Overarching Statement for Pupil Behaviour Overarching Statement for Seguarding V Overarching Statement for Seguarding V Overarching Statement for Seguarding V Overarching Statement for Seguarding V Overarching Statement for Seguarding V Overarching Statement for Seguarding V Overarching Statement for Seguarding V Overarching Statement for Seguarding V Overarching Statement for Sesurce Bases				√	
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) Guidance for Safer Working Practices for those Working with Children and Young People in Educational Settings 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 III Health Menopause Online Safety Overarching Statement for Attendance Overarching Statement for Pupil Behaviour Overarching Statement for Sesource Bases	, i				
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) Guidance for Safer Working Practices for those Working with Children and Young People in Educational Settings Health & Safety (including Statement of Intent) (S, W) Information Security Initial Teacher Training Intimate Care (Trust template for schools to add to) Innestment Lettings (Trust template for schools to add to) Lone Working Managing Absence and III Health Menopause Online Safety Overarching Statement for Resource Bases Overarching Statement for Pupil Behaviour Overarching Statement for Setsul	()	✓			
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) Guidance for Safer Working Practices for those Working with Children and Young People in Educational Settings Health & Safety (including Statement of Intent) (S, W) Induction Information Security Initial Teacher Training Initinal 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 Pupil Behaviour Overarching Statement for Resource Bases Overarching Statement for Safeguarding Overarching Statement for Sendo		,	✓		
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) Guidance for Safer Working Practices for those Working with Children and Young People in Educational Settings 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 III Health Menopause Online Safety Overarching Statement for Attendance Overarching Statement for Pupil Behaviour Overarching Statement for Resource Bases Overarching Statement for SEND	, ,		· ·		
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) Guidance for Safer Working Practices for those Working with Children and Young People in Educational Settings Health & Safety (including Statement of Intent) (S, W) Induction Information Security Initial Teacher Training Intimate Care (Trust template for schools to add to) Lettings (Trust template for schools to add to) Lone Working Managing Absence and III Health Menopause Online Safety Overarching Statement for Resource Bases Overarching Statement for Resource Bases Overarching Statement for SEND			· ·		
add to Equality, Diversity, Inclusion and Equity Policy	, , , , , ,			•	
Equality, Diversity, Inclusion and Equity Policy Family Policy First Aid & Accident Reporting (S) Flexible Working Freedom of Information (W) Gifts and Hospitality Grievance (S) Guidance for Safer Working Practices for those Working with Children and Young People in Educational Settings 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 III Health Menopause Online Safety Overarching Statement for Attendance Overarching Statement for Curriculum Overarching Statement for Resource Bases Overarching Statement for Resource Bases Overarching Statement for SEND					
Family Policy First Aid & Accident Reporting (S) Flexible Working Freedom of Information (W) Gifts and Hospitality Grievance (S) Guidance for Safer Working Practices for those Working with Children and Young People in Educational Settings 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 III Health Menopause Online Safety Overarching Statement for Attendance Overarching Statement for Pupil Behaviour Overarching Statement for Resource Bases Overarching Statement for Resource Bases Overarching Statement for Safeguarding Overarching Statement for SEND	,	√			
First Aid & Accident Reporting (S) Flexible Working Freedom of Information (W) Gifts and Hospitality Grievance (S) Guidance for Safer Working Practices for those Working with Children and Young People in Educational Settings 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 Attendance Overarching Statement for Resource Bases Overarching Statement for Resource Bases Overarching Statement for Safeguarding				✓	
Flexible Working Freedom of Information (W) Gifts and Hospitality Grievance (S) Guidance for Safer Working Practices for those Working with Children and Young People in Educational Settings 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 III Health Menopause Online Safety Overarching Statement for Attendance Overarching Statement for Pupil Behaviour Overarching Statement for Resource Bases Overarching Statement for Safeguarding Overarching Statement for Safeguarding Overarching Statement for Safeguarding Overarching Statement for Safeguarding Overarching Statement for SEND			✓		
Freedom of Information (W) Gifts and Hospitality Grievance (S) Guidance for Safer Working Practices for those Working with Children and Young People in Educational Settings 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 III Health Menopause Online Safety Overarching Statement for Attendance Overarching Statement for Pupil Behaviour Overarching Statement for Resource Bases Overarching Statement for Safeguarding Overarching Statement for Senous (SEND)				✓	
Gifts and Hospitality Grievance (S) Guidance for Safer Working Practices for those Working with Children and Young People in Educational Settings 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 III Health Menopause Online Safety Overarching Statement for Attendance Overarching Statement for Pupil Behaviour Overarching Statement for Resource Bases Overarching Statement for Safeguarding Overarching Statement for Senous (SEND)		√			
Grievance (S) Guidance for Safer Working Practices for those Working with Children and Young People in Educational Settings 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 III Health Menopause Online Safety Overarching Statement for Attendance Overarching Statement for Pupil Behaviour Overarching Statement for Resource Bases Overarching Statement for Safeguarding Overarching Statement for Safeguarding Overarching Statement for Safeguarding Overarching Statement for SEND		,			
Guidance for Safer Working Practices for those Working with Children and Young People in Educational Settings 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 III Health Menopause Online Safety Overarching Statement for Attendance Overarching Statement for Pupil Behaviour Overarching Statement for Resource Bases Overarching Statement for Safeguarding Overarching Statement for Safeguarding Overarching Statement for SenD			· ·		
Working with Children and Young People in Educational Settings 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 III Health Menopause Online Safety Overarching Statement for Attendance Overarching Statement for Pupil Behaviour Overarching Statement for Resource Bases Overarching Statement for Safeguarding Overarching Statement for SEND	()				
Educational Settings 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 III Health Menopause Online Safety Overarching Statement for Attendance Overarching Statement for Pupil Behaviour Overarching Statement for Resource Bases Overarching Statement for Safeguarding Overarching Statement for Senon Overarching Statement for Safeguarding Overarching Statement for Senon Overarching Statement for Senon Overarching Statement for Safeguarding	_	•			
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 III Health Menopause Online Safety Overarching Statement for Attendance Overarching Statement for Pupil Behaviour Overarching Statement for Resource Bases Overarching Statement for Safeguarding Overarching Statement for Safeguarding Overarching Statement for SenD					
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 III Health Menopause Online Safety Overarching Statement for Attendance Overarching Statement for Curriculum Overarching Statement for Resource Bases Overarching Statement for Safeguarding Overarching Statement for Safeguarding Overarching Statement for Safeguarding Overarching Statement for Safeguarding Overarching Statement for SenD		./			
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 III Health Menopause Online Safety Overarching Statement for Attendance Overarching Statement for Curriculum Overarching Statement for Pupil Behaviour Overarching Statement for Resource Bases Overarching Statement for Safeguarding Overarching Statement for Safeguarding Overarching Statement for Safeguarding Overarching Statement for Senon		V		-/	
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 III Health Menopause Online Safety Overarching Statement for Attendance Overarching Statement for Curriculum Overarching Statement for Resource Bases Overarching Statement for Safeguarding Overarching Statement for Safeguarding Overarching Statement for Safeguarding Overarching Statement for Safeguarding				V	
Intimate Care (Trust template for schools to add to) Investment Lettings (Trust template for schools to add to) Lone Working Managing Absence and III Health Menopause Online Safety Overarching Statement for Attendance Overarching Statement for Curriculum Overarching Statement for Pupil Behaviour Overarching Statement for Resource Bases Overarching Statement for Safeguarding Overarching Statement for Safeguarding Overarching Statement for Safeguarding			· ·		
Investment Lettings (Trust template for schools to add to) Lone Working Managing Absence and III Health Menopause Online Safety Overarching Statement for Attendance Overarching Statement for Curriculum Overarching Statement for Pupil Behaviour Overarching Statement for Resource Bases Overarching Statement for Safeguarding Overarching Statement for Safeguarding Overarching Statement for Safeguarding Overarching Statement for Send	<u> </u>			· ·	
Lettings (Trust template for schools to add to) Lone Working Managing Absence and III Health Menopause Online Safety Overarching Statement for Attendance Overarching Statement for Curriculum Overarching Statement for Pupil Behaviour Overarching Statement for Resource Bases Overarching Statement for Safeguarding Overarching Statement for Safeguarding Overarching Statement for Send	· · · · · · · · · · · · · · · · · · ·			V	
Lone Working Managing Absence and III Health ✓ Menopause Online Safety Overarching Statement for Attendance Overarching Statement for Curriculum Overarching Statement for Pupil Behaviour Overarching Statement for Resource Bases Overarching Statement for Safeguarding Overarching Statement for Safeguarding					
Managing Absence and III Health ✓ Menopause ✓ Online Safety ✓ Overarching Statement for Attendance ✓ Overarching Statement for Curriculum ✓ Overarching Statement for Pupil Behaviour ✓ Overarching Statement for Resource Bases ✓ Overarching Statement for Safeguarding ✓ Overarching Statement for SEND ✓					
Menopause ✓ Online Safety ✓ Overarching Statement for Attendance ✓ Overarching Statement for Curriculum ✓ Overarching Statement for Pupil Behaviour ✓ Overarching Statement for Resource Bases ✓ Overarching Statement for Safeguarding ✓ Overarching Statement for SEND ✓			✓		
Online Safety Overarching Statement for Attendance Overarching Statement for Curriculum Overarching Statement for Pupil Behaviour Overarching Statement for Resource Bases Overarching Statement for Safeguarding Overarching Statement for Safeguarding Overarching Statement for SEND		✓			
Overarching Statement for Attendance Overarching Statement for Curriculum Overarching Statement for Pupil Behaviour Overarching Statement for Resource Bases Overarching Statement for Safeguarding Overarching Statement for Safeguarding Overarching Statement for SEND	·			✓	
Overarching Statement for Curriculum Overarching Statement for Pupil Behaviour Overarching Statement for Resource Bases Overarching Statement for Safeguarding Overarching Statement for SEND	•	✓			
Overarching Statement for Pupil Behaviour ✓ Overarching Statement for Resource Bases ✓ Overarching Statement for Safeguarding ✓ Overarching Statement for SEND ✓					
Overarching Statement for Resource Bases ✓ Overarching Statement for Safeguarding ✓ Overarching Statement for SEND ✓				✓ <u> </u>	
Overarching Statement for Safeguarding ✓ Overarching Statement for SEND ✓	Overarching Statement for Pupil Behaviour			✓	
Overarching Statement for SEND	Overarching Statement for Resource Bases			─ ✓	
Overarching Statement for SEND	Overarching Statement for Safeguarding			✓	
				✓	
Parental Bereavement Leave	Parental Bereavement Leave			✓	

Pay (S)	✓			
Pension Discretion		✓		
Premises Management (with supporting documents such as asbestos, fire safety, statutory testing etc)		√		
Professional Expectations and Staff Behaviour			✓	
Pupil Premium			✓	
Records Management		✓		
Recruitment			✓	
Redundancy and Restructuring	✓			
Related Party Transactions Statement		✓		
Safeguarding and Child Protection (S, W)	✓			
(Trust template for schools to add to)				
Single Equalities Scheme (S, W)	✓			
Site Safety and Security		✓		
Staff Development and Training			✓	
Supporting Children with medical conditions (S)			✓	
Travel, Subsistence and Expenses		✓		
Trust Reserves	✓			
Trustees and Governors' Allowances (S)		✓		
Volunteers and Interns			✓	
Whistleblowing / Protected Disclosure	✓			
Work-life Balance and Wellbeing			✓	

	Ratific	ation by:	
Board	Finance Committee	School Improvement Committee	Local Governance Committee
			✓ ✓
*			,
			√
			✓
			✓
			✓
			✓
			✓
			✓
			✓
			✓
			✓
			✓
			✓
			✓
			✓
			√
			✓
			✓
			✓
			✓
			✓
	*	Board Finance Committee	Committee Improvement Committee *

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.

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

^{*}Once ratified must go to Board for final approval

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

Key School Documentation – Approval Responsibilities

	Ratification by:			
Key School Documentation / Guidance 'S' denotes statutory policies	Board	Finance Committee	School Improvement	Local Governance
'W' denotes policies that must be published on school websites			Committee	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		✓		