



**Turnfurlong Infant School**  
 Creating a love of learning for a better future

## STATUTORY POLICIES AND DOCUMENTS

<b>PERSON RESPONSIBLE FOR POLICY:</b>	<b>Lee Taylor</b>
<b>APPROVED: FGB</b>	<b>DATE: 19 June 2019</b>
<b>SIGNED: <i>Signed Electronically</i></b>	<b>ROLE: Chair of Governors</b>
<b>TO BE REVIEWED:</b>	<b>Autumn FGB 2019</b>

# ***Turnfurlong Infant School Governing Body List of Statutory Policies and Documents***

## **Introduction**

This document summarises information about the policies and documents that Turnfurlong Infant School are required to have.

It is based on the [DfE's statutory policies for schools document](#) as well as other statutory guidance such as Keeping Children Safe in Education, the Governance Handbook, the Academies Financial Handbook, the SEND Code of Practice, the EYFS framework, and the Education (Independent School Standards) Regulations 2014. We have also included policies required for exam centres, set out in guidance from the Joint Council for Qualifications (JCQ).

## Turnfurlong Infant School List of Statutory Polices and Documents

POLICY/DOCUMENT	REVIEW FREQUENCY	APPROVAL	DELEGATED COMMITTEE / INDIVIDUAL AT TURNFURLONG INFANT SCHOOL	LAST REVIEW DATE	NEXT REVIEW DUE DATE
Admissions arrangements	Arrangements to be determined annually. Any changes must be consulted on and where no changes are made, consultation is required at least every seven years	Full governing board or a committee where the school is an admissions authority	Personnel & Curriculum Committee (P&C)		
Accessibility plan	Every 3 years	Can be delegated by the governing board to a committee, local governing body, a governor or the headteacher	Finance & Premises Committee (F&P)		
Behaviour principles written statement	Determined by the governing board	Can be delegated by the governing board to a committee or a local governing body	P&C		
Behaviour policy	Determined by the headteacher	Headteacher	Head Teacher		
Central record of recruitment and vetting checks	Live document	Can be delegated by the governing board to a committee, local governing body, a governor or the headteacher	Safeguarding Governor		

POLICY/DOCUMENT	REVIEW FREQUENCY	APPROVAL	DELEGATED COMMITTEE / INDIVIDUAL AT TURNFURLONG INFANT SCHOOL	LAST REVIEW DATE	NEXT REVIEW DUE DATE
Charging and remissions	Determined by the governing board	Can be delegated by the governing board to a committee, local governing body, a governor or the headteacher	F&P		
Child protection policy and procedures	Annual	Governing board	Full Governing Body (FGB)		
Complaints procedure statement	Determined by the governing board	Can be delegated by the governing board to a committee, local governing body, a governor or the headteacher	P&C		
Data protection	At least every 2 years  Schools must register with the Information Commissioner's Office and renew this annually	Determined by the governing board	F&P		
Early Years Foundation Stage (EYFS) policies and procedures <i>(If applicable)</i>	Varies	Determined by the governing board	P&C		

POLICY/DOCUMENT	REVIEW FREQUENCY	APPROVAL	DELEGATED COMMITTEE / INDIVIDUAL AT TURNFURLONG INFANT SCHOOL	LAST REVIEW DATE	NEXT REVIEW DUE DATE
Equality information and objectives (public sector equality duty)	Equality information updated and published at least every year Equality objectives at least every 4 years	Can be delegated by the governing board to a committee, local governing body, a governor or the headteacher	F&P		
Freedom of information publication scheme	Determined by the governing board	Determined by the governing board	F&P		
Governors' allowances (schemes for paying)	Determined by the governing board	Can be delegated by the governing board to a committee, local governing body, a governor or the headteacher	F&P		
Governors' code of conduct	Determined by the governing board	Determined by the governing board	FGB		
Health and safety	Determined by the employer	Determined by the employer	F&P		
Instrument of government	Determined by the governing board	Full governing board	FGB		
Minutes of, and papers considered at, meetings of the governing board and its committees	Not applicable	Full governing board or committee as appropriate	Chair of Governors/Committee Chair as appropriate		

POLICY/DOCUMENT	REVIEW FREQUENCY	APPROVAL	DELEGATED COMMITTEE / INDIVIDUAL AT TURNFURLONG INFANT SCHOOL	LAST REVIEW DATE	NEXT REVIEW DUE DATE
Premises management documents	See the Federation of Property Societies' (FPS's) guidance hosted on Lewisham Council's website: <a href="#">Compliance monitoring in council buildings</a>	Can be delegated by the governing board to a committee, local governing body, a governor or the headteacher	F&P		
Register of business interests of headteachers and governors	Determined by the governing board	Determined by the governing board	FGB		
Register of pupils' admissions to school	Live document	Can be delegated by the governing board to a committee, local governing body, a governor or the headteacher	P&C		
Register of pupils' attendance	Live document	Can be delegated by the governing board to a committee, local governing body, a governor or the headteacher	P&C		
School information published on school website	Must be updated as soon as possible after a change and at least annually	Can be delegated by the governing board to a committee, local governing body, a governor or the headteacher	F&P		

POLICY/DOCUMENT	REVIEW FREQUENCY	APPROVAL	DELEGATED COMMITTEE / INDIVIDUAL AT TURNFURLONG INFANT SCHOOL	LAST REVIEW DATE	NEXT REVIEW DUE DATE
Special educational needs (SEN) information report and SEN policy	The information report should be updated annually and any changes made to the information during the school year should be updated as soon as possible. The frequency of the review of the policy is determined by the governing board.	Full governing board	FGB		
Staff capability	Determined by the governing board	Can be delegated by the governing board to a committee or individual governor	P&C		
Staff discipline, conduct and grievance (procedures for addressing)	Determined by the governing board	Maintained schools: full governing board Academies, including free schools: can be delegated by the governing board to a committee, local governing body, a governor or the headteacher	P&C		
Statement of procedures for dealing with allegations of abuse against staff	Determined by the governing board	Determined by the governing board	P&C		
Supporting pupils with medical conditions	Determined by the governing board	Governing board	FGB		

POLICY/DOCUMENT	REVIEW FREQUENCY	APPROVAL	DELEGATED COMMITTEE / INDIVIDUAL AT TURNFURLONG INFANT SCHOOL	LAST REVIEW DATE	NEXT REVIEW DUE DATE
Teacher appraisal	Determined by the governing board	Can be delegated by the governing board to a committee or individual governor	Pay Review Committee (PRC)		
Teachers' pay	Annual	Can be delegated by the governing board to a committee	PRC		
Whistleblowing procedures	Determined by the governing board	Can be delegated by the governing board to a committee , local governing body or individual governor	P&C		