

Riviera Education Trust Policy Delegation															
Key: Approve the policy Review the policy Maintain and update the policy / document / activity. Support maintenance of the policy / document / activity including adding local information	Statutory requirement	Renewal frequency	Website	Maintain at Whole Trust Level											Maintain at School Level
				Executive and Trust Leads											
				Trustees	Audit, Risk & Compliance	Pay Committee	CEO	CFO	Governance Professional	Trust SEND lead	Operations Manager	People Manager	Head of School	Executive Support & Comms Lead	
Renewal frequency is where there has been no change in legislation or guidance															
Statutory policies, other policies and documents															
1	Acceptable Behaviour in the workplace	Y	Annual	MAT	A						R				
2	Accessibility plan	Y	Annual	SCH										A	
3	Administration of Medicines	Y	Annual	MAT	A							R			
4	Admissions policy	Y	Annual	SCH/MAT	A		M							M	
5	Admission register	Y	Daily											A	
6	Anti Bullying		Annual	SCH/MAT	A					R				M	
7	Anti Fraud		Annual	MAT	A			R							
8	Annual accounts and CEO published info	Y	Annual	MAT	A			R	R						
9	Appraisal and Staff Development														
10	Around the Clock Club		Annual	SCH										A	
11	Assessment		Annual	MAT	A			R							
12	Attendance policy	Y	Annual	SCH	A					R/M				A	
13	Attendance register	Y												A	
14	Behaviour policy	Y	Annual	SCH										A	
15	CCTV		Annual	SCH							R			A	
16	Capabilities Policy & Procedure	Y	Annual	MAT	A							R			
17	Capitalisation & Depreciation of Assets Policy		Annual	MAT	A			R							
18	Cared for children		Annual	MAT	A							R			
19	Charging and Remissions	Y	Annual	MAT	A			R							
20	Child Protection Policy and Procedures (Safeguarding)	Y	Annual	SCH										A	
21	Code of Conduct		Annual	MAT	A							R			
22	Code of Conduct - LSB		Annual	MAT	A				R						
23	Code of Conduct - Trustees		Annual	MAT	A				R						
24	Collection policy		Annual	MAT	A								R		
25	Collective Worship		Annual	MAT	A							R			
26	Community Use & Lettings		Annual	MAT	A			R							
27	Communication Principles		Annual	MAT	A			R							
28	Competitive Tendering	Y	Annual	MAT	A			R							
29	Complaints	Y	Annual	MAT	A			R							
30	Critical Illness		Annual	MAT	A							R			
31	Data Breach (GDPR)	Y	Annual	MAT	A						R				
32	Data Protection (GDPR)	Y	Annual	MAT	A						R				
33	Discretions		Annual	MAT	A							R			
34	Disciplinary		Annual	MAT	A							R			
35	Due Diligence		Annual	MAT	A/R										
36	Equality information statement	Y	Annual	MAT	A			R							
37	Equality information objectives (every 4 years)	Y	Annual	MAT	A			R							
38	Expenses		Annual	MAT	A				R						
39	Expenses - Governors/ Trustees	Y	Annual	MAT	A					R					
40	EYFS	Y	Annual	SCH										A	
41	Finance	Y	Annual	MAT	A			R							
42	First Aid in schools	Y	Annual	MAT	A								R		
43	Flexible Working	Y	Annual	MAT	A							R			
44	Freedom of information Publication Scheme	Y	Annual	MAT	A						R				
45	Gifts and Hospitality		Annual	MAT	A			R	R						
46	Greivance Policy	Y	Annual	MAT	A							R			
47	Health and safety	Y	Annual	MAT	A						R				
48	Homelearning		Annual	SCH										A	
49	Home School Agreement		Annual	SCH										A	
50	Induction for Early Career Teachers (ECTs)		Annual	MAT	A								R		
51	Information Security incorp Technical Security Policy	Y	Annual	MAT	A						R				
52	Intimate Care		Annual	MAT	A					R					
53	Investment	Y	Annual	MAT	A			R							
54	Job Application Privacy Notice		Annual	MAT	A							R			
55	Leave Arrangements		Annual	MAT	A							R			
56	Low Level Concerns		Annual	MAT	A										
57	Maintaining Staff in School Safely - COVID 19		Annual	MAT	A			R							
58	Managing Allegations Against Staff	Y	Annual	MAT	A							R			
59	Managing Stress and Absences		Annual	MAT	A							R			
60	Maternity & Paternity Support		Annual	MAT	A							R			
61	Menopause policy		Annual	MAT	A							R			
62	Mental Health Positive policy		Annual	SCH										A	
63	Mini Bus policy		Annual	MAT	A						R				
64	Minutes of, and papers considered at, meetings of governance board	Y	Annual	MAT	A				R						
65	Online Safety		Annual	MAT	A						R				
66	Outdoor Educational Visits		Annual	MAT	A								R		
67	Pay policy		Annual	MAT	A								R		
68	Phonics		Annual	SCH									R		
69	Pooling and reserves		Annual	MAT	A			R						A	
70	Positive Handling		Annual	MAT	A								R		
71	Premises management documents & policy	Y	Annual	MAT	A						R				
72	Priority Admissions during COVID 19		Annual	MAT	A			R							
73	Private Hirers Privacy Notice		Annual	MAT	A						R				
74	Pupil Privacy Notice		Annual	MAT	A							R			
75	Records Management	Y	Annual	MAT	A						R				
76	Recruitment & Selection		Annual	MAT	A							R			
77	Recruiting Individuals with a Criminal Record		Annual	MAT	A							R			
78	Redundnacy & Reorganisation		Annual	MAT	A							R			
79	Register of business interests	Y	Annual	MAT	A				R						
80	Relationships and sex education <i>Principles (Whole Trust), Policy (School)</i>	Y	Annual	SCH/MAT										A	
81	Remote Learning		Annual	MAT	A							R			
82	Reserves		Annual	MAT	A				R						
83	Returning to Work After COVID 19		Annual	MAT	A			R							
84	Risk Assessments	Y	Annual					A						A	
85	Risk Assessments - Curriculum													A	
86	Risk Assessments - First Aid	Y												A	
87	Risk Assessments - Whole School													A	
88	Risk Register	Y	Termly				A		R						
89	Safeguarding Statement	Y	Annual											A	
90	Shared Parental Leave		Annual	MAT	A							R			
91	Scheme of Delegation	Y	Annual	MAT	A				R						
92	School Dog		Annual	SCH										A	
93	School information published on website	Y	Annual	SCH									R	A	
94	School Uniform		Annual	MAT	A			R							
95	SEND	Y	Annual	SCH/MAT	A					R					
96	SEND Local Offer	Y	Annual	SCH						R				A	
97	SEND Information	Y	Annual	SCH						R				A	
98	Sexual Violence & Sexual Harasement Management		Annual	MAT	A			R							
99	Single Central Record	Y	Annual					A				R			
100	Staff discipline, conduct and grievance	Y	Annual												
101	Staff Handbook		Annual	SCH				A				R			
102	Supporting Pupils with Medical Conditions	Y	Annual	MAT	A								R		
103	Suspensions and Exclusions		Annual	MAT	A								R		
104	Whistle-blowing	Y	Annual	MAT	A			R							
105	Workforce Privacy policy	Y	Annual	MAT	A							R			