

Statutory Policy Overview: 2023-24

Roles and Responsibilities

MAT Wide (MW) policies are those that are consistent across the Trust, consulted upon with school leaders at the annual MLT policy day, and are approved by the Board of Trustees (BoT)

MAT Wide Plus (MW+) policies are those that are consistent across the Trust, consulted upon with school leaders at the annual MLT policy day, and are approved by the Board of Trustees. These policies are personalised with key school level information for each school.

Individual School (ISch) policies are the responsibility of the school to author, Local Governing Committees to review and Trustees to ensure statutory review is completed.

Local Authority Specific (LAS) policies are Local Authority led. They are adopted by all schools in that Local Authority and are the responsibility of the Trust Team.

Non-statutory policies can be developed at school level. These do not require Trustee/governor approval.

Policy	Category	Frequency of Review	Author	Support From	Approval Level	Last Review Date	Approved By BoT	Date of next Review
Admission arrangements	MW+	Annually	CEO and LA	LA – MCC and Tameside	BoT	June 2023	11/07/2023	June 2024
Charging and remissions	MW	Recommended annually	COO		F&RC (BoT)	June 2023	27/06/2023	June 2024
Data protection	MW	Recommended annually	COO	CEO The Key	BoT	June 2023	11/07/2023	June 2024
Protection of biometric information of children in schools and colleges <i>N/A – no biometric data held</i>		Recommended annually						

Register of pupils' admission to school and attendance	ISch	Live document	Teachers	Headteachers Support Staff	N/A	N/A	N/A	N/A
School information published on a website	ISch	Live document	Various	Various EA	N/A	N/A	N/A	N/A
School complaints	MW	Recommended annually	EA	CEO MLT The Key	BoT	June 2023	11/07/2023	June 2024
Capability of staff	MW	Recommended annually	COO	CEO MLT HR Provider Trade Unions (JCNC)	F&RC (BoT)	October 2021	To be reviewed by F&RC 26/03/2024	February 2024
Early career teachers (ECTs)	MW	Recommended annually	ED	CEO MLT The Key	BoT	June 2023	11/07/2023	June 2024
Staff discipline, conduct and grievance (procedures for addressing)	MW	Recommended annually	COO	CEO MLT HR Provider Trade Unions (JCNC)	F&RC (BoT)	March 2020	To be reviewed by F&RC 05/12/2023	November 2023
Single central record of recruitment and vetting checks	MW+	Live document	COO	HT DSL	N/A	N/A	N/A	N/A
Statement of procedures for dealing with allegations of abuse against staff	MW	Recommended annually	COO	CEO MLT HR Provider Trade Unions (JCNC)	F&RC (BoT)	October 2022	To be reviewed by F&RC 26/03/2024	February 2024
Teachers' pay	MW	Annually	COO	CEO MLT HR Provider Trade Unions (JCNC)	F&RC (BoT)	September 2022	11/10/2022	September 2023
Accessibility plan	ISch	Every 3 years	HT	COO Site Managers	LGCs – local approval F&RC – board ratification	CP: July 2023 C: Sept 2021 DB: Jan 2022 LL: Sept 2019	To be reviewed by BoT 19/09/2023	CP: July 2026 C: Sept 2024 DB: Jan 2025 LL: Sept 2022

						OM: July 2023 RC: July 2023		OM: July 2026 RC: July 2026
Child protection policy and procedures	MW+	Annually	DSL Learning Circle	CEO MLT The Key	BoT	June 2023	11/07/2023	June 2024
Children with health needs who cannot attend school	MW+	Recommended annually	CEO	SENDCO Learning Circle MLT The Key	BoT	June 2023	11/07/2023	June 2024
Early years foundation stage (EYFS)	ISch	Varies	HT	EYFS Leads	LGCs – local approval CS&SD – board ratification	CP: July 2023 C: Oct 2022 DB: LL: OM: June 2023 RC:	To be reviewed by BoT 19/09/2023	CP: July 2025 C: Oct 2024 DB: LL: OM: June 2025 RC:
Special educational needs and disability	MW+	Annually	SENDCO Learning Circle	HT MLT The Key	BoT	June 2023	11/07/2023	June 2024
Supporting pupils with medical conditions	MW+	Recommended annually	CEO	SENDCOS MLT The Key	BoT	June 2023	11/07/2023	June 2024
Relationships education (primary) and relationships and sex education (secondary)	MW	Recommended annually	CEO	PSHE Leads Learning Circle MLT The Key	BoT	June 2023	11/07/2023	June 2024
Behaviour in schools	ISch	Recommended annually	HT	SLT	LGCs – local approval CS&SD – board ratification	CP: July 2023 C: Sept 2022 DB: June 2023 LL: Oct 2022 OM: Sept 2022 RC: Sept 2021	To be reviewed by BoT 19/09/2023	CP: July 2024 C: Sept 2023 DB: June 2025 LL: Oct 2023 OM: Sept 2024 RC: Sept 2023
School exclusion	MW	Recommended annually	CEO	MLT The Key	BoT	November 2022	03/01/2023	September 2024
Health and safety	MW+	Annually	COO	CEO MLT The Key	BoT	June 2023	11/07/2023	June 2024
First aid in schools	MW+	Recommended annually	CEO	MLT The Key	BoT	June 2023	11/07/2023	June 2024

Premises management documents	MW+	Recommended annually	COO	The Key Facilities Manager seconded expert	F&RC	October 2022	To be reviewed by F&RC 10/10/2023	October 2023
Equality information and objectives (public sector equality duty) statement for publication	MW+	Every 4 years	HT	COO Site Managers	LGCs – local approval F&RC – board ratification	CP: C: Oct 2022 DB: LL: OM: RC:	To be reviewed by BoT 19/09/2023	CP: Sept 2022 C: Oct 2026 DB: Aug 2024 LL: Aug 2023 OM: Aug 2024 RC: Sept 2021
Register of business interests of headteachers and governors	MW	Live document	GSO	EA	N/A	N/A	N/A	N/A
Careers guidance: details of your careers programme and a provider access statement	MW	Recommended annually	CEO	MLT The Key	CS&SD			

Key

BoT – Board of Trustees
 CEO – Chief Executive Officer
 COO – Chief Operations Officer
 ED – Education Director
 EA – Executive Assistant
 F&RC – Finance and Resources Committee
 GSO – Governance Support Officer
 HT – Headteacher