SPINE POLICIES

Policy	Policy
P0	Glossary
P1	Safeguarding
P2	Pastoral care & personal development
P3	Expected Pupil Behaviour
P4	Anti-Bullying
P5	Teaching Learning and Assessment
P6	Inclusion and Enrichment
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P8	Performance Development
P9	Pupil Attendance
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P16	HR
P17	Finance Policy
P18	Anti -Fraud Corruption and Bribery Policy
P19	Whistleblowing
P20	Property Management Handbook
P21	Commercial and Community Activity

Policy	Title of Policy or Related Document	Public
P0	**Master Policy List**	Yes
	Policy Procedure	
P1	**Safeguarding**	Yes
	Confidentiality Procedures	Yes
	Eating Disorders	Yes
	Junior School Missing Children	Yes
	Prevent	Yes
	Pupil Guide to Safeguarding	Yes
	Pupil Physical and Mental Health Policy	Yes
	Reporting and Disclosure Procedures	Yes
	Role of the DSL	Yes
	Safeguarding Brochure	Yes
	Safeguarding Procedures	Yes
	Safeguarding Questions	No
	SDC Recruitment Selection & Disclosure Procedures*	Yes
	Self-Harm	Yes
	Sexting and Youth Produced Sexual Imagery	Yes
	Signs and Types of Child Abuse and Neglect	Yes
	Staff Guidance on Interaction with Pupils	Yes
	Staff Induction Checklist	No
	Staff Safeguarding Handbook	No
	Supply Teacher and Visitors Handbook	No
	Supporting School Refusers	Yes
	Visitors' Policy	Yes
	Volunteers Code of Conduct	No
P2	**Pastoral care & personal development**	Yes
	Careers Advice and Guidance	Yes
	Health, Sex and Relationships	Yes
	PSHEE	Yes
	Spiritual, moral, social and cultural development	Yes
	The Role of the Tutor	No
P3	**Expected Pupil Behaviour Policy**	Yes
	Behaviour Management Procedures	Yes
	College Alcohol Policy	Yes
	College Rules	Yes
	Drugs, Alcohol and Smoking	Yes
	Exclusion Procedures	Yes
	Guidance on Visitor Behaviour	Yes
	Rewards, Sanctions and Leadership Pyramids	Yes
	Search & Confiscation Procedures	Yes
	Senior School Dress Code	Yes
	Use of Reasonable Force	Yes
P4	**Anti-Bullying**	Yes
	Anti-bullying Advice for JS Pupils	Yes
	Anti-bullying Advice for Parents	Yes

Policy	Title of Policy or Related Document	Public
	Anti-bullying Advice for SS Pupils	Yes
	Cyberbullying	Yes
	The Seven Stage Approach to Anti-bullying	Yes
P5	**Teaching Learning and Assessment**	Yes
	Academic Language Guide	Yes
	Academic Transitions through the College	Yes
	Assessment, Tracking and Reporting	Yes
	Curriculum	Yes
	Examinations	Yes
	Homework	Yes
	Teaching	Yes
	Learning	Yes
	Literacy and Numeracy	Yes
P6	**Inclusion and Enrichment**	Yes
	English as an Additional Language (EAL) Learning Support	
	Gifted, More Able and Talented (GMAT) Enrichment and Learning Support	Yes
	Special Educational Needs and Disabilities (SEND) Learning Support	Yes
P7	**Co-Curricular**	Yes
	Fixture Procedures	No
	The House System	Yes
	The Forder Programme	Yes
	Trips and Visits	No
	Year 12 Work Experience Policy	Yes
P8	**Performance Development**	No
	Academic Monitoring and Professional Development	No
	Competencies and Attributes	No
	Induction and Support of NQTs and UQTs	No
	Probation Form (Support)	No
	Probation Form New Middle Leaders	No
	Probation Form New Senior Leaders	No
	Probation Form New Teachers	No
	Senior Leadership Appraisal	No
	Senior School Student Voice in Appraisal	No
	Staff Appraisal (Support)	No
	Staff Induction Procedure (Support)	No
	Teacher and Middle Leadership Appraisal Process	No
P9	**Pupil Attendance**	Yes
	SS Attendance Procedures	Yes
P10	**Admissions**	Yes
	Admission Procedures	Yes
P11	**Complaints Procedure**	Yes
	No related documents	

Policy	Title of Policy or Related Document	Public
P12	**Health and Safety Policy**	Yes
	Critical Incident Plan	No
	Fire Safety Policy	No
	First Aid Policy	No
	First Aiders	No
	Health and Safety Manual	No
	Lockdown Plan	No
	Medication Form	No
	Minibus Policy	No
	RIDDOR	No
	Risk Assessment Policy	Yes
	Salbutamol Guidance	No
	Specific Conditions	No
	Supporting Pupils at School with Particular Medical Conditions	No
P13	**Equal Opportunities**	Yes
	Accessibility Plan	No
	Disability Policy	Yes
	Disability Policy – Examinations	Yes
	Equal Opportunities Discrimination Procedure and Sanctions	Yes
P14	**Data Protection/GDPR**	Yes
	Data Breach	Yes
	Data Retention Policy	Yes
	Information Security (Part of ICT Policy)	Yes
	Photographic Image Consent Policy	Yes
	Privacy Notice for Pupils and Parents	Yes
	Privacy Notice for Staff	Yes
	CCTV	Yes
	Electronic Information and Communications (Part of ICT Policy)	No
P15	**ICT Policy (Information Security and Electronic Information and Communications**	Yes
	BYOD Policy	Yes
	Guidance for community members on the use of social media	Yes
	Lending School Devices Agreement	Yes
	Pupil Acceptable Use Agreement	Yes
	Staff Acceptable Use Agreement	No
P16	**HR**	
	About the College (inc Organisational Chart)	No
	Anti-bribery	No
	Appraisal	No
	Benefits, Expenses and Overtime	No
	Capability	No
	Communications (Whistleblowing and Social Media)	No
	Disciplinary	No
	Employee Code of Conduct	No
	Equal Opportunities and Diversity	No

Policy	Title of Policy or Related Document	Public
	Family Friendly Leave Entitlement (Maternity, Paternity, Shared Parental Leave)	No
	Flexible Working	No
	Grievance	No
	Health and Safety at Work	No
	Holiday and Sickness	No
	Managing absence	No
	Pay	No
	Redundancy	No
	Regulatory Requirements (inc Safeguarding, Child Protection & Data Protection)	No
	Safer Recruitment included in P1 above	No
	Single Central Record (statutory live document)	No
	Special Leave	No
P17	**Finance Policy**	No
	Corporate Credit Card Policy and Form	No
	Debtors Procedure	No
	Expenses Procedure and Form	No
	Gifts and Hospitality Procedure and Form	No
	Investment Policy	No
	Parent Contract	Yes
P18	**Anti-Fraud Corruption and Bribery Policy**	Yes
P19	**Whistleblowing**	Yes
P20	**Property Management Handbook**	No
	H&S Compliance	No
P21	**Commercial and Community Activity**	No
	Marketing and Brand Procedures	No
	Public Benefit / Community Activity	Yes

P0 - GLOSSARY

Throughout all the policy documents for the sake of brevity, some phrases are used which have slightly different meanings in the Senior School and in the Junior School.

Phrase used in policies	Equivalent in JS	Equivalent in SS
Pupil	Pupil	Student
Head of Section	Head of Section	Head of Section
Head of Department	JS Coordinator for academic matters or Head of Section for line management responsibilities	Head of Department
PLT	JSPLT	SSPLT
ALT	JSALT	SSALT
SLT	JSLT	SSLT
Head of Co-curricular	Junior School Deputy Head Pastoral	Assistant Head Co-curricular
Tutor	Form Teacher	Tutor
Head of House	HoH	HoH