



St Dunstan's
— College —

SPINE POLICIES

Policy	Policy
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P18	Whistleblowing
P19	Property Management Handbook
P20	Commercial and Community Activity
P21	Governance and Leadership
P22	International Matters
P23	Environmental
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Policy	Title of Policy or Related Document	Public
P0	Master Policy List	Yes
	Policy Procedure	
P1	Safeguarding	Yes
	Bereavement A5 Leaflet	No
	Bereavement	No
	Eating Disorders	Yes
	EYFS Mobile Phones	Yes
	EYFS Supervision	Yes
	Gender Identity	No
	Prevent	Yes
	Safeguarding Brochure	Yes
	Safeguarding Questions	No
	Safer Recruitment included in P16 below	No
	Self-Harm	Yes
	Sending Nudes and Semi Nudes	Yes
	Sexual Violence	Yes
	Staff Guidance on Interaction with Pupils	No
	Staff Induction Checklist included in P16 below	No
	Staff Safeguarding Handbook	No
	Suicide Prevention	No
	Supply Teacher and Visitors Handbook	No
	Supporting a bereaved pupil: guidance for lead professionals	No
	Supporting School Refusers	Yes
	Visitors	Yes
P2	Pastoral Care and Personal Development	Yes
	British Values included in P5 below	Yes
	Principles of Excellent Pastoral Care	Yes
	Relationships and Sex Education	Yes
	The Role of the Tutor	Yes
P3	Expected Pupil Behaviour	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
	Search and Confiscation	Yes
	Senior School Dress Code	Yes
	Sixth Form Dress Code	Yes
	Use of Reasonable Force	Yes
P4	Anti-Bullying	Yes
	Cyberbullying	Yes
	No Blame Approach to Anti-Bullying	Yes
	P1 Safeguarding and Child Protection, included above	Yes
	P3 Expected Pupil Behaviour including College Rules, included above	Yes
	P15 ICT Policy including Pupil Acceptable Use Policy, included above	Yes

Policy	Title of Policy or Related Document	Public
P5	Curriculum	Yes
	Academic Transition through the College	Yes
	Assessment and Tracking (STARS)	Yes
	British Values	Yes
	Careers	Yes
	Enrichment	Yes
	Examinations	Yes
	Feedback, Marking and Homework	Yes
	Computing and ICT	Yes
	International Curriculum	No
	Learning	Yes
	Literacy and Numeracy	Yes
	PSHEE and Stuart Additional Curriculum	Yes
	PSHEE Schemes of Work	Yes
	Reporting	Yes
	SS Reporting and Academic Language Guide	Yes
	Teaching	Yes
P6	Individual Pupil Need	Yes
	English as an Additional Language (EAL) Learning Support	Yes
	Scholarship	Yes
	Special Educational Needs and Disabilities (SEND) Learning Support	Yes
P7	Co-Curricular	Yes
	The Forder Programme	Yes
	The House System	Yes
	Trips and Visits	No
P8	Performance Development	No
	Induction and Support of ECTs and UQTs	No
	PD Guide to BlueSky	No
	PD Guide to CPL	No
	PD Guide to Induction	No
	PD Guide to Leadership	No
	PD Guide to NQTs and UQTs	No
	PD Guide to Probation and Appraisal	No
	PD Guide to Mandatory Training	No
P9	Pupil Attendance	Yes
	EYFS Supervision included in P1 above	Yes
	Severe Weather	Yes
	Supporting School Refusers included in P1 above	Yes
P10	Admissions	Yes
	Admissions - Further Guidance	Yes
P11	Complaints	Yes
P12	Risk and Compliance	Yes
	Accident, Incident, Adverse Event	No

Policy	Title of Policy or Related Document	Public
	Critical Incident Plan	No
	Fire Assessment	No
	Fire and Disaster Evacuation	No
	Fire Safety	Yes
	First Aid	Yes
	First Aiders	No
	Health and Safety	Yes
	Lockdown Plan	No
	Medication Form	No
	Minibus Policy	No
	RIDDOR	No
	Risk Assessment	No
	Salbutamol Guidance	No
	Severe Weather	No
	Specific Conditions	No
	Supporting Pupils at School with Particular Medical Conditions	No
P13	Equality and Diversity	Yes
	Accessibility Plan	No
	Disability Policy – Examinations	No
P14	Data Protection/GDPR	Yes
	CCTV	Yes
	Clear Desk	No
	Data Breach	Yes
	Data Retention	Yes
	GDPR - Staff guidance for remote working	Yes
	Electronic Information and Communications (Part of ICT Policy)	Yes
	Information Security (Part of ICT Policy)	Yes
	Photographic Image Consent and Usage Form	Yes
	Privacy Notice for Governors and Volunteers	Yes
	Privacy Notice for Pupils and Parents	Yes
	Privacy Notice for Visitors and Contractors	Yes
	Privacy Notice for Staff	Yes
P15	ICT (Information Security and Electronic Information and Communications)	Yes
	Bring Your Own Device (BYOD)	Yes
	Guidance for community members on the use of social media	Yes
	JS Parent Remote Working Agreement	Yes
	Lending School Devices Agreement	Yes
	Pupil Acceptable Use Agreement	Yes
	SS Parent Remote Working Agreement	Yes
	Staff Acceptable Use Agreement	No
P16	HR - Staff Handbook	
	Adoption	No
	Annual Leave	No
	Anti-Bribery	No
	Anti-Harrassment and Bullying	No
	Anti-Stress	No

Policy	Title of Policy or Related Document	Public
	Appeals Process	No
	Benefits, Expenses and Overtime	No
	Capability	No
	Disciplinary	No
	Elective Surgery	No
	Employee Code of Conduct	No
	Employee Expenses	No
	Employee Referral Forma	No
	Employee Wellbeing	No
	Equal Opportunities and Diversity	No
	Eye Test Authorisation Form	No
	Fertility Treatment	No
	Flexible Working	No
	Grievance	No
	Managing Absence	No
	Maternity	No
	Parental Leave	No
	Pay	No
	Pension Benefits	No
	Redundancy	No
	Retirement	No
	Safer Recruitment	No
	Shared Parental Leave (Birth)	No
	Shared Parental Leave Forms (Birth)	No
	Sickness Absence and Sick Pay	No
	Single Central Record (statutory live document)	No
	Special Leave	No
	Staff Induction Check List	No
	Time off for a Dependant	No
	Time off for Antenatal Appointments	No
P17	Finance	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
	Anti-Money Laundering Policy	No
P19	Whistleblowing	Yes
	No related documents	
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

Policy	Title of Policy or Related Document	Public
	Travel Plan	Yes
P22	Governance & Leadership (Governors Handbook)	
	Conflict of Interest Policy	No
	Code of Practice and Trustees Declaration	No
	Declaration of Interest form	No
	Fit and Proper Person Declaration	No
	Recruitment, Selection, Disclosures	No
	Risk Register (live document)	No
	Serious Incident Log (live document)	
	Self-Assessment	No
	Skills Audit	No
	Structure of the Foundation (to include Terms of Office, ToR for Committee)	No
P23	International Matters	
	International Students Studying at SDC	No
	Nursery Partnerships Agreement	No
	Safeguarding International Students	No
	T4 Visas Log	No
P24	Environmental	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