

# MAT POLICIES - MASTER COPY

Last updated 27th March 2026

**Statutory Policies in RED**

**Additional Policies in BLUE**

Document name	Review frequency	Suggested rev	Status	Ratified	Review date	Review meeting	Committee	Responsible	Trust/LGB	Website
Risk Management policy	Directors determine	1 year	Ratified	Mar-25	Mar-26	2026 Summer	Audit & Risk	PPZ	Trust	yes
Separated parents policy	Directors determine	2 years	Ratified	Mar-24	Mar-26	2026 Summer	Resources	CRS	Trust	yes
Charging and Remissions Policy	Directors determine	1 year	Ratified	Jul-25	May-26	2026 Summer	Resources	PPZ	Trust	yes
Health and Safety Policy	Directors determine	1 year	Ratified	Jul-25	May-26	2026 Summer	Resources	KBL	Trust	yes
Pay Policy	Directors determine	1 year	Ratified	Jul-25	May-26	2026 Summer	Resources	PPZ	Trust	yes
Probationer procedure	Directors determine	2 years	Ratified	Jul-24	May-26	2026 Summer	Resources	CRS	Trust	yes
Risk Assessment (Health and Safety) policy	Directors determine	1 year	Ratified	Jul-25	May-26	2026 Summer	Resources	PPZ	Trust	yes
Tackling Domestic Abuse policy	Directors determine	4 years	Ratified	May-22	May-26	2026 Summer	Resources	CRS	Trust	yes
Phased return to work policy	Directors determine	2 years	Ratified	Jul-24	May-26	2026 Summer	Resources	CRS	Trust	yes
Complaints Procedure	Directors determine	1 year	Ratified	Sep-25	Sep-26	2026 Autumn	Audit & Risk	JEA	Trust	yes
Trust Safeguarding Policy	Directors determine	1 year	Ratified	Sep-25	Sep-26	2026 Autumn	Audit & Risk	JRI	Trust	yes
Allegations of Abuse against Staff	Directors determine	1 year	Ratified	Dec-25	Sep-26	2026 Autumn	Resources	CRS	Trust	yes
Appraisal Policy - Support Staff	Directors determine	4 years	Ratified	Dec-22	Sep-26	2026 Autumn	Resources	CRS	Trust	yes
Appraisal Policy - Teachers	Directors determine	4 years	Ratified	Dec-22	Sep-26	2026 Autumn	Resources	CRS	Trust	yes
Capability policy (all employees)	Directors determine	1 year	Ratified	Dec-25	Sep-26	2026 Autumn	Resources	CRS	Trust	yes
CES Code of Conduct for Directors and Governors	Directors determine	1 year	Ratified	Dec-25	Sep-26	2026 Autumn	Resources	JEA	Trust	yes
Code of Conduct policy	Directors determine	1 year	Ratified	Dec-25	Sep-26	2026 Autumn	Resources	JRI	Trust	yes
Data Protection Policy	1 year	1 year	Ratified	Sep-25	Sep-26	2026 Autumn	Resources	JEA	Trust	yes
Directors and Governors Allowances Policy	Directors determine	1 year	Ratified	Sep-25	Sep-26	2026 Autumn	Resources	PPZ	Trust	yes
Disciplinary policy and procedure (all employees)	Directors determine	1 year	Ratified	Dec-25	Sep-26	2026 Autumn	Resources	CRS	Trust	yes
First Aid policy	Directors determine	1 year	Ratified	Sep-25	Sep-26	2026 Autumn	Resources	KBL	Trust	yes
Gifts and Hospitality policy	Directors determine	2 years	Ratified	Sep-24	Sep-26	2026 Autumn	Resources	PPZ	Trust	yes
Grievance Resolution Policy and procedures	Directors determine	1 year	Ratified	Dec-25	Sep-26	2026 Autumn	Resources	CRS	Trust	yes
Pay Policy annex 4 Pay Scales	Directors determine	1 year	Ratified	Mar-26	Sep-26	2026 Autumn	Resources	PPZ	Trust	yes
Staff Wellbeing policy	Directors determine	1 year	Ratified	Sep-25	Sep-26	2026 Autumn	Resources	CRS	Trust	yes
Attendance Policy (pupil)	Directors determine	1 year	Ratified	Dec-25	Sep-26	2026 Autumn	TLS	JEA	Trust	yes
Early Career Teachers policy	Directors determine	1 year	Ratified	Dec-25	Sep-26	2026 Autumn	TLS	RHI	Trust	yes
Prevent (extremism and radicalisation) policy	Directors determine	2 years	Ratified	Dec-24	Sep-26	2026 Autumn	TLS	JRI	Trust	yes
Remote Education policy	Directors determine	3 years	Ratified	Dec-25	Sep-26	2028 Autumn	TLS	JRI	Trust	yes
Social Media Policy and Procedure	Directors determine	2 years	Ratified	Dec-24	Sep-26	2026 Autumn	TLS	JRI	Trust	yes
Virtual Meetings Policy	Directors determine	3 years	Ratified	Dec-25	Sep-26	2028 Autumn	TLS	JRI	Trust	yes
Online Safety and ICT Acceptable Use policy	Directors determine	1 year	Ratified	Mar-26	Jan-27	2027 Spring	TLS	JEA	Trust	yes
PSED statement (on 'Statutory Reports' webpage)	1 year	1 year	Ratified	Feb-26	Feb-27	2027 Spring	Resources	JRI	Trust	yes
Finance Policy	Directors determine	1 year	Ratified	Mar-26	Mar-27	2027 Spring	Resources	PPZ	Trust	yes

Investment Policy	Directors determine	4 years	Ratified	Apr-23	Mar-27	2027 Spring	Resources	PPZ	Trust	yes
Restrictive Interventions policy	Directors determine	1 year	Ratified	Mar-26	Mar-27	2027 Spring	TLS	RHI	Trust	yes
Freedom of Information Act publication scheme	ICO determines	4 years	Ratified	May-23	May-27	2027 Summer	Audit & Risk	JEA	Trust	yes
Register of Business and Pecuniary Interests policy	Directors determine	4 years	Current	May-23	May-27	2027 Summer	Audit & Risk	PPZ	Trust	yes
Additional Hours Policy	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	PPZ	Trust	yes
Adoption policy	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	CRS	Trust	yes
Assets & Depreciation policy	Directors determine	2 years	Ratified	Jul-25	May-27	2027 Summer	Resources	PPZ	Trust	yes
Debit Card and Charge Card policy	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	PPZ	Trust	yes
Email Protocol and Guidance	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	JEA	Trust	yes
Employee Disciplinary Panel or Appeal Procedures	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	CRS	Trust	yes
Equality Diversity Policy including Public Sector Equality	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	JRI	Trust	yes
External lecturing policy	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	PPZ	Trust	yes
Learning Beyond the Classroom Policy	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	KBL	Trust	yes
Loan of School Equipment Policy	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	PPZ	Trust	yes
Maternity Leave and Pay policy	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	CRS	Trust	yes
Policy on the Use of CCTV Cameras	Directors determine	2 years	Ratified	Sep-25	May-27	2027 Summer	Resources	JEA	Trust	yes
Secondment policy	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	CRS	Trust	yes
Shared Parental Leave policy	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	CRS	Trust	yes
Staffing Adjustment policy	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	JRI	Trust	yes
Menopause and Work policy	Directors determine	2 years	Ratified	Jul-25	Jun-27	2027 Summer	Resources	CRS	Trust	yes
Capital and Revenue Reserves policy	Directors determine	3 years	Ratified	Sep-24	Sep-27	2027 Autumn	Resources	PPZ	Trust	yes
Competitive Tendering policy	Directors determine	2 years	Ratified	Sep-25	Sep-27	2027 Autumn	Resources	PPZ	Trust	yes
Dignity at Work policy	Directors determine	3 years	Ratified	Dec-24	Sep-27	2027 Autumn	Resources	CRS	Trust	yes
Safer Recruitment and Selection Policy	Directors determine	4 years	Ratified	Dec-23	Sep-27	2027 Autumn	Resources	CRS	Trust	yes
Vistor and Parent Code of Conduct policy	Directors determine	2 years	Ratified	Mar-26	Mar-28	2028 Spring	TLS	CRS	Trust	yes
Discretionary Leave of Absence policy	Directors determine	4 years	Ratified	Dec-24	Sep-28	2028 Autumn	Resources	CRS	Trust	yes
Flexible Working policy	Directors determine	4 years	Ratified	Mar-25	Sep-28	2028 Autumn	Resources	CRS	Trust	yes
Sickness Absence Management policy and procedure	Directors determine	3 years	Ratified	Sep-25	Sep-28	2028 Autumn	Resources	CRS	Trust	yes
Whistleblowing Policy	Directors determine	4 years	Ratified	Sep-25	May-29	2029 Summer	Audit & Risk	JRI	Trust	yes
Neonatal Care Leave and pay policy	Directors determine	4 years	Ratified	Jul-25	May-29	2029 Summer	Resources	CRS	Trust	yes
No Smoking or Vaping Policy	Directors determine	4 years	Ratified	Dec-25	May-29	2029 Summer	Resources	JRI	Trust	yes
Paternity Leave and Pay policy	Directors determine	4 years	Ratified	Mar-26	Jan-30	2030 Summer	Resources	CRS	Trust	yes
H&S addendum - NCC Covid19 compliance code	Directors determine	2 years	Ratified	Jul-21	as necessary	as necessary	Resources	KBL	Trust	yes
Directors Board Minutes	n/a	n/a	ongoing	n/a	n/a	n/a	Board	n/a	Trust	no
Directors Committee Minutes	n/a	n/a	ongoing	n/a	n/a	n/a	Board	n/a	Trust	no
Articles of Association	n/a	n/a	Current	n/a	n/a	n/a	n/a	n/a	Trust	yes
LGPS statement on use of discretionary powers	Directors determine	live	Ratified	Jul-16	n/a	n/a	n/a	n/a	Trust	yes
Register of Directors Business Interests	Directors determine	live	Current			ongoing	Board	PPZ	Trust	yes