

Trust	Who/frequency	Monthly	School - essential (annual check or review) - school decides timeline and shares this with CEO	School - optional
Accounting (Internal Controls)	CFO - annually	October	Admissions (to CFO; Autumn for publication Spring Term)	Modern Foreign Languages
Complaints	HR Insight - review as required		Accessibility Plan (to Premises Strategy Team)	
Discipline	HR Insight - review as required		Administration of medicines (to CEO)	
Equality	CEO - Annual	March	Anti-bullying (cyber-bullying)	
Flexible Working	HR Insight - review as required		Art	
GDPR Policies	DPO - Annual	November	Assessment/Feedback and Marking/Target Setting (to DELT)	
Grievance	HR Insight - review as required		Attendance (to DELT)	
Health and Safety (Accidents, Asbestos, Business Continuity, Emergency Planning, Fire Safety, Food preparation, Intimate Care, Management of Contractors, Noise, Violence and Aggression, Smoking, Asbestos, Fire Safety, Water Safety)	CEO - Annual	March	Behaviour (to DELT)	
Induction (Trustees, Governors and Staff)	CEO - Annual	June	Charging and remissions (draft to CEO)	
Investment Policy	CFO - annually	October	Collective Worship - (to CoT)	

Managing Attendance at Work	HR Insight - review as required		Computing (to IT Strategic Team)	
Maternity, Adoption, Paternity and Parental Leave	HR Insight - review as required		Curriculum (to DELT)	
Mental Health and Wellbeing (Stress)	Samantha Lewis (CEO); annual	November	Design and Technology	
Pay Policy	HR Insight - review annually	October	Drug and substance misuse (to CEO)	
Performance Improvement	HR Insight - review as required		Educational Visits (to CEO)	
Redundancy	HR Insight - review as required		English (reading, handwriting and presentation, phonics, writing, GPS, library) - to DELT	
Risk Assessment	Arthur J Gallagher (CEO) - annually	March	Equality localised objectives (to CEO)	
Safer Recruitment	HR Insight - review as required		EYFS (Collection, Behaviour Management, Mobile Phone and Camera, Settingling in and Transition)	
Social Media	HR Insight - review as required		First Aid (to CEO)	
Staff code of conduct	HR Insight - review as required		Geography	
Supprting pupils with medical conditions	CEO - Annual	November	Governor Code of Conduct	
Teacher Appriasal	HR Insight - review as required		Governor Visits (to CoT)	
Time Off for Compassionate Leave, Emergencies,	HR Insight - review as required		H&S localised section (to CEO)	
Trust Board Code of Conduct	CoT - annually	May	History	

Trustee Visits	CoT - annually	May	Learning and Teaching (to DELT)	
Volunteers	CEO - Annual	June	Lone Working (to CEO)	
Wider Staff Appraisal	HR Insight - review as required		Mathematics including calculation (to DELT)	
Work break and Public Duties Policy	HR Insight - review as required		Music	
			PE (Sports' Premium - to CEO)	
			Professional Learning Policy (to DELT)	
			PSHE/SMSC (British Values)	
			Religious Education (to CoT)	
			Restrictive Physical Intervention (to CEO)	
			Safeguarding (to CoT)	
			Science (to Science Strategic Team)	
			SEND/Local Offer (G&T; Nurture; Pupil Premium) - (to Inclusion Strategic Team)	
			Sex and Relationships Education	
			Volunteers and Work Placement (to CEO)	
			Key:	
			<i>Annual check/review</i>	
			<i>Bi-annual review</i>	
			<i>School choice</i>	