

Policy Review Statement Illuminate Minds Trust



It is an important part of the strategic management role of the Trust Board that it ensures that all policies are reviewed regularly (at least annually for those legally required). The following table allows Trustees to determine the proposed cycle of reviews.

Key
Statutory
Good practice/Recommended
HR/ People Policies
Curriculum/Teaching Policies (not statutory)

POLICIES	Pelham Primary School		Fairford Academy Barnehurst		Trust Policies		Recommended Update Timeframe	Responsible	Approval by Trustees, Local, CEO, COO, HT, Subject Leader	Cover Page Added with Review Date	Saved in Google Drive Master Policies	Upload to website YES/NO/ Not Statutory
	DATE APPROVED	REVIEW DATE	DATE APPROVED	REVIEW DATE	DATE APPROVED	REVIEW DATE						
Accessibility Plan	Spring 2023	Spring 2026	Spring 2023	Spring 2026	n/a	n/a	Every 3 years	Premises H&S Manager	Trustees	Yes	Yes	YES – statutory
Accident Investigation Policy	Trust Policy				Summer 2022	Summer 2025	3 years	Trust Director of SG	CEO	Yes	Yes	NO
Additional paid and unpaid leave policy	Trust Policy				Autumn 2024	Autumn 2027	3 years	Trust Director of HR	Trustees	Yes	Yes	YES – statutory
Admissions Policy	Spring 2023 for Autumn 2023	Autumn 2024 for Autumn 2025	Spring 2023 for Autumn 2023	Autumn 2024 for Autumn 2025	n/a	n/a	Yes	CEO	Trustees	Yes	Yes	YES – statutory
Adoption Policy	Trust Policy				Spring 2022	Spring 2025	3 years	Trust Director of HR	Trustees	Yes	Yes	NO

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	DATE APPROVED	REVIEW DATE	DATE APPROVED	REVIEW DATE	DATE APPROVED	REVIEW DATE						
Adverse Weather	Trust Policy				Spring 2022	Spring 2025	3 years	Trust Director of HR	Trustees	Yes	Yes	NO
Annual Leave Policy	Trust Policy				Spring 2022	Spring 2025	3 years	Trust Director of HR	Trustees	Yes	Yes	NO
Anti-Fraud Policy	Trust Policy				Summer 2023	Summer 2026	Annually	SBM	Trustees	Yes	Yes	NO
Appraisal Policy	Trust Policy				Spring 2022	Spring 2025	3 years	Trust Director of HR	Trustees	Yes	Yes	NO
Assessment and Feedback Policy	Trust Policy				Autumn 2024	Autumn 2026	2 years	SR	Trustees	Yes	Yes	
Attendance Policy	Trust Policy				Autumn 2022	Autumn 2025	3 years	Director of SEND	Trustees	Yes	Yes	
Business Continuity Plan	Spring 2021	Spring 2024	Spring 2021	Spring 2024	-	-	Yes	Head Teachers	Trustees	Yes	Yes	
Calculation	Trust Policy				Autumn 22	Autumn 25	Yes	Sydnie Maldon	CEO	Yes	Yes	
CCTV Policy	Trust Policy				Summer 2024	Summer 2027	3 years	Premises H&S Manager	CEO	Yes	Yes	
Charging & Remissions Policy	Trust Policy				Autumn 2024	Autumn 2027	Annually	CEO	Trustees	Yes	Yes	YES/Statutory
Class Mix Policy	Trust Policy				July 2023	July 2025	2 years	CEO	CEO	Yes	Yes	NO
Collective Worship Policy	Trust Policy				Summer 2022	Summer 2025	3 years	Head Teachers	Trustees	Yes	Yes	

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	DATE APPROVED	REVIEW DATE	DATE APPROVED	REVIEW DATE	DATE APPROVED	REVIEW DATE						
Competitive Tendering Policy	Trust Policy				Summer 2024	Summer 2027	3 years	CFO	Trustees	Yes	Yes	
Complaints Procedure	Trust Policy				Spring 2024	Spring 2026	2 years	CEO	Trustees	Yes	Yes	YES/Statutory
Critical Incidents (School Emergency Plan)	Spring 2024	Spring 2027	Spring 2024	Spring 2027	-	-	3 years	Trust Director of SEND	Trustees	Yes	Yes	
Curriculum Policy	Trust Policy				Autumn 2024	Autumn 2025	Annually	Director of Education	Trustees	Yes	Yes	Statutory
Data Protection Policy	Trust Policy				Summer 2024	Summer 2025	Annually	Trust Director of SEND	Trustees	Yes	Yes	

Display Policy		Trust Policy				Summer 2023	Summer 2026	3 years	Jodie Cousins	CEO	Yes	Yes	Yes/Not Statutory
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Dog Mentor Policy		Trust Policy				Autumn 2024	Autumn 2027	3 years	Director of SEND	CEO	Yes	Yes	
Dress and Appearance	Judicium	Trust Policy				Spring 2022	Spring 2025	3 years	Trust Director of HR	Trustees	Yes	Yes	
Early Career Teacher (ECT) & NQT Policy	Judicium	Trust Policy				Spring 2022	Spring 2025	3 years	Trust T&L Lead	Trustees	Yes	Yes	

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Educational Visits		Trust Policy	Summer 2024	Summer 2027	3 years	Head Teachers	Trustees	Yes	Yes	
Equal Opportunities & Diversity Policy– Trust Policy	Judicium	Trust Policy	Spring 2022	Spring 2025	3 years	Trust Director of HR	Trustees	Yes	Yes	Statutory
Electronic Information and communications systems policy	Judicium	Trust Policy	Spring 2022	Spring 2025	3 years	Trust Director of SEND	CEO	Yes	Yes	
Exclusion Policy		Trust Policy	Autumn 2024	Autumn 2027	3 years	Director of SEND	Trustees	Yes	Yes	Yes – statutory
EYFS		Trust Policy	Summer 2023	Summer 2027	3 years	KA?	Trustees	Yes	Yes	No
Fair Processing (Privacy) Notices Staff, parents, Governors		Trust Policy	Summer 2024	Summer 2025	Annually	Trust Director of SEND	Trustees	Yes	Yes	Yes statutory
Flexible Working Policy	Judicium	Trust Policy	Spring 2022	Spring 2025	3 years	Trust Director of HR	Trustees	Yes	Yes	No
Financial Procedure Manual		Trust Policy	Summer 2024	Summer 2025	Annually	CFO	Trustees	Yes	Yes	No
First Aid Policy		Trust Policy	Spring 2023	Spring 2026	3 years	Director Safeguarding	CEO	Yes	Yes	Yes- statutory
Freedom of Information publication scheme		Trust Policy	Autumn 2023	Autumn 2026	3 years	Trust Director of SEND	DPO	Yes	Yes	Yes statutory

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Gifts Policy	Judicium	Trust Policy	Spring 2022	Spring 2025	3 years	Trust Director of SEND	Trustees	Yes	Yes	no
*Governors Allowances and Expenses		Trust Policy	Summer 2024	Summer 2025	Annually	CFO	Trustees	Yes	Yes	no
HRSE -Health Relationship Sex Education Policy, to reflect the changes.	Trust policy linked to curriculum TRUST Policy Each school has an individual SRE policy .	Trust Policy	Summer 2023	Summer 2025	2 years	Director of SEND	Trustees	Yes	Yes	no
Health and Safety Policy – Trust Policy		Trust Policy	Summer 2024	Summer 2025	Annually	Estates Manager	Trustees	Yes	Yes	Yes statutory -
Home School Agreements		Trust Policy	Summer 2024	Summer 2025	Annually	Director of Education	CEO			
Homework		Trust Policy	Spring 2024	Spring 2027	3 years	Director of Education	CEO			
Induction of New Staff		Trust Policy	Summer 2022	Summer 2025	3 years	CEO	COO	Yes	Yes	no
*Investment Policy		Trust Policy	Summer 2024	Summer 2025	Annually	CFO	Trustees	Yes	Yes	No

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*Lettings Policy		Trust Policy	Summer 2024	Summer 2025	Annually	CFO	CEO	Yes	Yes	No
Medical Needs – Children		Trust Policy	Autumn 2022	Autumn 2025	3 years	Director of SEND	Trustees	Yes	Yes	No
Modern Slavery Act Statement		Trust Policy	Summer 2024	Summer 2027	3 years	CEO	CEO	Yes	Yes	No
Monitoring Policy	Judicium	Trust Policy	Spring 2022	Spring 2025	3 years	Trust Director of HR	Trustees	Yes	Yes	No
No Smoking Policy	Judicium	Trust Policy	Spring 2022	Spring 2025	3 years	Trust Director of HR	Trustees	Yes	Yes	No
Overtime and Time in Lieu Policy	Judicium	Trust Policy	Spring 2022	Spring 2025	3 years	Trust Director of HR	Trustees	Yes	Yes	No
Pay Policy		Trust Policy	Autumn 2023	Autumn 2024	Annually	CEO	Trustees	Yes	Yes	No

Phonics and Early Reading		Trust Policy	Autumn 2022	Autumn 2025	3 years	Trust Early Reading and Phonics Lead	CEO	Yes	Yes	No
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Premises Management Policy		Trust	Summer 2024	Autumn 2025	1 year	Estates Manager	Trustees	Yes	Yes	Yes
Probation Period Policy	Judicium	Trust Policy	Spring 2022	Spring 2025	3 years	Trust Director of HR	Trustees	Yes	Yes	No

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Prospectus		Spring 2023	Spring 2024	Spring 2023	Spring 2024	Summer 2024	Summer 2025	Annual	Marketing Officer	CEO			
Punctuality Policy	Judicium	Trust Policy				Spring 2022	Spring 2025	Annually	Trust Director of HR	Trustees	Yes	Yes	No
Recruitment of a Candidate with a Criminal Record Policy	Judicium	Trust Policy				Spring 2022	Spring 2025	Annually	Trust Director of HR	Trustees	Yes	Yes	No
References Policy	Judicium	Trust Policy				Spring 2022	Spring 2025	Annually	Trust Director of HR	Trustees	Yes	Yes	No

Relationships and Behaviour Policy	Statutory	Trust Policy				Summer 2024	Summer 2025	Annually	Director of SEND	CEO	Yes	Yes	Statutory Yes
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Risk Register		Trust Policy			Autumn 2024	Live doc/Autumn 2025	Autumn 2025	CEO/	Trustees	Yes	Yes	No
Risk Assessment		Trust Policy			Spring 2023	Spring 2026	3 years	Director of SEND	CEO	Yes	Yes	No
Safeguarding Policy		Trust Policy			Autumn 2024	Autumn 2025	Annually	Director of SEND	Trustees	Yes	Yes	Yes Statutory
Safer Recruitment Policy	Judicium	Trust Policy			Spring 2022	Spring 2025	3 years or as required	Director of SEND		Yes	Yes	No
Managing Absence Policy	Judicium	Trust Policy			Autumn 2024	Autumn 2027	3 years	Trust Director of HR	Trustees	Yes	Yes	No

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Sickness Absence and Sick Pay Policy	Judiciu m	Trust Policy			Spring 2022	Spring 2025	3 years	Trust Director of HR	Trustees	Yes	Yes	No
SEN Policy		Trust			Autum n 2024	Autumn 2026	2 years	Director of SEND	Trustees	Yes	Yes	Yes statutory
SEN Information Report		Autumn 2024	Autum n 2025	Autumn 2024	Autum n 2024	Autumn 2025	Yes	SENCos	Director of SEND	yes	Yes	Yes statutory
Social Media Policy	Judiciu m	Trust Policy			Spring 2022	Spring 2025	3 years	Trust Director of SEND	CEO	Yes	Yes	no
Staff Capability Policy	Judiciu m	Trust Policy			Apri 2022	April 2025	3 years	Trust Director of HR	Trustees	Yes	Yes	No
Staff Conduct Policy/ Staff Handbook		Trust Policy			Summ er 2024	Summer 2025	Annually	CEO	Trustees	Yes	Yes	No
Staff Disciplinary Procedures	Judiciu m	Trust Policy			Spring 2022	Spring 2025	3 years	Trust Director of HR	Trustees	Yes	Yes	No
Staff Grievance Policy	Judiciu m	Trust Policy			Spring 2022	Spring 2025	3 years	Trust Director of HR	Trustees	Yes	Yes	No
Staff Wellbeing (Managing Wellbeing)	Judiciu m	Trust Policy			Spring 2022	Spring 2025	3 years	Trust Director of HR	Trustees	Yes	Yes	No
Statement of procedures for dealing with allegations	Judiciu m policy	Trust Policy			Spring 2022	Spring 2025	3 years	Trust Director of HR	Trustees	Yes	Yes	No

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of abuse against staff										
Statement of Accounting Policies	Included within annual accounts	Trust Policy	Summer 2024	Summer 2025	Annually	CFO	Trustees	Yes	Yes	No
Suspension and Permanent	Judicium	Trust Policy	Summer 2024	Summer 2027	3 Years	Director of Education	CEO	Yes	Yes	No
Teaching and Learning		Trust Policy	Summer 2022	Summer 2025	3 years	Director of Education	CEO	Yes	Yes	No
Time Off for Antenatal Care Policy	Judicium	Trust Policy	Spring 2022	Spring 2025	3 years	Trust Director of HR	Trustees	Yes	Yes	No
Training and Development Policy	Judicium	Trust Policy	Spring 2022	Spring 2025	3 years	Trust Director of HR	Trustees	Yes	Yes	No
Whistleblowing Policy and Procedure	Judicium	Trust Policy	Spring 2024	Spring 2027	3 YEARS	Trust Director of HR	Trustees	Yes	Yes	Statutory – Yes