



St Francis of Assisi
CATHOLIC ACADEMY TRUST

2023 – 2024 Policies for St. Francis of Assisi Trust Schools

v 05.07.23

Some policies in Trust schools are central policies, some will be centrally produced but require significant local input, and other policies will be locally produced at the Academy level.

The following table presents all the policies that each school requires. It also shows whether the policy is effectively to be adopted verbatim from the Trust original with minimal edits (A), or whether local arrangements need to be put in place to complete the Trust policy and then reviewed by the full LGB (B), or whether the policy is written locally and approved by the full LGB (C).

Policy	Frequency of review	Date (if Trust-led)	Approving committee	Provenance / origin	a) Trust; b) Trust & local; c) Local policy
Child Protection (Safeguarding)	Annual	Sept 22	TBM	HCC	A
Health & Safety (incl. trips & first aid)	Annual	Sept 22	TEC > TBM	HCC	B
Code of Conduct (staff behaviour)	Annual	Oct 22	TEC > TBM	HCC	A
Grievance	Annual	Nov 22	TEC > TBM	CES	A
Complaints	Annual	Oct 22	TEC > TBM	DfE	A
Capability	Annual	Nov 22	TEC > TBM	CES	A
Appraisal – teachers	Annual	Nov 22	TEC > TBM	CES	A
Appraisal – support staff	Annual	Nov 22	TEC > TBM	CES	A

Policy	Frequency of review	Date (if Trust-led)	Approving committee	Provenance / origin	a) Trust; b) Trust & local; c) Local policy
Absence	Annual	Nov 22	TEC > TBM	CES	A
Events requiring Trust Notification	Annual	Sept 22	TBC > TBM	Trust	A
Whistleblowing	Annual	Nov 22	TBC > TBM	HCC	A
Central Fund Policy (Membership Fee)	Annual	Nov 22	TBC > TBM	Trust	A
Trust Reserves & Financial Prudence	Annual	Nov 22	TBC > TBM	Trust	A
Admissions	Annual	Nov 22	TBC > TBM	Trust	B
Lettings	Annual	Oct 22	TBC > TBM	Trust	B
Fixed Asset	Annual	Nov 22	TBC > TBM	Trust	A
Gifts & Hospitality	Annual	Mar 22	TBC > TBM	Trust	A
Flexible Working	Annual	Oct 22	TEC > TBM	HCC	A
Redundancy	Annual	Oct 22	TEC > TBM	HCC	A
Safer Recruitment	Annual	Oct 22	TEC > TBM	HCC	A
Discipline (staff)	Annual	Oct 22	TEC > TBM	CES	A
Tendering	Annual	Nov 22	TBC > TBM	Trust	A
Behaviour (pupil)	Annual	Jun 22	TEC > TBM	Trust	B
SEND	Annual	Oct 22	TEC > TBM	Trust	B
Risk	Annual	Mar 22	TBC > TBM	Trust	A
Critical Incident Plan (emergency / continuity / disaster)	Annual	Jun 22	TBC > TBM	HCC	A
Pay	Annual	Sep 22	TEC > TBM	Trust	B
Visitors	Annual	Jun 22	TBC > TBM	Trust	A
Debt Recovery	Annual	Nov 22	TBC > TBM	Trust	A
Anti-Fraud policy	Annual	Mar 23	TBC > TBM	Trust	A
Curriculum	Annual		FLGB	School	22/3C; 23/4 A
Data Protection	Annual		FLGB	School	22/3C; 23/4 A
Charging and Remissions	Annual		FLGB	School	22/3C; 23/4 A
E-safety	Annual		FLGB	School	C
Biometric data – depending on school need	Annual		FLGB	School	C
Early Careers Teachers	Annual		FLGB	School	C
Children with health needs who cannot attend	Annual		FLGB	School	C
Careers Guidance	Annual		FLGB	School	C
Early Years Foundation Stage	Annual		FLGB	School	C
Supporting pupils with medical conditions	Annual		FLGB	School	C
Sex and Relationships Education	Annual		FLGB	School	C
Business Interests	Annual		FLGB	School	C
Register of Admission and Attendance	Annual		FLGB	School	C
Website Information Required	Annual		FLGB	School	C
Single Central Record	Annual		FLGB	School	C
Dealing with Allegations of Abuse Against Staff	Annual		FLGB	DfE	C
Accessibility Plan	Annual		FLGB	School	C
Exclusions	Annual		FLGB	DfE	C
Premises Management Documents	Annual		FLGB	HCC	C
Equality Information & Objectives	Annual		FLGB	School	C
Staff Dress Code	Annual		FLGB	School	C
Lone Working Policy	Annual		FLGB	School	C
Governor Expenses Policy	Annual		FLGB	School	C