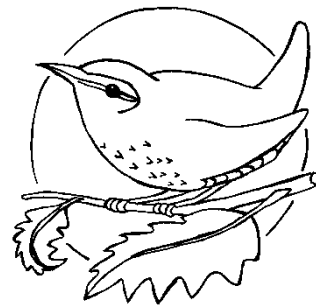
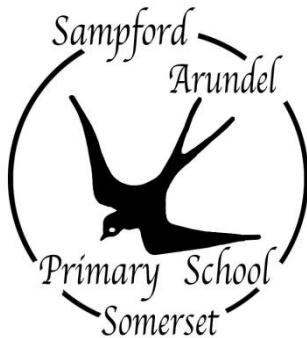


## Wellington Area Rural Federation



Stawley School

## List of Local Authority HR Policies Wellington Area Rural Federation Adheres to

Status:	STATUTORY
Responsible person:	HEADTEACHER
Responsible Governor :	CHAIR OF GOVERNORS
Ratified by the Head Teacher:	October 2023
Date first approved by the Governing Body:	October 2022
Review Period:	Annually
Review Date:	October 2024

**LIST OF MODEL SCHOOL POLICIES AND GUIDANCE FOR SCHOOLS  
PRODUCED BY HR ADVISORY SERVICE**

<b>Version Number</b>	6
<b>Location</b>	
<b>Author</b>	Schools HR Advisory Service – North Somerset Council
<b>Published</b>	
<b>SSE Review Date</b>	
<b>Effective Date</b>	Formal Adoption by school
<b>Consultation</b>	

Where it is a statutory requirement for a school to have a Policy, this is shown.

Policy / Guidance Name	Date most recently revised	Notes	Statutory for Academies	Statutory for maintained schools	Statutory for PRUs	Statutory for non-maintained special schools	Relevant Legislation and Statutory Guidance*
Appraisal and Capability Policy - Appraisal	Sept 2021	Combined Policy, comes with model Appraisal Forms <b>Minor discretionary elements</b>	No	Yes (for teachers only)	Yes (for teachers only)	No	The Educations (School Teachers Appraisal) Regulations 2012 as amended / Education (Pupil Referral Units) (England) Regulations 2007
Appraisal and Capability Policy - Capability	Sept 2021	Combined Policy, comes with model Appraisal Forms	No	Yes	Yes	No	School Staffing Regulations 2009 as amended / Education (Pupil Referral Unit) Regulations 2007
Allegations of Abuse Guidance	Sept 2022	Statutory DfE Guidance customised for North Somerset schools	Yes	Yes	Yes	Yes	<i>Keeping Children Safe in Education</i>
Disciplinary Policy and Procedure	Sept 2022	Comes with Guidance for Managers, Standards of Conduct and Hearing Protocol	Yes	Yes	Yes	Yes	Maintained schools / PRUs: School Staffing Regulations 2009 / Other schools: general employment law / Acas <i>Code of Practice</i> taken into account by ETs
Disclosure Policy	Sept 2022	Safeguarding	No (but see	No (but see	No (but	No (but see	Safeguarding Vulnerable

		related; revised in accordance with <i>Keeping Children Safe</i> <b>Minor discretionary elements</b>	Single Central Record)	SCR)	see SCR)	SCR)	Groups Act 2006 as amended / Rehabilitation of Offenders Act 1974 / Rehabilitation of Offenders 1974 (Exceptions Order) 1975 / <i>Keeping Children Safe</i> guidance; <i>Note: Child Protection (Safeguarding) Policy is statutory for all schools</i>
Equality Impact Assessment Guidance	2011	Comes with EIA template	EIAs not statutory	EIAs not statutory	EIAs not statutory	EIAs not statutory	Equality Act 2010 (Public Sector Equality Duty under s149 of the Act)**
Family Leave Policy	May 2021	Guidance on different types of Family Leave for employees available <b>Discretionary elements</b>	No	No	No	No	Maternity, Adoption, Paternity, Shared Parental Leave Regulations
Fixed Term Contract Guidance	Mar 2021	Comes with Appendix containing step-by-step procedure for ending FTCs and example scenarios	No	No	No	No	Fixed Term Employees (Less Favourable Treatment) Regulations 2002
Flexible Working Policy and Guidance	Sept 2020	Comes with examples and model forms <b>Minor discretionary elements</b>	No	No	No	No	Employment Rights Act 1996 / Flexible Working Regulations 2014

Grievance Resolution Procedure	Sept 2021	Comes with Guidance for Managers and for Employees	Yes	Yes	Yes	Yes	Maintained schools / PRUs: School Staffing Regulations 2009 / Other schools: general employment law / Acas <i>Code of Practice</i> taken into account by ETs
Guidance on Considering Previous Allegations	Jun 2018	Safeguarding related	No	No	No	No	
Headteacher Succession Planning / Recruitment Toolkit	Nov 2022	Produced by the Learning Exchange with Schools HR input	No	No	No	No	Equality Act 2010 / Immigration, Asylum and Nationality Act 2006 / Safeguarding Vulnerable Groups Act 2006 as amended / Rehabilitation of Offenders Act 1974 / Rehabilitation of Offenders 1974 (Exceptions Order) 1975
Leave of Absence Policy	Jun 2018	<b>Discretionary elements</b>	No	No	No	No	Various employment legislation
Managing Attendance Policy and Procedure	June 2022	Guidance sheets and model letters available <b>Minor discretionary elements</b>	No	No	No	No	General employment law including: Equality Act 2010 / ERA 1996 / Employment Rights Dispute Resolution Act 1998 / Employment Relations Act 1999 also Access to Medical Records Act 1998 ***
Pay Policy	March 2023	Revised annually in line with	No	Yes	No	No	Education Act 2002 Section 122 / School

		changes to the STPCD <b>Discretionary elements</b>					Teachers' Pay and Conditions Document
Probationary Policy	Sept 2020	Comes with model forms and letters <b>Minor discretionary elements</b>	No	No	No	No	General employment law including: Equality Act 2010 / ERA 1996
Probationary Policy (Teachers – Temporary)	May 2020	Introduced temporarily due to coronavirus	No	No	No	No	
Redundancy Policy and Procedure	Jun 2018	Comes with a model timeline, forms and letters and model selection criteria	No	No	No	No	Includes Employment Rights Act 1996 as amended / Trade Union and Labour Relations Consolidation Act 1992 as amended / TUPE Regulations / Collective Redundancies Regulations 2006
Reference Policy	September 2022	Comes with model reference request forms	No	No	No	No	Equality Act 2010 / Defamation Act 2013 / Employment Rights Act 1996
Requesting Time to Train Policy and Procedure	Jun 2018	Comes with model forms	No	No	No	No	Employee Study and Training Regulations 2010
Secondment Policy	June 2018	Co-produced with the Learning Exchange Comes with model Secondment	No	No	No	No	

		Agreement					
Single Central Record	N/A		Yes	Yes	Yes	Yes	School Staffing (England) Regulations 2009 / Independent School Standards Regulations 2010
Social Media and Networking Policy	Sept 2022	Safeguarding related	No	No	No	No	
Whistleblowing Policy	Jun 2018		No	No	No	No	Employment Rights Act 1996 as amended / Public Interest Disclosure Act 1998 / Enterprise and Regulatory Reform Act 2013

\* The list of legislation is not intended to be exhaustive but indicative. The Data Protection Act 1998 applies to personnel records and therefore applies to a number of the Policies listed here.

\*\* Since the introduction of the Equality Act 2010 and specifically s149 (which sets out the public sector equality duty applicable to public authorities and those organisations exercising a public function), EIAs are no longer a requirement in England. However, they have traditionally been used, and continue to be used, by public service providers as a way of demonstrating compliance with the public service equality duty.

\*\*\* The *Acas Code of Practice on Disciplinary and Grievance Procedures* is a point of reference which tribunals may take into account.

All our policies and guidance can be found at <http://www.supportservicesforeducation.co.uk>