Newport Infant School

Policy Protocol

Date of Policy Creation/Last Review	April 2020
Policy Lead	Headteacher
Date of Policy Adoption by Governing Body	June 2020
Frequency of Review	Three yearly
Review Due	April 2023
Policy Category	General

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Aim

This protocol is designed to give guidance to Staff and the Governing Body (GB) with regard to the writing of Policies for Newport Infant School (NIS).

Definition

A policy can be defined as a document that gives information to current and potential parents/carers, staff, GB members and anyone who has any connection/interest in the way the school undertakes its role of developing the knowledge and skills our children. Policies can be focussed on academic information or management of the school's responsibility towards others who may visit or be employed on its site.

Critical times

On all policies there are critical dates that have to be adhered to:

- Date policy was approved. Such approval will always be the date the Full GB approved the policy.
- Date of review of the policy. See below with regard to "Reviewing a Policy".

On all policy papers the above dates will be clearly shown on the front of the policy papers; together with its unique title.

Reviewing a Policy

Every policy will be reviewed at least every three years. However, by the nature of education life, there will be times when a policy will have to be reviewed more often. Events which can lead to a review of a policy include:

- Set review date due
- Change of law or directive
- Creation of a new process that impacts on curriculum delivery of management within the school
- Change in the school structure
- A review of the policy is required as a result of an event occurring that shows the policy is ineffective

Please note the list is not extensive nor exhaustive.

General Advice on Writing a Policy

Writing a policy can be a personal preference but to ensure consistency of approach the below should be followed:

- Decide if a policy is required. This can be through discussion with the Head Teacher (HT). It can also be as a result of direction of the Department of

Education (DfE), School Governance of Telford and Wrekin Council (T&W) or other legal entity.

- If a policy is required check to see if one is already in existence. It may be that the old policy can be updated rather than creating a completely new one.
- In the event there is no previous paper to follow then seek help from the DfE or T&W concerning any technical or legal language. In some cases T&W may prepare a template policy which can be adopted for the school to use.
- Research other school's web sites to see if the school has created a policy covering the subject. This can be used as a guide; be careful not to copy and paste too liberally to avoid using their personal data in NIS literature.
- The format will be well known by Administration at school and they will put your words into this format. What is required is the written text with paragraph or section headings.
- Do not use any individual name or contact details in the policy; these can always change. Use role titles or department names. In the event someone in the school or on the GB is required to be contacted this contact should always be through school administration.
- Finally, if in any doubt ask for advice.

School Administration

The role of administration is:

- To keep an accurate record of all policies. A chart will be maintained which shows the following information:
  DfE Category, DfE Title, School Title, Frequency, Review Date, Policy Lead, Web Site, Comments.
- Review the chart and bring forward any policies for review and send to the Policy Lead
- Send any papers or information to the Policy Lead with regard to any new policy requirement or update that is required outside the normal review period. The Chair of GB should also be informed.
- Format the policy in accordance with the agreed school protocol
- When the Policy Lead authorises, send the policy to the Chair of the GB in order that they can ensure the policy is approved at the next Full GB. It would be preferred practice that the policy is circulated to all the GB before the meeting.
- Arrange for the inclusion or include the policy on the school web site if appropriate.
- Assist with any help or guidance, BUT NOT write the policy unless directed by the HT

Policy Lead – will be decided by the HT and/or the Chair of GB. In most cases the Policy Lead will be a staff member or one of the standing committees – Personnel and Finance

(P&F), Curriculum and Outcomes(C&O) or Health and Safety (H&S). If one of the Standing Committees all actions will be directed through the Chair of that Committee.
Web site – not all policies need to be placed on the school web site; only when directed by DfE or T&W is there a procedural requirement to do so. It will be the responsibility of the HT to decide what policies will be placed on the web site when such direction is not applicable.

Process of Review

For a linear chart of the process please see Appendix A

Appendix A

Policy due for review (See "Reviewing a Policy)

Administration requests Policy Lead to Review Policy (also inform Chair of GB)
Policy Lead arranges review (either approves current papers or rewrites policy where required)

Policy rewrite or not

- If current papers up to date and relevant Policy Lead informs Administration
- If Policy needs rewriting Policy Lead arranges for updated draft to be sent to Administration for formatting

Standing Committee approves the policy can be sent for Full GB endorsement and approval

Administration informs Chair of GB of their approval

Chair of GB includes the policy on the agenda of the next Full GB meeting for policy to be adopted by the school

Following adoption at the Full GB meeting administration arranges for the Policy Chart and all other school records filing systems to be updated including an updated copy being placed in the file in the staff room. All staff to be made aware that the policy has been reviewed and the policy to be placed on the school web site if authorised as above.