



Llanedeyrn
Primary School

Policies and Documents 2023 - 2024

Statutory Policies

Policies	Reviewed	By whom?	Ratified or To Be Ratified	Date for Next Review
Additional Learning Needs Policy	2018	ALNET WG	✓	WG to decide
Charging and Remissions Policy	Oct 23	BK	✓	Oct 24
Child Protection and Safeguarding Policy	Sept 23	BK	Oct 23	Oct 23
Complaints Policy	Oct 23	BK	✓	Oct 26
Curriculum Vision and Curriculum for Wales #TheLlanWay	Oct 23	BK	Oct 23	Oct 25
Data Protection Policy	Oct 23	BK	Oct 23	Oct 24
Equalities Policy	Oct 23	BK	✓	Oct 26
Health and Safety Policy	Oct 23	BK	Oct 23	Oct 25
Pay Policy	Nov 21	HR Services	✓	HR to decide
Performance Management Policy	June 16	HR Services	✓	HR to decide
Behaviour Protocols #TheLlanWay	Oct 23	BK	Oct 23	Oct 26
School Session Times	Sept 23	BK	✓	Sept 25
Relationships and Sexuality Education Policy	Sept 23	HH	Oct 23	Oct 26
Staff Discipline, Conduct, Capability and Resolution Policies	By HR	HR Services	✓	HR to decide

Statutory Documents

Documents	Reviewed	By whom?	In Place	Date for Next Review
Accessibility Plan	Oct 23	BK	✓	Oct 25
Action Plan following School Inspection	2021	Estyn	✓	2023
Data Protection Policy / Freedom of Information Policy & Publication Scheme	Oct 23	BK	✓	Oct 24
Governors' Annual Report to Parents and Carers	Dec 22		✓	Dec 23
Instrument of Government	Sept 06	LA	✓	LA to decide
Minutes of and Papers considered at meetings of the Governing Body and its Committees	Available for all stakeholders ✓			
School Prospectus	Oct 23	BK	✓	Oct 24
Register of Pupils	Daily	Admin Staff	✓	Daily

Register of Business Interests of Headteacher and Governors	Annually	BK and Clerk to Governors	✓	Oct 23
School Improvement Plan	Annually	All stakeholders	✓	Estyn to decide
Transition Plans	Annually	BK / HH / Teachers	✓	July 24
Non-Statutory Recommended Policies and Documents				
	Reviewed	By Whom?	Ratified, To Be Ratified or In Place	Date for Next Review
Absconding Policy	Sept 23	BK	✓	Sept 26
Administering Medicines Policy	Sept 23	BK	✓	Sept 26
Anti-Bullying Policy	Oct 23	BK	✓	Oct 26
Assessment #TheLlanWay	Oct 23	HH	✓	Oct 24
CCTV Policy	Oct 23	BK	✓	Oct 26
CLA #TheLlanWay	Oct 23	HH	✓	Oct 26
Closing the Gap Policy	Oct 23	BK	✓	Oct 26
Cluster Attendance Policy – including FPN guidance	Sept 22	St Teilo's Cluster and HH	✓	Sept 24
Code of Conduct Policy	Sept 23	BK	✓	Sept 26
Collective Worship Policy	Oct 23	BK	✓	Oct 25
Disposal Policy	Oct 23	BK	✓	Oct 26
EAL #TheLlanWay	Oct 23	HH	✓	Oct 26
Fair Processing Notice Policy	Oct 23	BK	✓	Oct 26
Gifts and Hospitalities Policy	Oct 23	BK	✓	Oct 24
Healthcare Policy	Oct 23	BK	✓	Oct 26
ICT 360 Cymru Policy	Oct 23	AP	✓	Oct 26
Monitoring Cycle 2023 - 2024	Oct 23	BK	✓	Oct 24
Presentation Guidance	Oct 23	BK	✓	Oct 26
Professional Learning #TheLlanWay	Oct 23	BK	✓	Oct 26
Professional Teaching Standards	Sept 17	WG	✓	WG to decide
Responding to Children's Work Policy	Oct 23	BK / HH	✓	Oct 25
Safer Recruitment #TheLlanWay	Oct 23	BK	✓	Oct 26
Teaching and Learning #TheLlanWay	June 22	HH	✓	June 24
Toileting Policy	Oct 23	BK	✓	Nov 26
Uncollected Child Policy	Oct 23	BK	✓	Oct 26
School Uniform Policy	Oct 23	BK	✓	Oct 24
Whistleblowing Policy	Feb 23	BK	✓	Feb 26
Emergency Procedures				
	Date Reviewed	By Whom?	Date Agreed	Date for Next Review
Emergency Response Plan	Oct 23	BK	✓	Oct 24

- Contact information checked regularly				
Lockdown Policy/Procedures	Oct 23	BK	✓	Oct 24
Fire Safety Plan	Oct 23	BK	✓	Sept 24
Business Continuity Plan	Sept 23	BK / BC	✓	Sept 24
LA and HR Policies				
	Date Reviewed	By Whom?	Date Agreed	Date for Next Review
Disciplinary and Dismissal Procedures for School Staff	Feb 20	HR	Feb 20	Reviewed & agreed in GB annually or following HR guidance
Guidelines on the Menopause & the Workplace	Mar 2018	HR	Mar 18	
Model Whole School Pay Policy	2021	HR	2022	
School Discipline Procedure – Guidance for Employees	Mar 2014	HR	Mar 22	
Schools Resolution Policy	2017	HR	2022	