



# The OWLS Academy Trust Policy Review Timetable

Name of policy	In place? Y/N	Review frequency	Approval	Location	Policy Type	Comments	Review 2017-2018	Review 2018-2019	Review 2019-2020
<b>Statutory Documents</b>									
<b>Policies to be Reviewed at Trust Level</b>									
Leave of absence Policy	Y	Annually	OWLS Trust and School head teachers	Trust Website Strategic Director	HR				
Finance Manuel	Y	Annually	OWLS Trust	Trust Website Strategic Director	F				
Accounting Policies	Y	Annually	OWLS Trust	Trust Website Strategic Director	F				
Expense claim form	Y	Annually	OWLS Trust	Trust Website Strategic Director	F				
Funding Strategy	Y	Annually	OWLS Trust	Trust Website Strategic Director	F				
Request for quotes services	Y	Annually	OWLS Trust	Trust Website Strategic Director	F				
Request for	Y	Annually	OWLS Trust	Trust Website	F				

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quote template				Strategic Director					
First Aid Policy	Y	Annually	OWLS Trust	Trust Website Strategic Director	H&S				
Staff code of Conduct	Y	Annually	OWLS Trust	Trust Website Strategic Director	H&S				
Amplification Policy	Y	Annually	OWLS Trust	Trust Website Strategic Director	HR				
Appeals Policy	Y	Annually	OWLS Trust	Trust Website Strategic Director	HR				
Equal opportunities policy	Y	Annually	OWLS Trust	Trust Website Strategic Director	HR				
Therapeutic return procedure	Y	Annually	OWLS Trust	Trust Website Strategic Director	HR				
	Y	Annually	OWLS Trust	Trust	HR				

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Prevention of illegal working				Website Strategic Director					
Admissions arrangements	Y	Annually	OWLS Trust	Trust Website Strategic Director	HR				
Allegations of abuse against staff	Y	Annually	OWLS Trust	Trust Website Strategic Director	other				
Allegations Policy	Y	Every two years	OWLS Trust	Trust Website Strategic Director					
Anti-Fraud Policy	Y	Annually	OWLS Trust	Trust Website Strategic Director	F	OK MVE			
Attendance Management	Y	Annually	OWLS Trust	Trust Website Strategic Director	HR	OK MVE			
Capital and Revenue Reserves Policy	Y	Annually	OWLS Trust	Trust Website Strategic Director					
Capital and Revenue Reserves Policy	Y	Annually	OWLS Trust	Trust Website Strategic Director					

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Central record of recruitment and vetting checks	Y	Live document	Local Governing Body	Trust Website Strategic Director					
Charging and remission policy	Y	Annually	OWLS Trust	Trust Website Strategic Director	F				
Close Personal Relationships at work.	Y	Annually	OWLS Trust and school head teachers	Trust Website Strategic Director	HR				
Complaints Policy	Y	Annually	OWLS Trust	Trust Website Strategic Director	Pupil & parent				
Complaints procedure policy	Y	Annually	OWLS Trust	Trust Website Strategic Director	Pupil & parent				
Equality objective statement	Y	Annually	OWLS Trust	Trust Website Strategic Director	Pupil & parent				
Exclusion Policy	Y	Annually	OWLS Trust	Trust Website Strategic Director	Pupil & parent				
More able Policy	Y	Annually	OWLS Trust	Trust Website Strategic Director	Pupil & parent				

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Positive Handling Policy	Y	Annually	OWLS Trust	Trust Website Strategic Director	Pupil & parent				
Reviewing SEN POLICY	Y	Annually	OWLS Trust	Trust Website Strategic Director	Pupil & parent				
Conflict of interest	Y	Annually	OWLS Trust	Trust Website Strategic Director					
Contractor Policy	Y	Annually	OWLS Trust	Trust Website Strategic Director	H&S				
Critical Incidents	Y	Annually	OWLS Trust and school head teachers	Trust Website Strategic Director	H&S				
Data protection	Y	Annually	OWLS Trust	Trust Website Strategic Director	OTHER				
Data protection and confidentiality policy	Y	Every two years at least	OWLS Trust	Trust Website Strategic Director					
Debt recovery	Y	Annually	OWLS Trust	Trust Website Strategic Director	F				
Scheme of	Y	Annually	OWLS Trust	Trust Website	OTHER				

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Delegation				Strategic Director					
Deed of Variation	Y	Annually	OWLS Trust	Trust Website Strategic Director	F				
Dignity at work	Y	Every Three Years	OWLS Trust	Trust Website Strategic Director					
Drugs	Y	3 years	OWLS Trust and school head teachers	Trust Website Strategic Director	Parent & Pupil				
Equality information and objectives statement for publication	Y	Review every four years, publish information annually	OWLS Trust	Trust Website Strategic Director	Parent & Pupil	Information demonstrating how the governing bodies and LAs are meeting the aims of the general public sector equality duty			
Flexible working Application form	Y	Annually	OWLS Trust and school head teachers	Trust Website Strategic Director	HR				
Flexible working Policy	Y	Annually	OWLS Trust and School head teachers	Trust Website Strategic Director	HR				
Freedom of	Y	Every two	OWLS Trust	Trust Website	OTHER				

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information procedures		years		Strategic Director					
Governing body and committee meeting minutes, and papers considered at meetings	Y	Ongoing	Full local governing body or committee of the governing body	Trust Website Strategic Director					
Governor Allowances Policy		Annually	OWLS Trust	Trust Website Strategic Director	F				
Grievance Policy	Y	Annually	OWLS Trust	Trust Website Strategic Director	HR				
Health and safety policy	Y	Annually	OWLS Trust with schools producing own	Trust Website Strategic Director	H&S				
Letting Policy	Y	Annually	OWLS Trust and school head teachers	Trust Website Strategic Director	F				
Instrument of Government	Y	Annually	OWLS Trust	Trust Website Strategic Director					
Leave of	Y	Annually	OWLS Trust	Trust					

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absence				Website Strategic Director					
Family Leave Policy	Y	Annually	OWLS Trust and School head teachers	Trust Website Strategic Director	HR				
Mobile Phone Policy	Y	3 years	OWLS Trust	Trust Website Strategic Director					
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<b>Non-Statutory Documents</b>									
<b>Policies to be Reviewed at Trust Level</b> <a href="#">Good Practice Policies and Documents</a>									
Organisational Change Policy	Y	Annually	OWLS Trust and School head teachers	Trust Website Strategic Director	HR	OK MVE			
OWLS Procurement policy	Y	Annually	OWLS Trust	Trust Website Strategic Director	F				
Performance Management	Y	Annually	OWLS Trust	Trust Website Strategic Director	HR	OK MVE			
Personal Use of Social Media Sites Policy	Y	Annually	OWLS Trust and School head	Trust Website Strategic	HR				

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			teachers	Director					
Premises management documents	Y	Annually	OWLS Trust with appendices	Trust Website Strategic Director	H&S				
Probation Period Support staff Policy	Y	Annually	OWLS Trust and School head teachers	Trust Website Strategic Director	HR				
Procurement and Tendering Policy	Y	Annually	OWLS Trust	Trust Website Strategic Director	F				
Recruitment Checklist	Y	Annually	OWLS Trust and head teachers of each school	Trust Website Strategic Director					
Register of business interests.	Y	Annually	OWLS Trust	Trust Website Strategic Director					
Register of pupils' admission to school	Y	Live document	Headteacher to report through Headteacher's report termly	Trust Website Strategic Director		The register itself can be kept by appropriate academy staff			
Register of pupils' attendance	Y	Live document	Headteacher to report through Headteacher's report termly	Trust Website Strategic Director		The register can be kept and updated daily by appropriate academy staff			
Request for quotation template	Y	Annually	OWLS Trust	Trust Website Strategic Director					
Scheme of	Y	Annually	OWLS Trust	Trust					

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delegation				Website Strategic Director					
School information published on a website	Y	Live – must be updated as soon as possible after a change	Local Governing Body	Trust Website Strategic Director					
Sickness & Attendance Management Policy	Y	Annually	OWLS Trust and School head teachers	Trust Website Strategic Director	HR				
Special Pay Policy/governors	Y	Annually	OWLS Trust	Trust Website Strategic Director	F				
Staff Capability	Y	Annually	OWLS Trust	Trust Website Strategic Director	HR	OK MVE			
Staff Discipline	Y	Annually	OWLS Trust	Trust Website Strategic Director	HR	OK MVE			
Staff Expenses Purchasing Policy	Y	Annually	OWLS Trust	Trust Website Strategic Director	F				
Staff Grievance	Y	Annually	OWLS Trust	Trust Website Strategic Director	HR				
Staff Overseas Travel Policy	Y	Annually	OWLS Trust	Trust Website Strategic	F				

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Procedure				Director					
Staff Pay and conditions policy for support staff.	Y	Annually	OWLS Trust	Trust Website Strategic Director	HR				
Staff Well Being. Stress Management.	Y	Annually	OWLS Trust and school head teachers	Trust Website Strategic Director	H&S				
<b>Statutory Documents Policies to be Reviewed at School Level</b>									
Supplemental Funding Agreement	Y	Annually	OWLS Trust	Trust Website Strategic Director	Articles				
Teachers Pay Policy	Y	Annually	OWLS Trust	Trust Website Strategic Director	HR				
Vehicles Policy	Y	3 years	OWLS Trust	Trust Website Strategic Director	H&S				
Whistleblowing Policy	Y	Annually	OWLS Trust and school head teachers	Trust Website Strategic Director	HR	OK MVE			
Write off and Asset Disposal Policy	Y	Annually	OWLS Trust	Trust Website Strategic Director	F				
Sex education policy	Y	Governing body free to determine	Governing body free to delegate to a committee, an individual	Schools/Trust	Parent & pupil				

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School behaviour policy	Y	Headteacher free to determine	Headteacher	Schools				
Sex education policy	Y	Governing body free to determine	Governing body free to delegate to a committee, an individual governor or the headteacher	Schools				
Special educational needs (SEN) – SEN information report	Y	Annually – any changes in the SEN Information Report should be updated as soon as possible	Full governing body	Schools				
Accessibility plan	Y	Every three years	Governing body free to delegate to a committee, individual governor or the headteacher	Schools				
Child protection policy and procedures	Y	Annually	Governing body	Schools				
Early years foundation stage (EYFS)	Y	Dependent on document	Governing body free to determine	Schools	Those delivering the EYFS are required to have			

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						policies and procedures on a range of issues covering safeguarding and welfare			
Supporting pupils with medical conditions	Y	Governing body free to determine	Governing body	Schools					
Behaviour including physical Intervention and restraint of pupils and Bullying	Y	3 years	Governing body	Schools					
Early Years Foundation Stage	Y	Every three years	Governing body	Schools					
Sex and Relationships Education	Y	Every three years	Governing body	Schools					
Special Educational Needs and Disability	Y	Every three years	Governing body	Schools					
<b>Non-Statutory Documents Policies to be Reviewed at School Level</b>									
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Home School Agreements	Y	Every three years	Governing body	Schools					
Homework	Y	Every three	Governing body	Schools					

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		years							
All Curriculum Policies	Y	Every three years	Governing body	Schools					
First Aid Policy incl Asthma	Y	Every three years	Governing body	Schools					
Marking and Assessment	Y	Every three years	Governing body	Schools					
Continence and Soiling	Y	Every three years	Governing body	Schools					
Food	Y	Every three years	Governing body	Schools					
ICT Acceptable Use policy	Y	Every three years	Governing body	Schools					
Induction and Mentoring	Y	Every three years	Governing body	Schools					
Intimate Care	Y	Every three years	Governing body	Schools					
More Able Gifted and Talented	Y	Every three years	Governing body	Schools					

Teaching and Learning	Y	Every three years	Governing body			
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