



<b>Document control</b>		<b>POLICY LEVEL:</b> Trust / Non Statutory	
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## 1 Introduction

- 1.1 The development of clear, well-communicated policies is a fundamental element in achieving the Trust's objectives, and an intrinsic part of the risk management process.
- 1.2 In addition to general organisational laws, regarding employment, equality, health & safety, data protection and financial probity, the education sector is subject to extensive statutory guidance and regulation in specific areas, such as:
- Safeguarding and child protection
  - Special educational needs and disabilities (send) and accessibility
  - Relationship and sex education
  - Careers
  - Admissions and exclusions
  - Complaints
- 1.3 The Trust aims to coordinate policy and practice across all academies, to deliver:
- 1.3.1 **ease of access** for staff, parents, and pupils to understand our approach
- 1.3.2 **consistency** in how we act, across all our schools.
- 1.3.3 **continuous best practice** review across all schools in the Trust
- 1.3.4 **a reduction in workload** by reducing the need for individual academy schools to interpret the policy locally
- 1.3.5 **prioritised focus** for local academy committees and academy schools on key objectives and the provision of the highest possible quality of education for all local children.

## 2 Policy Review

- 2.1 Policies are reviewed regularly to ensure they represent the best practice and reflect current legislation. Policies will be reviewed by the appropriate Portfolio Lead within the Trust, the School Leadership Group, or Trustees as appropriate. Wherever possible, consultation with stakeholders, including Local Academy Committees, parents and staff will be a key part of the review process.
- 2.2 A schedule of Trust policies is maintained by the Compliance Lead for review at an appropriate frequency.
- 2.3 The review of policies at school level, agreed by local academy committees, will be coordinated across the Trust to ensure that there is opportunity for cross-trust consideration of whether these policies remain at school level or could become Trust or phase-wide policies.

- 2.4 Where an individual academy believes an additional policy is required, this should be identified to the full Trustees (via the Compliance Lead or Governance Manager). Trustees will consider if the policy meets the five 'gates' identified in Para 1.3 and could therefore become a Trust-wide policy, or, whether the policy is appropriate at individual academy level.

### 3 Policy awareness and compliance

- 3.1 The approval of policies at Trust level will be communicated to Chairs and Clerks of Local Academy Committees and to all school leadership.
- 3.2 Schools remain responsible for ensuring appropriate dissemination of information to relevant staff and governors remain responsible for holding schools to account in ensuring they discharge this responsibility.
- 3.3 Staff awareness of policies will be managed in a number of ways, including:
- Induction
  - Inset days
  - DMAT bulletins and other internal communications
  - online and face-to face training (e.g. safeguarding, data protection)
  - the annual staff acknowledgement of the DMAT Code of Conduct which promotes staff awareness and expectations regarding policies and compliance
- 3.4 Each academy Headteacher, Principal or Executive Head is responsible for ensuring policies and other statutory information is published on school websites in accordance with current guidance from the Central Team.
- 3.5 The DMAT Central Team will support academies to meet their compliance obligations in specific areas such as safeguarding, health and safety, data protection, HR and finance.

### 4 Review

- 4.1 This Statement will be kept under review by Trustees at least every two years.