

Scheme of Delegation - Appendix 1

Enlighten Learning Trust Policy Renewal Schedule



This policy schedule forms part of the Scheme of Delegation for Enlighten Learning Trust; it sets out the policies to be approved by Enlighten Learning Trust (ELT) for implementation by the Local Governing Body.

	DfE Guidance		Date of next review	Frequency of review	Approval Level
	Statutory Y/N				
HR Policies					
Bullying & Harassment Policy	N		Autumn 22	3 yrs	ELT SLT
Appraisal Policy for support staff	N		Summer 24	3 yrs	HT Board
Appraisal Policy for teaching staff	N		Summer 24	3 yrs	HT Board
Discretionary Policy	N		Summer 22	3 yrs	Trust
Disciplinary and Capability Policy	Y		Autumn 21	Annual	Trust
Equal Opportunities and Anti Discrimination Policy Statement & Objectives	Y		Autumn 21	4 yrs	Trust
Pay Policy	Y		Autumn 21	Annual	Pay & Trust
Redundancy and Restructuring Policy	N		Summer 22	3 yrs	Trust
Severance Statement	N		Summer 22	3 yrs	Trust
Special Leave Policy	N		Summer 23	3 yrs	HT Board
Code of Conduct	Y		Autumn 21	Annual	Exec HT
HR Procedures					
DBS /Safer Recruitment Process for People not employed by the Trust	N		Summer 22	3 yrs	HT Board
Grievance Procedure	Y		Autumn 22	Annual	Trust
Induction and Probation Procedures	N		Autumn 22	3 yrs	ELT SLT
Maternity, Paternity and Adoption Leave Guidance	N		Autumn 21	3 yrs	ELT SLT
ECT Support Procedures	Y		Autumn 21	Annual	Trust
Recruitment and Selection Procedure	N		Autumn 21	3 yrs	HT Board
Staff Attendance Management Procedure	N		Autumn 22	3 yrs	HT Board
Volunteer Procedure	N		Autumn 21	3 yrs	HT Board
All other ELT Policies & Procedures					
Admissions	Y		Spring 22	Annual	Trust
Behaviour Principles Statement	N		Autumn 21	Annual	HT Board

	DfE Guidance			
	Statutory Y/N	Date of next review	Frequency of review	Approval Level
FOI)	Y	Autumn 22	Annual	ELT SLT
EAL Policy	N	Autumn 21	3 yrs	HT Board
Financial Administration Policy	Y*	Autumn 21	Annual	Trust
Governors Allowances and Expenses Policy	Y	Autumn 21	Annual	Trust
Health and Safety Policy and Statement	Y	Autumn 21	Annual	ELT SLT
ELT COVID 19 Health and Safety Policy	Y*	Autumn 21	Annual	HT Board
ICT and Acceptable Use Policy	N	Summer 22	Annual	HT Board
Infection Control Policy	Y*	Spring 22	Annual	ELT SLT
Online Safety and Mobile Phone Policy	N	Autumn 21	3 yrs	HT Board
Premises Management Statement	N	Summer 22	3 yrs	ELT SLT
Safeguarding Statement	N	Summer 22	3 yrs	ELT SLT
SEND Statement	N	Summer 22	3 yrs	ELT SLT
Trips and Visits Policy	N	Autumn 21	3 yrs	HT Board
Whistleblowing	Y	Autumn 21	Annual	Trust
All other Procedures (non-statutory)				
Communication Procedure	N	Autumn 20	Annual	ELT SLT
Complaints Procedure	Y	Spring 22	Annual	ELT SLT
Gifts and Hospitality Procedure	Y	Autumn 21	Annual	HT Board
Premises Management Procedures		Autumn 21	Annual	COO
Privacy Notice - Job Applicants	Y	Autumn 21	Annual	COO
Privacy Notice - Workforce (staff, governors, post holders)	Y	Autumn 21	Annual	COO
Privacy Notice - Pupils	Y	Autumn 21	Annual	COO
Privacy Notice - LFT	Y	Autumn 21	Annual	COO
Privacy Notice - Track and Trace	Y	Autumn 21	Annual	COO
Records Management Retention Guidelines	N	Spring 22	Annual	COO

Y* These policies are not statutory on DfE list, but are required by a regulatory body