

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	Approval Level	Responsibility
	Statutory Y/N				
HR Policies					
Bullying & Harassment Policy	N		Autumn 22	ELT SLT	HRM
Appraisal Policy for support staff	N		Summer 24	HT Board	HRM
Appraisal Policy for teaching staff	N		Summer 24	HT Board	HRM
Discretionary Policy	N		Spring 25	Trust	COO
Disciplinary and Capability Policy	Y		Autumn 22	ELT SLT	HRM
Equal Opportunities and Anti Discrimination Policy Statement & Objectives	Y		Autumn 22	ELT SLT	HRM
Pay Policy	Y		Autumn 22	Pay & Trust	HRM
Redundancy and Restructuring Policy	N		Spring 25	Trust	COO
Severance Statement	N		Spring 25	Trust	COO
Special Leave Policy	N		Summer 23	HT Board	HRM
Code of Conduct	Y		Autumn 22	HT Board	HRM
HR Procedures					
DBS /Safer Recruitment Process for People not employed by the Trust	N		Summer 22	HT Board	HRM
Grievance Procedure	Y		Autumn 22	ELT SLT	HRM
Induction and Probation Procedures	N		Autumn 22	ELT SLT	HRM
Maternity, Paternity and Adoption Leave Guidance	N		Spring 24	Trustees	HRM
ECT Support Procedures	Y		Autumn 22	Trust	TEL
Recruitment and Selection Procedure	N		Autumn 22	HT Board	HRM
Staff Attendance Management Procedure	N		Autumn 22	HT Board	HRM
Volunteer Procedure	N		Summer 25	HT Board	HRM
All other ELT Policies & Procedures					
Admissions	Y		Spring 22	Trust	LGB, supported by Admissions manager
Behaviour Principles Statement	N		Autumn 21	HT Board	DSI
Communication Policy	N		Spring 25	ELT SLT	GDPRM
Cyber Security Plan	Y*		Autumn 22	ELT SLT	Leader with Curriculum Responsibility/COO
Data Protection Policy (includes CCTV and Biometric Information management and FOI)	Y		Autumn 22	ELT SLT	GDPRM
EAL Policy	N		Summer 25	HT Board	DSI
Firewall Services and Port Policy	Y*		Autumn 22	ELT SLT	Leader with Curriculum
Finance Regulations Manual	Y*		Autumn 22	Trust	COO
Governors Allowances and Expenses Policy	Y		Autumn 22	Trust	COO

Health and Safety Policy and Statement	Y	Spring 23	ELT SLT	TEM
ICT and Acceptable Use Policy	N	Summer 23	HT Board	Leader with Curriculum Responsibility/COO
Infection Control Policy	Y	Spring 22	ELT SLT	TEM
Intimate Care Policy	Y	Autumn 22	ELT SLT	DPR
Management of Opportunities and Risk Policy	Y*	Summer 22	Trustees	COO
Online Safety and Mobile Phone Policy	N	Summer 21	HT Board	Leader with Curriculum Responsibility/COO
Premises Management Statement	N	Summer 22	ELT SLT	COO
Safeguarding Statement	N	Summer 22	ELT SLT	CEO
SEND Statement	N	Summer 22	ELT SLT	DSI
Trips and Visits Policy	N	Autumn 21	HT Board	EVCs
Whistleblowing	Y	Autumn 22	Trust	COO
All other Procedures (non-statutory)				
Complaints Procedure	Y	Spring 23	ELT SLT	Clerk
Cyber Security associated documentation	Y*	Autumn 22	ELT SLT	Leader with Curriculum Responsibility/COO
Gifts and Hospitality Procedure	Y			COO
Premises Management Procedures		Autumn 21	COO	TEM
Privacy Notice - Job Applicants	Y	Autumn 22	COO	GDPRM
Privacy Notice - Workforce (staff, governors, post holders)	Y	Autumn 22	COO	GDPRM
Privacy Notice - Pupils	Y	Autumn 22	COO	GDPRM
Privacy Notice - LFT	Y	Autumn 22	COO	GDPRM
Privacy Notice - Track and Trace	Y	Autumn 22	COO	GDPRM
Records Management Retention Guidelines	N	Spring 23	COO	GDPRM

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

Key

COO = Chief Operating Officer; HRM = Trust HR Manager; DSI = Director of School Improvement; Director of Primary
TEM = Trust Estates Manager; GDPRM = Trust GDPR Manager; Clerk = Trust Clerk; EVC = Educational Visits Co-ordinators