

# Policy for the Review of Policies



SUTTON VALENCE SCHOOL

This Policy applies to Sutton Valence School (including as the context requires, the Little Lambs Nursery, the Pre-Preparatory School, Preparatory School and Senior School).

The annual review of policies has been conducted in accordance with our stated procedures.

This year this process has been carried out with reference to the following sources of information:

- Guidance regarding KCSIE 2023 received from Andrew Hall, Farrer's and the National College;
- ISI updates;

### **Policy for the Review of Policies**

The aim of this policy is to state the School's procedure for the production, implementation and review of the School's policies that reflect good practice in the School and comply with the Independent Schools Inspectorate's (ISI), regulatory requirements a set out in the Framework for Inspections to commence in September 2023.

Each policy will start by stating the relevant reference to the ISI regulatory requirements and where relevant make reference to other documents both governmental and national and to other School documents.

Each policy will conclude with the name of the author, the policy date and the policy review date.

### **Guidelines for the review of policies are as follows:**

- Policies will be reviewed on an annual basis in deference to changing legislation and/or School practice and will run from November to November except when the School is advised of a change in regulation which requires immediate action. Such instruction will be acted upon as soon as it is received;
- Between July and the Michaelmas Term Governors' subcommittee meetings, policies are reviewed. Amendments are taken to the relevant committees during the Michaelmas term;
- Revised policies are presented to the full Governing Body for signing off in November. Prior to this, policies will be held in a 'Work in Progress' file with proposed changes clearly indicated;
- Governors will be able to access these policies at all times via the webpage <https://svep.svs.org.uk/document-gateway>.

| <b>Register of Policies and Review Dates</b> |                    |                      |                    |                    |  |
|--|--------------------|----------------------|--------------------|--------------------|--|
| <b>Name of Policy</b>                        | <b>Responsible</b> | <b>Sub Committee</b> | <b>Last review</b> | <b>Next review</b> | <b>Implementation</b>  |
| Admissions Policy                            | Bursar             | Education Committee  | September 2023     | September 2024     | The Admissions Policy is implemented through the admissions process that is controlled by the Admissions officer in conjunction with the Headmaster. Transparency of results and awards of scholarships. Bursary applications scrutinised by the Bursary Committee.  |
| Anti-bullying Policy                         | SDHM               | Personnel Committee  | September 2023     | September 2024     | The Guidelines for School Life contain the key passages of this document. Pupils are reminded of these on a regular basis and our key phrases are points of reference whenever there is an investigation. This policy is closely linked to the Child Protection Policy's sections that focus on peer-on-peer abuse   |
| Building & Premises Policy                   | Estates Bursar     | Finance Committee    | September 2023     | September 2024     | This policy is implemented by the Estates Bursar, in conjunction with the Bursar. The policy covers the implementation and maintenance of the School buildings across the Senior and Prep School and also external roads and walkways. Under the direction of the Estates Bursar an annual review of our buildings is undertaken with respective HoD responsible for their specific areas. |
| Building Premises Risk Assessment            | Estates Bursar     | Finance Committee    | September 2023     | September 2024     | The Building Risk Assessment is continually reviewed by the Estates Bursar and then by an external body bi-annually. Actions prompted by the risk assessments are briefed to staff as required who are expected to implement them.   |
| Bursary Policy                               | Bursar             | Bursary Committee    | September 2023     | September 2024     | The Bursary Policy is implemented through the Bursary Committee. This Committee comprises three Governors, the Headmaster and Bursar. All applications are reviewed by the committee and awards made according need providing the funds are available.   |

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| Child Protection Policy        | DSL             | Personnel Committee | September 2023 | September 2024 | The Designated Safeguarding Lead reviews this policy each July in response to the latest edition of KCSIE. Staff receive Mandatory Annual Training and regular Safeguarding updates throughout each academic year. The Safeguarding Governor meets the DSL and SDHM termly to review the efficacy of implementation. Staff attendance at these sessions is recorded and information is provided for absent colleagues.  |
| Complaints Policy              | SDHM            | Personnel Committee | September 2023 | September 2024 | On a termly basis SMT review the complaints log to scrutinise existing practices and update the policy with regards to the number for all complaints received over the last year.   |
| Consent - Use of Images Policy | Director of ICT | Personnel Committee | September 2023 | September 2024 | This is implemented by the consent being sent out annually as part of the Data Protection check. Any that do not consent are contacted and the situation clarified before the relevant individuals within School being notified (Marketing). iSams is updated with the consent.   |
| Curriculum Policy              | ADH             | Education Committee | September 2023 | September 2024 | The policy is implemented by the Academic Deputy Head, Timetable and Data Co-ordinator and Heads of Department. Tutors and Housemasters and Mistresses discuss pupils' performance and preferred option choices with them. Pupils who need very particular guidance have meetings alongside their parents with the Academic Deputy Head or the Assistant Head. Information evenings are held for pupils choosing GCSE and A level options where Heads of Departments can pass on information to pupils and parents. |
| Data Protection Policy         | Director of ICT | Personnel Committee | September 2023 | September 2024 | Training is given to all new staff and they are required to take and pass a test on Data Protection. Data Protection is included as part of INSET sessions and as part of the regular ICT help sheet 'IT in Action'. Staff and parents are sent copies of the details we hold and asked to return them, allowing us to keep the information up to date and gaining annual consent for use of images. Data Protection for CCTV is done by the use of the Impact Assessment for Monitoring form.                      |

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| Drugs Policy                             | SDHM            | Personnel Committee | September 2023 | September 2024 | This policy continues to be a useful point of reference as we look to support our pupils. The increasing threats posed by the ready availability of illegal substances in a variety of forms are reflected in its wording and implementation.  |
| Electronic Communications Policy         | Director of ICT | Education Committee | September 2023 | September 2024 | Staff are required to sign the Electronic Communication Policy and this is scanned and held by ICT Support.  |
| English as an Additional Language Policy | ADH             | Education Committee | September 2023 | September 2024 | The English as an Additional Language Policy is implemented by the Head of EAL who liaises with classroom teacher, houseparents and parents and guardians. The policy is designed to ensure that our EAL pupils can access the curriculum; pass the appropriate examinations to lead them onto the next stage of their education and to ensure they are able to integrate fully into Sutton Valence life.                      |
| Feedback Policy                          | ADH             | Education Committee | September 2023 | September 2024 | The policy is implemented in conjunction with departments' specific marking policy appendices. Work scrutinies are held in departments half termly this is then followed up with a cross department scrutiny by the Academic Deputy Head and other Heads of Department so that marking across subjects can be seen. Work scrutinies are held for year groups but also specific groups of pupils for example Academic Scholars. |
| Fire Policy                              | Estates Bursar  | Personnel Committee | September 2023 | September 2024 | Regular fire practices are undertaken both during the School day and in the boarding houses at appropriate times. Alarms are checked by the maintenance team weekly and extinguishers are checked by the maintenance team monthly under the direction of the Estates Bursar.   |
| First Aid Policy                         | School Nurse    | Personnel Committee | September 2023 | September 2024 | The School Nurse and the Assistant Bursar liaise with the Deputy Headmaster to ensure that all staff are appropriately trained.  |

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| Health and Safety Policy             | Bursar          | Personnel Committee | September 2023 | September 2024 | The efficacy of this policy is reviewed on a termly basis by the Health and Safety Committee. When improvements are identified these are actioned, for example, banning pupil pedestrian access to Upper.   |
| ICT Policy                           | Director of ICT | Education Committee | September 2023 | September 2024 | Training is given to all new staff and they are required to take and pass a test on Data Protection. Data Protection is included as part of INSET sessions and as part of the regular ICT help sheet 'IT in Action'.                                |
| Information Security Policy          | Director of ICT | Personnel Committee | September 2023 | September 2024 | The policies are implemented by training, of both staff and pupils and by an automated filtering system that flags any interventions required by a human.   |
| Mental Health Policy                 | SDHM/AHW        | Personnel Committee | September 2023 | September 2024 | This policy, which outlines how the School responds to particular Mental health issues, is reviewed on an annual Basis by the SDHM and AHW Co-ordinator.  |
| Missing Pupil Policy                 | SDHM            | Personnel Committee | September 2023 | September 2024 | A new stand-alone policy - previously part of our Supervision policy and boarding documentation. Some useful dialogue with the Safeguarding Board as it was drawn up.   |
| Online Safety Policy                 | DSL             | Personnel Committee | September 2023 | September 2024 | This policy, which outlines the School's response to the challenges and opportunities posed by digital technology is reviewed on an annual basis by the DSL.  |
| Outside Speakers and Protocol Policy | SDHM            | Education Committee | September 2023 | September 2024 | A policy brought in to help the School respond to Prevent guidelines. It has proved to be a useful point of reference thus far. The Bursar maintains a log of Outside speakers.   |
| Policy for the Review of Policies    | SDHM            | Personnel Committee | September 2023 | September 2024 | The policy is a point of reference for the annual review process.   |
| Positive Behaviour Policy            | SDHM            | Personnel Committee | September 2023 | September 2024 | Our rewards and sanctions including the system of Blue points continues to work effectively.  |
| Positive Handling Policy             | SDHM            | Personnel Committee | September 2023 | September 2024 | This policy continues to help staff keep themselves safe.   |
| RSE/ Pathways Policy                 | AHW             | Education Committee | September 2023 | September 2024 | The Assistant Head well-Being produces a scheme of work annually. There is some flexibility to allow for example for 'the events of the day' to be addressed. Prevent, CSE, on-line safety, peer-on-peer abuse and consent are key points of focus. |

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| Pupils' Equal Opportunities Policy | SDHM             |                     | September 2023 | September 2024 | The School ethos, 'a community where each cares for all and individuality is cherished ' is reflected in this policy. This message is reinforced through assemblies and other communal gatherings. The culture of the School reflects that this and the other associated policies are at the heart of all that we do.   |
| Pupil Access Policy                | Estates Bursar   | Personnel Committee | September 2023 | September 2024 | Site security is regularly reviewed both at SMT and at the respective Governor Committees.  |
| Recruitment Policy                 | Assistant Bursar | Personnel Committee | September 2023 | September 2024 | The Recruitment Policy is implemented through all personnel involved in the recruitment process understanding their responsibilities and checking the SCR to ensure data has been gathered and accurately recorded.   |
| Risk Assessment Policy             | Estates Bursar   |                     | September 2023 | September 2024 | All School activities are subject to risk assessments. In particular, trips that see pupils leaving the School site have risk assessments completed in advance of the activity. These are scrutinised by the Educational Visits Co-ordinator.   |
| School Supervision Policy          | SDHM             | Personnel Committee | September 2023 | September 2024 | Duty rotas/staff pupil ratios on trips and areas that are out of bounds for pupils are constantly reviewed. Recent amendments to pupil access to Upper are an example of this process. The School Supervision Policy has been updated to reflect the contents of the Missing Pupils policy.   |
| SEND Policy                        | Head of LS       | Education Committee | September 2023 | September 2024 | Teaching staff at Sutton Valence can bring to the department's attention pupils of concern using the SEND referral form which should be passed on to the SENCo. During the school year the Examinations Officer will send out to Heads of Department classroom practice evidence forms. This information is required so that the most effective Exam Access Arrangements can be considered for each individual pupil. The evidence should reflect the current need of the pupil and be their normal way of working. |

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| Transport Policy                         | Bursar                  | Finance Committee   | September 2023 | September 2024 | The Transport Policy is implemented by the Estates Bursar in conjunction with the Bursar and all drivers of School vehicles. The policy covers the implementation and management of School vehicles across both the Senior and Prep School.  |
| Visits and off-site Policy               | SDHM                    | Education Committee | September 2023 | September 2024 | Since School Trips have become possible again the School has continued to adapt their approach. This is reflected in the creation of a stand-alone Risk Assessment Policy. The appointed of a new EVC in September 2023 and the increased emphasis in the new Framework on Risk Awareness will no doubt lead to our approach evolving further.   |
| Controlled Assessment Policy             | Examination Officer/ADH | Education Committee | September 2023 | September 2024 | The controlled assessment policy is directly implemented by Heads of Department only for those pupils currently in the Fifth Form in 2016 to 2017. It covers the internal practice when administering, setting and marking controlled assessment as laid out by examination boards and JCQ.  |
| Financial - Reasonable Adjustment Policy | Examination Officer/ADH | Education Committee | September 2023 | September 2024 | The Financial Reasonable Adjustments policy is implemented by the Examinations Officers in conjunction with the Bursar. Any adjustments required are proposed by the Examinations Officer who discuss them with the Bursar where an agreement is reached.  |
| Personal Computer Policy                 | Examination Officer/ADH | Education Committee | September 2023 | September 2024 | Included in the induction pack is the School's Code of Practice. On receipt this is scanned and kept by ICT Support. Teachers are advised of the rules of computer use in the classroom and expectations of pupils if they choose to submit homework by computer and how to implement them. This is reinforced by HODs and the Academic Deputy Head during work scrutiny. Exams concessions are recorded and implemented by the Examination Officer and the SENCO. Laptops may be used by pupils in an exam if they have a genuine need, which has been identified by the SENCO. |
| Coursework Policy                        | Examination Officer/ADH | Education Committee | September 2023 | September 2024 | The coursework policy is directly implemented by Heads of Department for those pupils currently in the Fourth Form. It covers the internal practice when administering, setting and marking coursework as laid out by examination boards and JCQ.  |



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| Staff Exam Guide             | Examination Officer/ADH | Education Committee | September 2023 | September 2024 | The Staff Exam Guide is designed to give teaching staff all the information they need regarding the JCQ rules and the School policy when invigilating internal and external examinations.  |
| Exams Office Risk Assessment | Examination Officer/ADH | Education Committee | September 2023 | September 2024 | The risk assessment is implemented by the Examinations Officer in conjunction with the Academic Deputy Head and all relevant examinations staff.   |
| SVS Exam Policy              | Examination Officer/ADH | Education Committee | September 2023 | September 2024 | The policy is implemented by the Examinations Officer in conjunction with the Academic Deputy Head, Timetable and Data Coordinator and the Heads of Department. The policy covers the implementation and management of all the processes required of external and internal examinations. |

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