

The Review of Policies



Little Lambs
NURSERY



SUTTON VALENCE PREPARATORY 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 2021 received from Andrew Hall, Farrer's and the National College;
- ISI updates;
- The ever-changing Covid related Guidance from the DFE that has in turn been reflected in the School's Risk Assessment relating to the current pandemic.

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 (effective February 2016, updated September 2020).

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>.

Register of Policies and Review Dates						
Name of Policy	Responsible	Sub Committee	Last review	Next review	A Docs	Implementation
Admissions Policy	Bursar	Education Committee	September 2023	September 2024	A1	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	DHM (DSL)	HR & Compliance Committee	September 2023	September 2024	A8	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	A9	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	A1	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.

Child Protection Policy	DHM (DSL)	HR & Compliance Committee	September 2023	September 2024	A6	The Designated Safeguarding Lead reviews this policy each July in response to the latest edition of KCSIE. Staff receive annual training and regular Safeguarding updates throughout each academic year. The Safeguarding Governor meets the DSL and CPC termly to review the efficacy of implementation. Staff attendance at these sessions is recorded and information is provided for absent colleagues.
Complaints Policy	DHM	HR & Compliance Committee	September 2023	September 2024	A14	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	HR & Compliance 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	A3	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	HR & Compliance 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.

Drugs Policy	DHM	HR & Compliance 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 legal highs and other psychotic substances 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	A2	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	HR & Compliance Committee	September 2023	September 2024	A11	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	HR & Compliance Committee	September 2023	September 2024	A7	The School Nurse and the Assistant Bursar liaise with the Deputy Headmaster to ensure that all staff are appropriately trained.

Health and Safety Policy	Bursar	HR & Compliance Committee	September 2023	September 2024	A9	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	HR & Compliance 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	DHM	HR & Compliance 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 DHM, DSL and Mental Health Co-ordinator.
Missing Pupil Policy	DHM	HR & Compliance 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	DHM	HR & Compliance 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 DHM, DSL and Online Co-ordinator.
Outside Speakers and Protocol Policy	DHM	Education Committee	September 2023	September 2024		A new policy brought in to help the School respond to Prevent guidelines. It has proved to be a useful point of reference thus far.
Policy for the Review of Policies	DHM	HR & Compliance Committee	September 2023	September 2024		The policy is a point of reference for the annual review process and sets out how the School can make best use of the Compliance Advisor.
Positive Behaviour Policy	DHM	HR & Compliance Committee	September 2023	September 2024	A4	Our rewards and sanctions including the system of Blue points continues to work effectively.
Positive Handling Policy	DHM	HR & Compliance Committee	September 2023	September 2024		This policy continues to help staff keep themselves safe.

PSHE Calendar and SOW	LJB	Education Committee	September 2023	September 2024	A5	The Head of PSHE 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.
Pupils' Equal Opportunities Policy	DHM		September 2023	September 2024	A15	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	HR & Compliance Committee	September 2023	September 2024		Site security is regularly reviewed both at SMT and at the respective Governor Committees.
Recruitment Policy	Assistant Bursar	HR & Compliance 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	A10	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.
Safe Touch Policy	Head of Prep	HR & Compliance Committee	September 2023	September 2024		This policy replaces the Positive Handling Policy at SVPS and helps staff and children to remain safe at School.
School Supervision Policy	DHM	HR & Compliance Committee	September 2023	September 2024	A12	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	A2?	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.
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	DHM	Education Committee	September 2023	September 2024		In 2015-16 a new set of guidelines for staff organising trips was developed. This coincided with the decision to create a stand-alone Risk Assessment Policy. The efficacy of these will be reviewed in 2016-17 in consultation with the new Educational Visit Co-ordinator who has been appointed from Sept 2016.
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.
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.

Author: Mr Jeremy Farrell

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