SUTTON VALENCE SCHOOL
SINCE 1576

Policy for the Review of Policies

(Prep School and Senior School)

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This Policy applies to Sutton Valence School (including as the context requires, the Nursery, the Prep School and the Senior School).

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 as set out in the Framework for Inspections.

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 include 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.

September 2025 Note

Following changes to the personnel and restructuring of the Senior Management Team in April and September 2025, there have been various changes to the ownership and allocation of policies. These will be reviewed by the Governors in the Michaelmas Term.

Name of Policy	Responsible	Sub Committee	Last review	Next review	Implementation
Academic Enrichment Policy (Senior School)	RKB/MPS	Education Committee	September 2024	September 2025	Sutton Valence School has a number of pupils who are capable of performing above average academically, and it also has a group of pupils who are exceptionally academically able. The School is committed to helping all pupils reach their academic potential, whatever their ability, but it is recognised that academically able pupils have distinct needs that require addressing within the classroom, in co-curricular activities, in pastoral work and on a whole-school planning basis. This policy outlines identification, support and monitoring of provision for these pupils.
Accessibility Policy (Whole School)	CN	HR & Compliance Committee	September 2024	September 2025	Sutton Valence School recognises that the Equality Act 2010 imposes a duty on it to make reasonable adjustments to policies, criteria and practices to address potential issues of discrimination (including in relation to disability) and requires schools to have a three-year accessibility plan.
Admissions Policy (Whole School)	JAT	Education Committee	September 2024	September 2025	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.
Animals in School Policy (Prep School)	JJS	HR & Compliance Committee	n/a	September 2025	Sutton Valence Prep School wants all children to aspire to seek out challenging learning experiences together. We therefore believe that opportunities to work with animals provide unique opportunities for learning. We recognise our responsibility to provide a safe environment and positive learning experiences for all pupils and a high standard of care and welfare to all animals involved. This policy sets out how this will be achieved. It has been written with reference to the Animal Welfare Act 2006 and other relevant existing school policies.

Anti-bullying Policy (Senior School)	DRS	Education Committee	September 2024	September 2025	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 Safeguarding and Child Protection Policy's sections that focus on peer-on-peer abuse.
Anti-bullying Policy (Prep School)	JBW	Education Committee	September 2024	September 2025	This policy is based on the principle that everyone in our community has the right to be able to come to school happily and confidently to achieve success in all areas of school life, without feeling intimidated in any way by the actions of others. As is set out in our School Values.
Attendance Policy (Whole School)	DRS/MLS	Education Committee	September 2024	September 2025	The publication of Working together to improve school attendance (applies from 19 August 2024) led the school to create a stand-alone School Attendance Policy. This supplements our existing protocols regarding the monitoring of pupil absence. The efficacy of our approach will be reviewed during our termly meetings with KPAS Attendance Officer (West Kent).
Backup and Restore Policy (Whole School)	GJM	Education Committee	September 2024	September 2025	This policy document defines the obligations placed upon Information Communication Technology (ICT) staff and management. It outlines the underlying requirements for backup and restore requirements and is supported by the backup and restore procedure.
Behaviour Policy (Prep School)	JBW/SCC	Education Committee	September 2024	September 2025	The School ensures that high standards and expectations of good behaviour pervade all aspects of school life. Everyone should treat one another with dignity, kindness and respect. The consistent and fair implementation of the measures outlined in this policy are central to an effective whole-school approach to behaviour. The School believes that consistent implementation helps to create a predictable environment.

Buildings and Premises Policy (Whole School)	CN	Finance Committee	September 2024	September 2025	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.
Buildings and Premises Risk Assessment (Whole School)	CN	Finance Committee	September 2024	September 2025	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 (Whole School)	SRF	Bursary Committee	September 2024	September 2025	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 to need providing the funds are available.
Careers Policy (Senior School)	RKB	Education Committee	September 2024	September 2025	This policy is to provide an overview of Sutton Valence School's provision of Careers Education, Information, Advice and Guidance (CEIAG). It provides a framework of support, activities and experiences to help students plan and manage their transition beyond school, to manage their careers, sustain employability and achieve personal and economic wellbeing
Complaints Procedure (Whole School)	JAT	HR & Compliance Committee	September 2024	September 2025	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 (Whole School)	GJM	HR & Compliance Committee	September 2024	September 2025	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 (Senior School)	RKB	Education Committee	September 2024	September 2025	The policy is implemented by the Deputy Head (Teaching & Learning), Assistant Head (Academic) 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 Deputy Head (Teaching & Learning) or the Assistant Head (Academic). 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 Breach Notification Policy and Procedure (Whole School)	GJM	HR & Compliance Committee	September 2024	September 2025	This policy and procedure establish an effective, accountable and transparent framework for ensuring compliance with the requirements for handling and notifying breaches to the GDPR regulations at Sutton Valence School.
Data Protection Impact Assessment Policy and Procedure (Whole School)	GJM	HR & Compliance Committee	September 2024	September 2025	This policy and procedure establish an effective, accountable and transparent framework for ensuring compliance with the requirements for data protection impact assessment by the GDPR.
Data Protection Policy (Whole School)	GJM	HR & Compliance Committee	September 2024	September 2025	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'. Parents have access to the data we hold on iSAMS through the Parent Portal and are asked to notify the School of any changes or discrepancies. Data Protection for CCTV is done by the use of the Impact Assessment for Monitoring form.
Data Transfer Policy (Whole School)	GJM	HR & Compliance Committee	September 2024	September 2025	This policy and procedure establish an effective, accountable and transparent framework for ensuring compliance with the requirements for data transfers both internally and outside of the EU by the GDPR.

Document Retention Policy (Whole School)	GJM	HR & Compliance Committee	September 2024	September 2025	The main aim of this policy is to enable Sutton Valence School to manage its records effectively and in compliance with data protection and other regulations.
Dog Policy (Prep School)	MLS	HR & Compliance Committee	n/a	September 2025	This policy outlines measures put in place to allow the school dogs to be present. Children can benefit educationally and emotionally, increase their understanding of responsibility, and develop empathy and nurturing skills through contact with a dog. In addition to these benefits, children take often great enjoyment from interaction with a dog. involved. This policy sets out how this will be achieved. It has been written with the Animal Welfare Act 2006 in mind.
Drugs Policy (Senior School)	DRS	HR & Compliance Committee	September 2024	September 2025	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 (Whole School)	GJM	Education Committee	September 2024	September 2025	This policy is based on the Data Protection Code guidelines for Employment Practices. It ensures that all monitoring is in accordance with the GDPR, The Regulation of Investigatory Powers Act and the Lawful Business Practice Regulations.
English as an Additional Language Policy (Whole School)	RKB (with JAM/SCC)	Education Committee	September 2024	September 2025	Sutton Valence School is committed to fostering an inclusive environment where diversity is celebrated and supported. A small proportion of our pupils speak English as an Additional Language (EAL), and their presence enriches the school community by broadening perspectives on languages, cultures and traditions. This policy outlines how we identify, support and monitor pupils with EAL to ensure they achieve their full academic potential while integrating within the school community.
EYFS Policy (Prep School)	SCC	Education Committee	September 2024	September 2025	The Early Years Foundation Stage (EYFS) statutory framework applies from birth to the end of Reception. At Sutton Valence, children may join Nursery after their

					second birthday. We adhere to the EYFS Framework and we ensure that the latest guidance is followed.
Feedback Policy (Senior School)	RKB	Education Committee	September 2024	September 2025	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 Deputy Head (Teaching & Learning) 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 (Whole School)	CN	HR & Compliance Committee	September 2024	September 2025	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 (Whole School)	AMcD/CN	HR & Compliance Committee	September 2024	September 2025	The School Nurse and the Assistant Bursar liaise with the Head of Senior School to ensure that all staff are appropriately trained.
Health and Safety Policy (Whole School)	SRF	HR & Compliance Committee	September 2024	September 2025	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 (Whole School)	GJM	Education Committee	September 2024	September 2025	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.
Information Security Policy (Whole School)	GJM	HR & Compliance Committee	September 2024	September 2025	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.
Library Policy (Senior School)	RKB	Education Committee	September 2024	September 2025	The Library aims to provide a welcoming, inclusive learning environment, actively supporting teaching and learning within the school and encouraging students to be lifelong

					learners, developing their independent learning skills and promoting a love and enjoyment of reading in all its forms.
Mental Health Policy (Senior School)	MAT	HR & Compliance Committee	September 2024	September 2025	This policy, which outlines how the School responds to particular mental health issues, is reviewed on an annual Basis by the Assistant Head (Wellbeing).
Missing Child Policy (Prep School)	JBW	HR & Compliance Committee	September 2024	September 2025	This policy is supported by a procedure to be used in school in the event that a child goes missing. Staff also have copies of the procedure to follow in the event that a child goes missing whilst on a school trip.
Missing Pupil Policy (Senior School)	WRW	HR & Compliance Committee	September 2024	September 2025	A 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 (Senior School)	LRA	HR & Compliance Committee	September 2024	September 2025	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.
Online Safety Policy (Prep School)	JBW/SCC	HR & Compliance Committee	September 2024	September 2025	A policy brought in to help the School respond to Prevent guidelines. It has proved to be a useful point of reference thus far.
Outside Speakers and Protocol Policy (Whole School)	DRS	Education Committee	September 2024	September 2025	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.

Personal Device Policy (Senior School)	RKB/EE	Education Committee	September 2024	September 2025	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 Deputy Head (Teaching & Learning) 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.
Policy for the Review of Policies (Whole School)	JAT	HR & Compliance Committee	September 2024	September 2025	The policy is a point of reference for the annual review process.
Positive Behaviour Policy (Senior School)	JAT	Education Committee	September 2024	September 2025	Our rewards and sanctions including the system of Blue Points continues to work effectively.
Positive Handling Policy (Senior School)	WRW	Education Committee	September 2024	September 2025	This policy continues to help staff keep themselves safe.
Privacy Notice (Whole School)	GJM	HR & Compliance Committee	September 2024	September 2025	This privacy notice is intended to provide information about how the School will use personal data about individuals including its current, past and prospective staff, pupils and their parents, carers or guardians.
PSHE Policy (Prep School)	JBW	Education Committee	September 2024	September 2025	This policy has been written to ensure we are meeting the requirements of the current 2020 National Curriculum; which now includes the statutory teaching of Health Education and Relationships Education (primary) aspects of PSHE in all schools, as of September 2020.
PSHE (Wellbeing) Policy (Senior School)	MAT	Education Committee	September 2024	September 2025	The Assistant Head (Wellbeing) 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.
Public Safety Risk Assessment	CN	HR & Compliance Committee	September 2024	September 2025	Preparation for visitors, contractors and others who may visit the premises.

(Whole School)					
Pupils' Equal Opportunities Policy (Whole School)	DRS	Education Committee	September 2024	September 2025	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 (Whole School)	CN	HR & Compliance Committee	September 2024	September 2025	Site security is regularly reviewed both at SMT and at the respective Governor Committees.
Recruitment Policy (Whole School)	DVL	HR & Compliance Committee	September 2024	September 2025	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 (Whole School)	CN	HR & Compliance Committee	September 2024	September 2025	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.
RSHE Policy (Senior School)	MAT	Education Committee	September 2024	September 2025	The Assistant Head (Wellbeing) 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.
RSE Policy (Prep School)	MD	Education Committee	September 2024	September 2025	This policy covers our approach to Relationships Education; a statutory component of the PSHE and Citizenship curriculum from September 2020. It aims to set out the purpose of Relationships Education and the intended outcomes for pupils, what is covered in our curriculum and how it is delivered.

Safe Touch Policy (Prep School)	JBW/SCC	HR & Compliance Committee	September 2024	September 2025	All members of staff should strive to create a setting and an environment where all children in the School feel safe and valued. Wherever possible, physical contact with children should be avoided, especially if ever alone with a child. Avoiding all physical contact is not always possible or indeed appropriate though, in particular with our youngest children. The type and appropriateness of any physical contact will vary for several reasons, including according to the age of the child. This policy exists to provide guidance and parameters for staff, parents and children about these occasions so that all physical contact that happens is safe, appropriate and mutually understandable.
Safeguarding Policy (Whole School)	LRA	HR & Compliance Committee	September 2024	September 2025	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 other relevant senior managers termly to review the efficacy of implementation. Staff attendance at these sessions is recorded and information is provided for absent colleagues.
School Supervision Policy (Senior School)	WRW	HR & Compliance Committee	September 2024	September 2025	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.
School Supervision Policy (Prep School)	JBW/SCC	HR & Compliance Committee	September 2024	September 2025	Sutton Valence School seeks to ensure that pupils are properly supervised at all times. Professional judgement is needed and should take into account pupils' ages, number and needs and the locations and activities in which they are engaged. This policy should be read alongside the Missing Child Policy.

SEND Policy (Senior School)	RKB/DAF	Education Committee	September 2024	September 2025	At Sutton Valence School we are committed to helping every student, irrespective of background, to access a high-quality education which meets their ability, interests and aspirations and which enables them to enjoy success in their learning. We recognise that some pupils may require more support than others and we aim to plan accordingly. This policy has particular regard for pupils with needs which require provision that is different from or additional to that made generally for pupils of the same age. This includes those with learning difficulties, a disability or particular medical needs, as well as our high attainers.
SEND Policy (Prep School)	JBW/SCC	Education Committee	September 2024	September 2025	This document is a statement of the aims, principles, and strategies for Special Educational Needs and Disabilities (SEND) at Sutton Valence Prep School and The Nursery. It was developed through a process of consultation with the teaching staff, the Senior Leadership Team and the Learning Support department and will be reviewed annually.
Subject Access Rights Policy and Procedure (Whole School)	GJM	HR & Compliance Committee	September 2024	September 2025	This policy and procedure establish an effective, accountable and transparent framework for ensuring compliance data subject access requests according to the GDPR regulations.
Teaching and Learning Policy (Prep School)	MD	Education Committee	September 2024	September 2025	Our pedagogical philosophy is to provide opportunities and belief and ultimately foster knowledge, skills and values which will serve children as well tomorrow as they do today. Heads of Departments design the curriculum and teachers deliver the curriculum. We follow the Early Years Foundation Stage (EYFS) Statutory Framework (see the EYFS Policy) and, broadly speaking, the National Curriculum. Heads of Departments use these documents to shape the curriculum for each subject. For clarity, we always follow the EYFS Framework (which evolves from

					time to time) but we do not always follow the National Curriculum for assorted reasons.
Transport Policy (Whole School)	SRF	Finance Committee	September 2024	September 2025	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 (Senior School)	SJH	Education Committee	September 2024	September 2025	Our aim is that pupils will benefit from opportunities to take part in safe, well-managed visits and off-site activities. This document should support everyone who is involved in the planning, management and delivery of visits and off-site activities and to do so in ways which reflect current good practice and our duty of care. The appointment of a new EVC in September 2023 and the increased emphasis in the new Framework on Risk Awareness are relevant.
Visits and off-site Policy (Prep School)	JBW/SCC	Education Committee	September 2024	September 2025	Our aim is that pupils will benefit from opportunities to take part in safe, well-managed visits and off-site activities. This document should support everyone who is involved in the planning, management and delivery of visits and off-site activities and to do so in ways which reflect current good practice and our duty of care.
Work Experience Policy for Sixth Form (Senior School)	ECW	Education Committee	September 2024	September 2025	The School aims to encourage a high quality experience of the world of work which will support pupils in exploring possible career options and choosing university courses