



**St Dunstan's**  
— College —

## **SPINE POLICIES**

<b>Policy</b>	<b>Policy</b>
<b>P0</b>	<b>Glossary</b>
<b>P1</b>	<b>Safeguarding</b>
<b>P2</b>	<b>Pastoral care &amp; personal development</b>
<b>P3</b>	<b>Expected Pupil Behaviour</b>
<b>P4</b>	<b>Anti-Bullying</b>
<b>P5</b>	<b>Curriculum</b>
<b>P6</b>	<b>Inclusion and Enrichment</b>
<b>P7</b>	<b>Co-Curricular</b>
<b>P8</b>	<b>Performance Development</b>
<b>P9</b>	<b>Pupil Attendance</b>
<b>P10</b>	<b>Admissions</b>
<b>P11</b>	<b>Complaints</b>
<b>P12</b>	<b>Health and Safety</b>
<b>P13</b>	<b>Equal Opportunities</b>
<b>P14</b>	<b>Data Protection/GDPR</b>
<b>P15</b>	<b>ICT (Information Security and Electronic Information and Communications)</b>
<b>P16</b>	<b>HR</b>
<b>P17</b>	<b>Finance</b>
<b>P18</b>	<b>Anti -Fraud Corruption and Bribery</b>
<b>P19</b>	<b>Whistleblowing</b>
<b>P20</b>	<b>Property Management Handbook</b>
<b>P21</b>	<b>Commercial and Community Activity</b>

<b>Policy</b>	<b>Title of Policy or Related Document</b>	<b>Public</b>
<b>P0</b>	<b>Master Policy List</b>	Yes
	Policy Procedure	
<b>P1</b>	<b>Safeguarding</b>	Yes
	Eating Disorders	Yes
	EYFS Mobile Phones	Yes
	EYFS Supervision	Yes
	Prevent	Yes
	Safeguarding Brochure	Yes
	Safeguarding Questions	No
	Safer Recruitment included in P16 below	No
	Self-Harm	Yes
	Sexting and Youth Produced Sexual Imagery	Yes
	Staff Guidance on Interaction with Pupils	No
	Staff Induction Checklist included in P16 below	No
	Staff Safeguarding Handbook	No
	Supply Teacher and Visitors Handbook	No
	Supporting School Refusers	Yes
	Visitors	Yes
<b>P2</b>	<b>Pastoral Care &amp; Personal Development</b>	Yes
	British Values included in P5 below	Yes
	Careers Advice and Guidance	Yes
	Health, Sex and Relationships Education	Yes
	The Role of the Tutor	No
<b>P3</b>	<b>Expected Pupil Behaviour</b>	Yes
	Behaviour Management Procedures	Yes
	College Alcohol Policy	Yes
	College Rules	Yes
	Drugs, Alcohol and Smoking	Yes
	Exclusion Procedures	Yes
	Guidance on Visitor Behaviour	Yes
	Search and Confiscation Procedures	Yes
	Senior School Dress Code	Yes
	Use of Reasonable Force	Yes
<b>P4</b>	<b>Anti-Bullying</b>	Yes
	Cyberbullying	Yes
	No Blame Approach to Bullying	Yes
	P1 Safeguarding and Child Protection, included above	Yes
	P3 Expected Pupil Behaviour including College Rules, included above	Yes
	P15 ICT Policy including Pupil Acceptable Use Policy, included above	Yes
<b>P5</b>	<b>Curriculum</b>	Yes
	Academic Transition through the College	Yes
	Assessment and Tracking (STARS)	Yes
	British Values	Yes
	Careers	Yes
	Examinations	Yes
	Feedback, Marking and Homework	Yes

<b>Policy</b>	<b>Title of Policy or Related Document</b>	<b>Public</b>
	Computing and ICT	Yes
	International Curriculum	No
	Learning	Yes
	Literacy and Numeracy	Yes
	PSHEE and Skills for Life	Yes
	PSHEE Scheme of Work	Yes
	Reporting	Yes
	SS Academic Language Guide	Yes
	Teaching	Yes
<b>P6</b>	<b>Inclusion and Enrichment</b>	Yes
	Enrichment	Yes
	English as an Additional Language (EAL) Learning Support	Yes
	Scholarship	Yes
	Special Educational Needs and Disabilities (SEND) Learning Support	Yes
<b>P7</b>	<b>Co-Curricular</b>	Yes
	Fixture Procedures	No
	The House System	Yes
	The Forder Programme	Yes
	Trips and Visits	No
	Year 12 Work Experience	Yes
<b>P8</b>	<b>Performance Development</b>	No
	PD Guide to BlueSky	No
	PD Guide to CPL	No
	PD Guide to Induction	No
	PD Guide to Leadership	No
	PD Guide to NQTs and UQTs	No
	PD Guide to Probation and Appraisal	No
<b>P9</b>	<b>Pupil Attendance</b>	Yes
	EYFS Supervision included in P1 above	Yes
	Supporting School Refusers included in P1 above	Yes
<b>P10</b>	<b>Admissions</b>	Yes
	Admission - Further Guidance	Yes
<b>P11</b>	<b>Complaints</b>	Yes
	No related documents	
<b>P12</b>	<b>Health and Safety</b>	Yes
	Critical Incident Plan	No
	Fire Assessment	No
	Fire and Disaster Evacuation	No
	Fire Safety	No
	First Aid	Yes
	First Aiders	No
	Lockdown Plan	No
	Medication Form	No
	Minibus Policy	No
	RIDDOR	No
	Risk Assessment Policy	No

<b>Policy</b>	<b>Title of Policy or Related Document</b>	<b>Public</b>
	Salbutamol Guidance	No
	Specific Conditions	No
	Supporting Pupils at School with Particular Medical Conditions	No
<b>P13</b>	<b>Equal Opportunities</b>	Yes
	Accessibility Plan	No
	Disability Policy – Examinations	No
<b>P14</b>	<b>Data Protection/GDPR</b>	Yes
	Data Breach	Yes
	Data Retention Policy	Yes
	Information Security (Part of ICT Policy)	Yes
	Photographic Image Consent Policy	Yes
	Privacy Notice for Pupils and Parents	Yes
	Privacy Notice for Staff	Yes
	CCTV	Yes
	Electronic Information and Communications (Part of ICT Policy)	Yes
<b>P15</b>	<b>ICT (Information Security and Electronic Information and Communications)</b>	Yes
	Bring Your Own Device (BYOD)	Yes
	Guidance for community members on the use of social media	Yes
	Lending School Devices Agreement	Yes
	Pupil Acceptable Use Agreement	Yes
	Staff Acceptable Use Agreement	No
<b>P16</b>	<b>HR - Staff Handbook</b>	
	Adoption	No
	Annual Leave	No
	Anti-bribery	No
	Anti-Harrassment and Bullying	No
	Anit-Stress	No
	Appraisal	No
	Benefits, Expenses and Overtime	No
	Capability	No
	Disciplinary	No
	Elective Surgery	No
	Employee Code of Conduct	No
	Employee Expenses	No
	Employee Wellbeing	No
	Equal Opportunities and Diversity	No
	Eye Test Authorisation Form	No
	Fertility Treatment	No
	Flexible Working	No
	Grievance	No
	Managing absence	No
	Maternity	No
	Parental Leave	No
	Pay	No
	Redundancy	No
	Retirement	No
	Safer Recruitment	No
	Shared Parental Leave (Birth)	No

<b>Policy</b>	<b>Title of Policy or Related Document</b>	<b>Public</b>
	Shared Parental Leave Forms (Birth)	No
	Sickness Absence and Sick Pay	No
	Single Central Record (statutory live document)	No
	Special Leave	No
	Staf Induction Check List	No
	Time off for a Dependant	No
	Time off for Antenatal Appointments	No
<b>P17</b>	<b>Finance</b>	No
	Corporate Credit Card Policy and Form	No
	Debtors Procedure	No
	Expenses Procedure and Form	No
	Gifts and Hospitality Procedure and Form	No
	Investment Policy	No
	Parent Contract	Yes
<b>P18</b>	<b>Anti-Fraud Corruption and Bribery Policy</b>	Yes
	Anti-Money Laundering Policy	No
<b>P19</b>	<b>Whistleblowing</b>	Yes
<b>P20</b>	<b>Property Management Handbook</b>	No
	H&S Compliance	No
<b>P21</b>	<b>Commercial and Community Activity</b>	No
	Marketing and Brand Procedures	No
	Public Benefit / Community Activity	Yes
	Travel Plan	Yes



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## **P0 - GLOSSARY**

Throughout all the policy documents for the sake of brevity, some phrases are used which have slightly different meanings in the Senior School and in the Junior School.

<b>Phrase used in policies</b>	<b>Equivalent in JS</b>	<b>Equivalent in SS</b>
Pupil	Pupil	Student
Head of Section	Head of Section	Head of Section
Head of Department	JS Coordinator for academic matters or Head of Section for line management responsibilities	Head of Department
PLT	JSPLT	SSPLT
ALT	JSALT	SSALT
SLT	JSLT	SSLT
Head of Co-curricular	Junior School Deputy Head Pastoral	Assistant Head Co-curricular
Tutor	Form Teacher	Tutor
Head of House	HoH	HoH