



RUGBY SCHOOL THAILAND



REVIEW OF POLICIES POLICY

THE WHOLE PERSON THE WHOLE POINT

The health, safety and well-being of young people are of paramount importance to all the adults who work at Rugby School Thailand. Children have the right to protection, regardless of age, gender, race, culture, sexual orientation, or disability. They have a right to be safe in our school. Members of staff in the school have a legal and moral obligation to safeguard and promote the welfare of the pupils, taking all reasonable steps to protect them from harm whether from physical injury, abuse, neglect, emotional harm or from anything that interferes with their general development.

Version Control

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| Policy number: RST_018 | Version number: 2 | Effective Date: November 2024 |
| Responsible: Principal | Reviewed by: GCS Sub-Committee | Date last reviewed: July 2024 |
| Approved by Sub-Committee: GCS | Approval Date: November 2024 | Date of next review: July 2025 |

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| This policy relates to: | All policies and their annual reviews |
| Responsible Department(s): | |
| Other standards: | |
| Legislation or other requirements: | |

Review process

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| Policy review frequency: Annually | Responsibility for review: Principal |
| Review process: <ol style="list-style-type: none"> I. Principal to conduct policy review. II. Modification will be made where appropriate. III. Submit for review and approval by the relevant Governors' sub-committee. | |
| Documentation and communication: Document decision changes will be written in as addition and approved by the Governors. There will be an update on the Version Number of the Document. | |

1. POLICY FOR THE REVIEW OF POLICIES

- 1.1. 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 regulatory requirements.
- 1.2. Each policy will start by stating its version number and the member of staff and the Governors' sub-committee responsible for its upkeep and updating in accordance with regulatory requirements.
- 1.3. **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 Term One Governors' subcommittee meetings, policies are reviewed. Amendments are taken to the relevant committees during Term One;
 - Revised policies are presented to the full Governing Body for signing off in November. Prior to this, policies will be held in a 'For Approval' folder with proposed changes clearly indicated;
 - Governors will be able to access these policies at all times via this shared folder.

| Register of Policies and Review Dates | | | | | |
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| Name of Policy | Responsible | Sub Committee | Last review | Next review | Implementation |
| Accessibility Policy (RST_001) | VTW | GCS Committee | November 2023 | November 2024 | The COO reviews all building and development plans, in line with the accessibility policy to ensure adherence and free movement around the site can be achieved for all. |
| Admissions Policy (RST_002) | PTC | Education Committee | November 2023 | November 2024 | The Admissions Policy is implemented through the admissions process that is controlled by the Admissions department in conjunction with the Principal. It is reviewed closely by the department and Finance every year. |
| Anti-bullying Policy (RST_003) | DEE / WJH | GCS Committee | November 2023 | November 2024 | The Guidelines for Life at RST contain the key passages of this document. Students 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. Content is referred to through HoY comms from Whole Me LEad to students. |
| Attendance Policy (RST_004) | DEE / WJH | Education Committee | November 2023 | November 2024 | Dep Heads ensure that all staff are aware of procedures through Heads of Year. |
| Child Protection and Safeguarding Policy (English) (RST_005) | JLW | Gov & Compliance Committee | September 2023 | November 2024 (or as required) | Staff receive annual training (attendance at these sessions is mandatory and recorded) and regular Safeguarding updates on an annual basis. The Safeguarding Governor meets termly to review the efficacy of implementation. |
| Child Protection and Safeguarding Policy (Thai) (RST_006) | Natt | Gov & Compliance Committee | September 2023 | November 2024 (or as required) | As above. |

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| Digital Awareness Policy (RST_007) | VTW | Finance Committee | November 2023 | November 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'. This forms part of new staff induction. |
| English as an Additional Language Policy (RST_008) | EAL Coordinator | Education Committee | November 2023 | November 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 RST. |
| Equal Opportunities Policy (RST_009) | DEE / WJH | Gov & Compliance Committee | November 2023 | November 2024 | This policy is underpinned by those other areas (Whole Me, Anti-Bullying, Positive Behaviour) seeking to protect and uphold the key protected characteristics; race, gender, age, religion, sexual orientation. |
| Fire Safety Policy (RST_010) | VTW | Gov & Compliance Committee | November 2023 | November 2024 | The COO and Health and safety officer review this policy annually to ensure any personnel or structural changes to the estate are considered. This policy underpins safe evacuation and appropriate delegation of duties |
| Health Centre Policy (RST_011) | VTW | Gov & Compliance Committee | November 2023 | November 2024 | A policy that now includes the first aid policy, reviewed annually and referred to advise process and outline required to deliver medical care in a safe and structured manner. |
| Health and Safety Policy (RST_012) | VTW | Gov & Compliance Committee | November 2023 | November 2024 | The efficacy of this policy is reviewed on an annual basis by the Health and Safety Committee. When improvements are identified these are actioned. |

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| Modern Slavery Statement Policy (RST_013) | DEE / WJH | Gov & Compliance Committee | November 2023 | November 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. |
| Parental Complaints Policy (RST_014) | BCWG | Education Committee | November 2023 | November 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. |
| Permanent Exclusion Policy (RST_015) | WJH / DEE | Education Committee | November 2023 | November 2024 | This policy is a stand alone addition to the Positive Behaviour policy. |
| Privacy Policy (RST_016) | VTW | Finance Committee | November 2023 | November 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. |
| Positive Behaviour Policy (RST_017) | WJH / DEE | Education Committee | November 2023 | November 2024 | The Deputy Heads Pastoral in the three parts of the School uphold and implement RST's work on positive behaviour. Key aspects of this is the work of the Tutors and Heads of Year as well as through The Guidelines in the Senior School. |
| Review of Policies Policy (RST_018) | BCWG | Gov & Compliance Committee | November 2023 | November 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. |

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| Risk Management Policy (RST_019) | VTW | Gov & Compliance Committee | November 2023 | November 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 Coordinator. |
| Support for Learning Policy (RST_020) | SFL Coordinator | Education Committee | November 2023 | November 2024 | Upon entry into the School or once highlighted by a teacher, intervention and testing are arranged for the child. The three Heads of SfL across the Schools implement the policy and train the staff. The overall testing for exam concessions is undertaken by the School SENCo (who works closely with the Exams Officer). |
| Unsanctioned Substance Policy (RST_021) | DEE | Education Committee | November 2023 | November 2024 | This policy continues to be a useful point of reference as we look to support our students to be able to make good decisions. It is supported by the Whole Me curriculum. The increasing threats posed by legal highs and other psychotic substances are reflected in its wording and implementation. Included in its scope are our random and for cause drug testing protocols. It is covered in The Whole Me Programme and is spoken about in key pastoral meetings as well as in staff briefings. |
| Visitor Policy and Code of Conduct (RST_022) | VTW | Gov & Compliance Committee | November 2023 | November 2024 | This policy is under constant review to ensure the protection of our red zone, and adherence to our general safeguarding principles that dictate access rights to protect our community and manage the associated risk |
| Well Being Policy (RST_023) | WJH | Gov & Compliance Committee | November 2023 | November 2024 | This policy, which outlines how the School responds to particular Mental health issues, is reviewed on an annual basis and contains protocols around self-harm, suicide and eating disorders. Again, the Whole Me curriculum and the outreach work of the counselling service underpins its values. |

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| Whole Me Policy (RST_024) | WJH / DEE | Education Committee | November 2023 | November 2024 | The Head of PSHE produces a scheme of work annually which includes consent and other crucial RSE components. Thai law and cultural sensitivities are key areas in the delivery of this curriculum. The Whole Me Lead has responsibility for disseminating information about the curriculum to colleagues and delivering it to students. |
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