

MODEL POLICY / GUIDANCE	Version	Summary of Changes (where applicable)	Review Date
Absence Management Procedure	1	New Procedure	September 2020
Adoption Leave Policy	5	Updated in line with legislation and leave request form added	September 2020
Appraisal Policy for School Support Staff	5	Minor change	September 2020
Appraisal Policy for Teachers	7	Updated following GDPR Page 2	September 2019
Capability Procedure for Schools	4	Updated following GDPR Paragraph 4.8 added	September 2019
Code of Conduct for Schools	5	Updated following GDPR Page 9	September 2019
Disciplinary Procedure All Staff Except Headteachers	5	Updated following GDPR Para 3 Repurpose of NCTL Para 5.16	September 2019
Disciplinary Procedure for Headteachers	5	Updated following GDPR Para 3 Repurpose of NCTL Para 5.16	September 2019
Fair Treatment Policy	5	Updated following GDPR Page 2	September 2019
Flexible Working Request An Employee's Right to ask for Flexible Working	5	Updated following GDPR Page 1	September 2019
Grievance Procedure	1	New Procedure	September 2020
Guidance on ending Fixed Term Contracts	5	Minor change to terminology point 1, page 1	September 2019
Maternity Leave for Support Staff < 1 years service	4	GDPR statement added to forms	September 2019
Maternity Leave for Support Staff > 1 years service	4	GDPR statement added to forms	September 2019
Maternity Leave for Teachers < 1 years service	4	GDPR statement added to forms	September 2019
Maternity Leave for Teachers > 1 years service	4	GDPR statement added to forms	September 2019
Organisational Change Protocol – Schools	3	Reviewed Oct 17 – minor changes	September 2019
Parental Leave	4	GDPR statement added to forms	September 2019
Paternity Leave (Ordinary Paternity and Support Leave/Attending Ante-Natal Appointments)	5	GDPR statement added to forms	September 2019
Pay Policy 2018	2018	In line with STPCD changes	September 2019
Redeployment of School Based Staff	5	Updated following GDPR Paragraph 3 (f) added	September 2019
Redundancy Policy and Procedure (School Staff)	5	Updated following GDPR Page 3 - Introduction	September 2019
Shared Parental Leave and FAQs	3	GDPR statement added to forms	September 2019
Stress at Work	5	Updated following GDPR Paragraph 2.5 added	September 2019
Substance Misuse Policy	5	Updated following GDPR Page 3	September 2019
Time off for Dependent's	5	Updated following GDPR Page 1	September 2019
Time off for Public Duties	5	Updated following GDPR Page 1	September 2019
Whistle-Blowing Procedure	5	Updated following GDPR Paragraph 1.4 added	September 2019

NB Recognised trade unions have been consulted on and agreed the above policies/procedures. Should schools decide to use an alternative policy/procedure; the school will need to consult with staff and trade unions separately.

Guidance/Supporting Documents (No requirement to be adopted by Governing Boards)

These guidance documents will be reviewed as and when necessary, and schools will be informed of any changes:

- Disciplinary Allegations (information for staff facing allegations)
- Leave of absence during term time – form updated for GDPR
- Probation Guidance for Support Staff – form updated for GDPR