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ENGLAND

FREE EDVANCE CHECKLIST - NO LOGIN REQUIRED

Statutory School Policies Checklist for Governors (UK)

A free downloadable checklist for governing bodies to assess the school's current policy position.

1. Policy Inventory

- [ ] The school maintains a central policy register
- [ ] All policies are listed in one place, with version numbers
- [ ] Policies are categorised by type and ownership

2. Ownership

- [ ] Every policy is assigned to a named owner
- [ ] Responsibility for initiating review is clearly defined
- [ ] Escalation responsibility is defined for overdue reviews

3. Review Status

- [ ] The last review date is recorded for every policy
- [ ] The next scheduled review date is recorded
- [ ] Overdue policies can be identified quickly

4. Governor Approval

- [ ] Governors know which policies require full board approval
- [ ] Approval dates are recorded and linked to specific policy versions
- [ ] Approval decisions are clearly reflected in board minutes

5. Publication Requirements

- [ ] All required documents are published on the school website
- [ ] Published versions are current and aligned with the approved internal version
- [ ] A process exists for updating published copies when policies are approved

6. Evidence

- [ ] Supporting evidence can be located quickly if requested
- [ ] The review history of key policies can be demonstrated
- [ ] The board can evidence its governance oversight of policy matters

7. Policy Categories to Check Against Your Register

Safeguarding

- Child Protection Policy
- Safeguarding Policy
- Online Safety Arrangements
- Staff Conduct Expectations and Code of Conduct

Behaviour and attendance

- Behaviour policy
- Attendance policy
- Exclusions policy

Equality and inclusion

- Equality Information and Objectives
- SEND Information Report

Complaints and governance

- Complaints Procedures
- Governor Code of Conduct
- Governance Arrangements
- Conflict of Interest Processes

Health and safety

- Health and Safety Policy
- Emergency Planning Procedures
- Educational Visits Procedures

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