

School Policy Review Planner

Edvance | governance readiness platform

Use this planner to organise your school's policy review schedule across the academic year. Complete each section to track review dates, governor approvals and publication requirements. Sources: DfE Governance Handbook · KCSIE · EIF · DfE Statutory Guidance.

Page 1 — Annual Policy Review Calendar

AUTUMN TERM	SPRING TERM	SUMMER TERM
Child Protection / Safeguarding Annual — KCSIE update	Complaints Procedure Annual	Equality Information & Objectives Annual
Behaviour Policy Annual	SEND Information Report Annual	Accessibility Plan 3-Year
Health & Safety Annual	Pay Policy Annual	RSE Policy 2–3 Year
Online Safety Annual	Whistleblowing Annual / 2-Year	Curriculum Policy 2-Year
Attendance Policy Annual	Safer Recruitment Annual / 2-Year	Website Publication Check Annual
Risk Assessment Review Annual	Governor Code of Conduct Annual	Prepare Next Year's Schedule Annual
Trigger Review — review any policy immediately if: • Statutory guidance is updated (e.g. new KCSIE version) • Legislation changes affecting the policy • Ofsted inspection finding relates to this policy area • A significant incident occurs • A governance decision requires policy change • Named policy owner changes		

Sources: [DfE Governance Handbook](#) | [KCSIE](#) | [EIF](#) | [DfE Statutory Guidance for Schools](#)

Page 2 — Policy Register Template

Record all school policies below. Update this register each time a policy is reviewed, approved or published. Share with governors at each full board meeting.

Policy Name	Owner / Lead	Last Review	Next Review	Review Cycle	Published?	RAG
Child Protection / Safeguarding	DSL / Headteacher	—	—	Annual	Yes / No	●
Behaviour Policy	Headteacher	—	—	Annual	Yes / No	●
Attendance Policy	Attendance Lead	—	—	Annual	Yes / No	●
Online Safety Policy	DSL	—	—	Annual	Yes / No	●
Health & Safety Arrangements	Business Manager	—	—	Annual	Yes / No	●
Complaints Procedure	Clerk / Headteacher	—	—	Annual	Yes / No	●
SEND Information Report	SENCO	—	—	Annual	Yes / No	●
Governor Code of Conduct	Chair of Governors	—	—	Annual	Yes / No	●
Pay Policy	HR / Headteacher	—	—	Annual	Yes / No	●
Whistleblowing Policy	Headteacher	—	—	Annual / 2-Year	Yes / No	●
Safer Recruitment Policy	HR / Headteacher	—	—	Annual / 2-Year	Yes / No	●
Equality Information & Objectives	Headteacher	—	—	Annual	Yes / No	●
Pupil Premium Strategy	Headteacher	—	—	Annual	Yes / No	●
Accessibility Plan	SENCO	—	—	3-Year	Yes / No	●
RSE Policy	Curriculum Lead	—	—	2–3 Year	Yes / No	●
Curriculum Policy	Deputy / Curriculum	—	—	2-Year	Yes / No	●
Data Protection / Privacy Notice	DPO / Headteacher	—	—	Annual	Yes / No	●
Educational Visits Policy	EVC	—	—	2-Year	Yes / No	●
● GREEN = On Schedule ● AMBER = Review Overdue ● RED = Action Required						

Sources: [GOV.UK — What Maintained Schools Must Publish Online](#) | [School Inspection Handbook](#)

Page 3 — Governor Approval Tracker

Record governor approval for each policy that requires full board sign-off. Note the meeting reference and date so approval can be evidenced in board minutes.

Policy Name	Board Approval Required?	Approval Date	Meeting / Minutes Ref	Next Review Due	Reviewed?	RAG
Child Protection / Safeguarding	Yes — Full Board	—	—	—	Yes / No	●
Behaviour Policy	Yes — Full Board	—	—	—	Yes / No	●
Attendance Policy	Yes — Full Board	—	—	—	Yes / No	●
SEND Information Report	Yes — Full Board	—	—	—	Yes / No	●
Equality Info & Objectives	Yes — Full Board	—	—	—	Yes / No	●
Complaints Procedure	Yes — Full Board	—	—	—	Yes / No	●
Pay Policy	Yes — Full Board	—	—	—	Yes / No	●
Safer Recruitment Policy	Yes — Full Board	—	—	—	Yes / No	●
Whistleblowing Policy	Yes — Full Board	—	—	—	Yes / No	●
Governor Code of Conduct	Yes — Full Board	—	—	—	Yes / No	●
RSE Policy	Yes — Full Board	—	—	—	Yes / No	●
Online Safety Policy	Delegated / Board	—	—	—	Yes / No	●
Health & Safety Arrangements	Delegated / Board	—	—	—	Yes / No	●
Accessibility Plan	Yes — Full Board	—	—	—	Yes / No	●
Data Protection / Privacy	Delegated / Board	—	—	—	Yes / No	●
Pupil Premium Strategy	Yes — Full Board	—	—	—	Yes / No	●

● GREEN = On Schedule
● AMBER = Review Overdue
● RED = Action Required

Get Free Access to Edvance

Edvance helps schools organise policy readiness and governance workflows — including a live policy register, review reminders, governor approval tracking and publication monitoring. See how it works with free access today.

[Get Free Access → app.edvance.co.uk/register](https://app.edvance.co.uk/register)

Sources: [DfE Governance Handbook](#) | [KCSIE](#) | [EIF](#) | [GOV.UK — What Schools Must Publish Online](#)