

UK School Policy Readiness Checklist

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Use this checklist to audit your school's policy portfolio. Complete each section to identify gaps and prioritise actions before your next governor meeting or inspection.

1 — Policy Register

Policy Name / Owner	Last Review	Next Review	Governor Approval Required?	Score
Child Protection / Safeguarding DSL / Headteacher	—	—	Yes / No / Delegated	●
Online Safety Policy DSL	—	—	Yes / No / Delegated	●
Behaviour Policy Headteacher	—	—	Yes / No / Delegated	●
Attendance Policy Headteacher	—	—	Yes / No / Delegated	●
SEND Information Report SENCO	—	—	Yes / No / Delegated	●
Equality Information & Objectives Headteacher	—	—	Yes / No / Delegated	●
Complaints Procedure Clerk / Headteacher	—	—	Yes / No / Delegated	●
Health & Safety Arrangements Business Manager	—	—	Yes / No / Delegated	●
Data Protection / Privacy Notice DPO / Headteacher	—	—	Yes / No / Delegated	●
Governor Code of Conduct Chair of Governors	—	—	Yes / No / Delegated	●
Whistleblowing Policy Headteacher	—	—	Yes / No / Delegated	●
Safer Recruitment Policy HR / Headteacher	—	—	Yes / No / Delegated	●
● GREEN = Ready ● AMBER = Review Needed ● RED = Action Required				

Sources: [DfE Statutory Guidance](#) | [Keeping Children Safe in Education](#) | [DfE Governance Handbook](#) | [What Maintained Schools Must Publish Online](#)

2 — Publication Status

Policy Name	Published?	Website URL	Last Checked	RAG
Behaviour Policy	Yes / No	—	—	●
Complaints Procedure	Yes / No	—	—	●
SEND Information Report	Yes / No	—	—	●
Equality Information & Objectives	Yes / No	—	—	●
Attendance Policy	Yes / No	—	—	●
Pupil Premium Strategy	Yes / No	—	—	●
PE & Sport Premium	Yes / No	—	—	●
Charging & Remissions Policy	Yes / No	—	—	●
Governor Register of Business Interests	Yes / No	—	—	●
Headteacher Pay	Yes / No	—	—	●

3 — Inspection Readiness

Check	Current Version Available?	Approval Record Available?	Evidence Available?	RAG
Policy register is complete and current	Yes / No / Partial	Yes / No / Partial	Yes / No / Partial	●
Review schedule documented for all policies	Yes / No / Partial	Yes / No / Partial	Yes / No / Partial	●
Safeguarding policies reflect latest KCSIE	Yes / No / Partial	Yes / No / Partial	Yes / No / Partial	●
Governor approval decisions evidenced in minutes	Yes / No / Partial	Yes / No / Partial	Yes / No / Partial	●
Website-published policies match approved versions	Yes / No / Partial	Yes / No / Partial	Yes / No / Partial	●
Named policy owners recorded for all policies	Yes / No / Partial	Yes / No / Partial	Yes / No / Partial	●
Overdue reviews identified and actioned	Yes / No / Partial	Yes / No / Partial	Yes / No / Partial	●
Publication requirements understood and met	Yes / No / Partial	Yes / No / Partial	Yes / No / Partial	●

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● AMBER = Review Needed

● RED = Action Required

Request a Free Policy Readiness Review

See how Edvance helps school leaders and governors maintain policy readiness, board meeting preparation, publication tracking, and inspection readiness in one structured platform.

[Book a Free Governance Readiness Demo → edvance.com/uk/book-demo](https://edvance.com/uk/book-demo)

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