

TBAP TRUST

Staff Handbook Contents 2016-17

Please note that the following policies have been written for AP Academies and Services operating as part of the TBAP Multi Academy Trust.

Review Process

1. ESLT member to review the policy and amend for 2016-17. Policy must be fit for use across the whole Trust. ESLT to insert new cover and forward the policy to allocated Board member for review. **Completed**
2. ESLT to liase with Board member and save final version in Staff Handbook folder **Completed**

SECTION ONE : Trust Management and Organisation	ESLT Lead
Articles of Association TBAP Trust	SO
Board Members Visit Form	JS
Copy of Memorandum TBAP Trust	SO
Contingency Policy TBAP 2015- 16	NCL
Directors Seven Principles of Public Life	SO
LAB & Director Mtg Dates 2015 -16	DP
LAB Terms of Reference	NCL
Leadership Development & Succession Planning	SH
PowerPoint Template TBAP	JS
Sponsor Business Plan 2013-6	NCL
Sub Committee Structure, Schemes of Delegation. Terms of Reference	NCL

2020 Vision	SO
TBAP Trust 2020 Development Plan	SO
TBAP Teaching School Alliance Development Plan	SH

SECTION TWO: Policies and Procedures

16- 19 AAP Academy Referral Arrangement	GD
Academic Honesty Policy	GD
Academic Mentoring Policy TBAP	NW
Access to school premises by people outside of the school policy	MM
Accessibility Policy TBAP	ZR
Admissions Policy (Post 16)	GD
Agenda Subject Fixed TBAP	DMc
Alcohol Policy	RG
Annual & Special Leave Application Form	RG
Anti Bullying Policy	EH
Assessment Policy TBAP	ABu/SH
Asset Control Policy TBAP	MM
Attendance Policy TBAP	EH
Behaviour Expectations TBAP	PA
Behaviour Policy TBAP	CA
Benenden General info Leaflet	RG
Board Members Expenses Guidance	NCL
Boarder access to risky areas of academic buildings and grounds policy	RR

Capability Procedures TBAP	RG
CCTV Policy	MM
Central Record of Recruitment and Vetting Policy TBAP	DP
Communication Policy TBAP	JS
Complaints Procedures TBAP	NCL
Confiscation of Learners Property	AMJ
Conflict of Interest Policy TBAP	NCL
CPD Policy TBAP	SH
DBS Checks Procedure	RG
Directed Time (Teachers)	RG
Disciplinary Code and Procedure	TM
Dress Code TBAP	SH
Drugs, substance abuse and drugs testing policy	EH
Duty Policy TBAP	CE
E learning – Safe Use Policy TBAP	NW
Expenses, Travel and Subsistence Policy	NCL
Finance Policy TBAP	Still to be completed
First Aid policy	DP
Flexitime Policy TBAP	RG
Fraud Policy TBAP	NCL
Freedom of Information Policy TBAP	KI
Gifts and Hospitality Policy TBAP	NCL
Grievance Policy	AT
Guidance for Risk Assessing Pregnant Schoolgirls	MM
Health and Safety Policy TBAP	MM
Home Visit Policy TBAP	EH

Inclusion SEN Policy TBAP	JM
Induction Checklist for Short Term Staff	VP
Ipad Responsible Use Policy	KI
Keeping Safe Policy TBAP	SS
Languages Policy	GD
Learning and Teaching Programme TBAP	DMc
Learner Entitlement TBAP	VP
Learning Outside the Classroom Policy TBAP	SS
Learning Walk Policy TBAP	DC
Learning Walk Proforma TBAP	DC
Lesson Observation Form TBAP	NI
Lettings Application TBAP	MM
Literacy Policy	NW
LOtCR Example Risk Assessment	SS
LOtCR Form A Off site Visits	SS
LOtCR Form B Overseas Visits	SS
LOtCR Form C Residential Visits	SS
LOtCRT Form D Enrichment Activities	SS
LOtCR Form E Emergency Contact Plan	SS
LOtCR Form F Emergency Procedure Checklist	SS
LOtCR Form G Risk Assessment	SS
LSP/RSP Development	YE
LSP Observation Form	YE
LSP Wave Delivery Model	YE
Maternity and Paternity Policy	RG
Medical Conditions	AMJ

Minibus Booking form	MM
Minibus Driver Checklist	MM
Minibus policy	MM
Minutes Template TBAP	AB
Missing Child Policy	RR
No Smoking Staff Policy	MM
No Smoking Learners Policy	KB
NQT Policy	SH
Numeracy Policy TBAP	DMc
Performance Management, Appraisal and Lesson Observation Policy TBAP	AB
Planning Template Medium Term (OM) TBAP	NW
Planning Template Medium Term TBAP	WB
Planning Template Short Term TBAP	WB
Purchasing and Procurement Policy TBAP	NCL
Quality Assurance of planning Policy	WB
Reintegration Policy TBAP	RB
Residence access to an independent person policy	RR
Risk Assessment Policy TBAP	MM
Safeguarding Child Protection Policy	EH
School Direct Policy TBAP TSA	SH
Search of Boarders' Room Policy	PR
Sex and Relationship Education Policy TBAP	MB
Single Equality Policy TBAP	MB
Spiritual Moral Cultural Social Policy TBAP	MB
Staff Absence Policy and Procedures	RG
Supervision of ancillary, contract and unchecked staff policy	MM

Teachers and support staff Pay Policy TBAP	RG
Teaching and Learning Policy TBAP	ABu
Whistle Blowing Policy TBAP	NCL
Work Scrutiny Cycle TBAP	RS
Work Scrutiny Subject/Dept TBAP	RS
Working Hours TBAP	RG
DfE Policies	
Keeping children safe in education- July 2015	EH
What to do if you're worried a child is being abused- March 2015	EH
Guidance for Safer Working Practice for those working with children and young people in educational settings- October 2015	EH