

## TBAP TRUST

### Staff Handbook Contents 2017-18

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

SECTION	TITLE
1	Governance
2	Strategic Planning
3	Operational Management
4	Human Resources
5	Learner Welfare
6	Health and Safety
7	Teaching and Learning

Policy Ref No	SECTION ONE : Governance
1.1	<a href="#">Articles of Association TBAP Trust</a>
1.2	<a href="#">Board Members Expenses Guidance</a>
1.3	<a href="#">Board Members Visit Form</a>
1.4	<a href="#">Copy of Memorandum TBAP Trust</a>
1.5	<a href="#">Governance Meeting Dates</a>
1.6	<a href="#">LAB Terms of Reference</a>
1.7	<a href="#">Trust Governance Structure</a>
1.8	<a href="#">Seven Principles of Public Life</a>
1.9	<a href="#">Sub Committee Structure, Schemes of Delegation. Terms of Reference</a>

Policy Ref No	SECTION TWO: Strategic Planning
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2.1	<a href="#">Sponsor Business Plan</a>
2.2	<a href="#">2020 Vision</a>
2.3	<a href="#">TBAP Trust 2020 Development Plan</a>
2.4	<a href="#">TBAP Teaching School Alliance Development Plan</a>
2.5	<a href="#">Leadership Development &amp; Succession Planning</a>

Policy Ref No	SECTION THREE : Operational Management
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3.1	<a href="#">16- 19 AAP Academy Referral Arrangement</a>
3.2	<a href="#">Agenda Template – Local SLT TBAP</a>
3.3	<a href="#">Agenda Template – Regional SLT</a>
3.4	<a href="#">Agenda Template - Subject TBAP</a>
3.5	<a href="#">Agenda Template - Network TBAP</a>
3.6	<a href="#">Agenda Template TBAP Executive SLT</a>
3.7	<a href="#">Asset Control Policy TBAP</a>
3.8	<a href="#">Communications Policy</a>
3.9	<a href="#">Contingency Policy TBAP</a>
3.10	Data Protection Policy
3.11	<a href="#">Meeting Cycle and Management Structure</a>
3.12	<a href="#">Minibus policy</a>
3.13	<a href="#">Minutes Template TBAP</a>
3.14	<a href="#">Purchasing and Procurement Policy TBAP</a>
3.15	<a href="#">Referral and Induction Policy TBAP 2017-18</a>
3.16	<a href="#">Single Equality Policy TBAP</a>

3.16	<a href="#">Term Dates</a>
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Policy Ref No	SECTION FOUR : Human Resources
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4.1	<a href="#">Alcohol Policy</a>
4.2	<a href="#">Benenden General info Leaflet</a>
4.3	<a href="#">Capability Procedures TBAP</a>
4.4	<a href="#">Central Record of Recruitment and Vetting Policy TBAP</a>
4.5	<a href="#">Complaints Procedures TBAP</a>
4.6	<a href="#">Conflict of Interest Policy TBAP</a>
4.7	<a href="#">CPD Policy TBAP</a>
4.8	<a href="#">DBS Checks Procedure</a>
4.9	<a href="#">Directed Time (Teachers)</a>
4.10	<a href="#">Disciplinary Code and Procedure</a>
4.11	<a href="#">Duty Policy TBAP</a>
4.12	<a href="#">Expenses, Travel and Subsistence Policy</a>
4.13	<a href="#">Finance Policy TBAP</a>
4.14	<a href="#">First Aid policy</a>
4.15	<a href="#">Flexible Working</a>
4.16	<a href="#">Flexitime Policy TBAP</a>
4.17	<a href="#">Fraud Policy TBAP</a>
4.18	<a href="#">Freedom of Information Policy TBAP</a>
4.19	<a href="#">Gifts and Hospitality Policy TBAP</a>
4.20	<a href="#">Grievance Policy</a>
4.21	<a href="#">Induction Checklist - Staff</a>
4.22	<a href="#">Ipad Responsible Use Policy</a>

4.23	<a href="#">Leadership Development and Succession Planning</a>
4.24	<a href="#">Leave Policy</a>
4.25	<a href="#">Leave Application Form</a>
4.26	<a href="#">Lone Working Policy</a>
4.27	<a href="#">LSP Development</a>
4.28	<a href="#">Maternity and Paternity Policy</a>
4.29	<a href="#">Pay Policy TBAP</a>
4.30	<a href="#">Performance Management and Staff Appraisal</a>
4.31	<a href="#">Recruitment Procedure</a>
4.32	<a href="#">Staff Absence Policy and Procedures</a>
4.33	<a href="#">Staff Dress Code</a>
4.34	<a href="#">Supervision of ancillary, contract and unchecked staff policy</a>
4.35	<a href="#">Volunteering policy</a>
4.36	<a href="#">Whistle Blowing Policy TBAP</a>
4.38	<a href="#">Working Hours TBAP</a>

<b>Policy Ref No</b>	<b>SECTION FIVE : Learner Welfare</b>
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5.1	<a href="#">Anti Bullying Policy</a>
5.2	<a href="#">Attendance Policy TBAP</a>
5.3	<a href="#">Behaviour Expectations TBAP</a>
5.4	<a href="#">Behaviour Policy TBAP</a>
5.5	<a href="#">Drugs, substance abuse and drugs testing policy</a>
5.6	<a href="#">E learning – Safe Use Policy TBAP</a>

5.7	<a href="#"><u>Guidance for Safer Working Practice for those working with children and young people in educational settings- <b>October 2015</b></u></a>
5.8	<a href="#"><u>Inclusion SEN Policy TBAP</u></a>
5.9	<a href="#"><u>Keeping children safe in education- <b>Sept</b> 2016</u></a>
5.10	<a href="#"><u>Keeping Safe Policy TBAP</u></a>
5.11	<a href="#"><u>LOtCR Example Risk Assessment</u></a>
5.12	<a href="#"><u>LOtCR Form A Off site Visits</u></a>
5.13	<a href="#"><u>LOtCR Form B Overseas Visits</u></a>
5.14	<a href="#"><u>LOtCR Form C Residential Visits</u></a>
5.15	<a href="#"><u>LOtCRT Form D Enrichment Activities</u></a>
5.16	<a href="#"><u>LOtCR Form E Emergency Contact Plan</u></a>
5.17	<a href="#"><u>LOtCR Form F Emergency Procedure Checklist</u></a>
5.18	<a href="#"><u>LOtCR Form G Risk Assessment</u></a>
5.19	<a href="#"><u>Medical Conditions</u></a>
5.20	<a href="#"><u>Missing Child Policy TBAP Residence</u></a>
5.21	<a href="#"><u>Positive Handling Plan Template</u></a>
5.22	<a href="#"><u>Pregnant Learner Risk Assessment</u></a>
5.23	<a href="#"><u>Reintegration Policy TBAP</u></a>
5.24	<a href="#"><u>Restraint Report Template</u></a>
5.25	<a href="#"><u>Safeguarding Child Protection Policy</u></a>
5.26	<a href="#"><u>Therapy Service Operational Policy</u></a>
5.27	<a href="#"><u>What to do if you're worried a child is being abused- <b>March 2015</b></u></a>

Policy Ref No	SECTION SIX : Health and Safety
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6.1	<a href="#">Access to school premises by people outside of the school policy</a>
6.2	<a href="#">Accessibility Policy TBAP</a>
6.3	<a href="#">CCTV Policy</a>
6.4	<a href="#">Charging policy for Damage</a>
6.5	<a href="#">Health and Safety Policy TBAP</a>
6.6	<a href="#">Home Visit Policy TBAP</a>
6.7	<a href="#">No Smoking Staff Policy</a>
6.8	<a href="#">Risk Assessment Policy TBAP</a>
6.9	<a href="#">Search and Confiscation of Learners' Property</a>
6.10	<a href="#">Search of Boarders' Room Policy</a>

Policy Ref No	SECTION SEVEN : Teaching and Learning
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7.1	<a href="#">Academic Honesty Policy</a>
7.2	<a href="#">Academic Mentoring Policy TBAP</a>
7.3	<a href="#">Assessment Policy TBAP</a>
7.4	<a href="#">IBDP Languages Policy</a>
7.5	<a href="#">Learner Progress Learner Portfolio</a>
7.6	<a href="#">Learner Progress Classroom Check</a>
7.7	<a href="#">Learning and Teaching Programme TBAP</a>

7.8	<a href="#"><u>Learner Entitlement TBAP</u></a>
7.9	<a href="#"><u>Learning Outside the Classroom Policy TBAP</u></a>
7.10	<a href="#"><u>Lesson Observation Form TBAP</u></a>
7.11	<a href="#"><u>Literacy Policy</u></a>
7.12	<a href="#"><u>LSP Observation Form</u></a>
7.13	<a href="#"><u>NQT Policy</u></a>
7.14	<a href="#"><u>Numeracy Policy TBAP</u></a>
7.15	<a href="#"><u>Planning Template Medium Term TBAP</u></a>
7.16	<a href="#"><u>Planning Template Short Term TBAP</u></a>
7.17	<a href="#"><u>Quality Assurance of Planning Policy</u></a>
7.18	<a href="#"><u>School Direct Policy TBAP TSA</u></a>
7.19	<a href="#"><u>Sex and Relationship Education Policy TBAP</u></a>
7.20	<a href="#"><u>Spiritual Moral Cultural Social Policy TBAP</u></a>
7.21	<a href="#"><u>Teaching and Learning Policy TBAP</u></a>