The Auriga Academy Trust Policy Summary

The following table is a list of Trust wide policies. These policies have been developed to ensure there is consistency in practice across the Trust in key areas, for example, Safeguarding and HR. Schools within the Trust are expected to adhere to Trust policies.

Documents highlighted in <mark>yellow</mark> can be found on the school's individual websites.

[Capella House School](#)
[Clarendon School](#)
[Strathmore School](#)

Documents in red are currently being reviewed or there is no Trust-wide model policy yet approved.

Policy Name	Pol/Pro/Doc/F/G	Statutory / Best Practice	Approval By	Date last Approved	Review Date
Communications					
AAT Complaints Policy	Pol	S	Board	19.10.2022	01.09.2024
AAT Whistleblowing Policy	Pol	S	Board	19.10.2022	01.09.2026
Data Protection					
AAT Data Protection Policy and Appendices (Data Breach, Data Retention and Subject Access Request)	Pol	S	CEO	19.07.2022	01.07.2023
Data Breach Procedure	Pol		CEO	19.07.2022	01.07.2023
Data Retention Procedure	Pol		CEO	19.07.2022	01.07.2023
Subject Access Request Procedure	Pol		CEO	19.07.2022	01.07.2023
Freedom of Information Policy and Publication Scheme	Pol	S	CEO		
AAT ICT Usage Policy	Pol		F&R Committee	01.04.2020	TBD
AAT Staff Social Media Compliance Policy	Pol		F&R Committee	01.04.2020	TBD
Equalities					
Equality Infromation and Objectives	Pol	S	Board	19.10.22	19.10.2023
Accessibility Plan	Doc	S	HT		
Finance					
AAT Charging and Remissions Policy	Pol	S	CEO	01.04.2020	01.04.2022
AAT Finance Policy	Pol		Board	07.02.2022	07.02.2023
AAT Lettings Policy	Pol		F&R Committee	23.11.2022	01.08.2024
AAT Risk Management Policy	Pol		Board	19.10.2022	01.09.2023
Governance					
AAT Scheme of Delegation	Doc		Board	19.10.2022	01.09.2023
AAT Code of Conduct	Doc	S	Board	not dated	
AAT Governance Procedures	Pro		Board	not dated	
AAT Trustee and Governors Expenses Policy	Pol	S	Board	07.02.22	07.02.2023
Health and Safety					
AAT Fire Safety Policy	Pol		CEO	01.04.2020	01.09.2022
AAT Risk Assessment Policy	Pol		CEO	01.04.2020	
AAT Health and Safety Policy	Pol	S	Board	01.04.2021	01.04.2022
AAT Contractor Management -Managing & Monitoring Contractors	Pol		CEO	01.04.2020	
AAT Code of Conduct for Contractors	Doc		CEO		
AAT Model Business Continuity Plan	Doc		CEO / HT	01.09.2018	01.09.2022
First Aid in Schools	*Pol*	*S*			

Policy Name	Pol/Pro/Doc/F/G	Statutory / Best Practice	Approval By	Date last Approved	Review Date
Human Resources					
AAT Capability Procedure	Pro	S	Board	19.10.2022	01.09.2023
AAT Code of Conduct	Doc	S	Board	01.04.2020	01.04.2021
AAT Disciplinary Policy and Procedure	Pol	S	Board	19.10.2022	01.09.2023
AAT Grievance Policy and Procedure	Pol	S	Board	19.10.2022	01.09.2023
AAT Pay Policy	Pol	S	Board	19.10.2022	01.09.2023
AAT Teacher and Leadership Performance Appraisal Policy	Pol	S	Board	01.04.2020	01.04.2024
AAT Whistleblowing Policy	Pol	S	Board	19.10.2022	01.09.2026
AAT Adoption Policy (Support Staff)	Pol		CEO	01.04.2020	01.04.2024
AAT Adoption Policy (Teachers)	Pol		CEO	01.04.2020	01.04.2024
AAT CPD Policy	Pol		CEO	14.07.2020	01.04.2024
AAT Early Career Teacher (ECT) Induction Polucy	Pol	S	CEO	19.10.2022	01.09.2023
AAT Exit Interviews Policy	Pol		CEO	01.04.2020	01.04.2024
AAT Flexible Working Policy	Pol		CEO	01.04.2020	01.04.2024
AAT Gifts and Hospitality Policy	Pol		CEO	01.04.2020	01.04.2024
AAT LGPS Discretions Policy	Pol		CEO	01.04.2020	01.04.2024
AAT Managing Health and Attendance Policy	Pol		CEO	01.04.2020	01.04.2024
AAT Maternity Leave and Pay Policy for Support Staff	Pol		CEO	01.04.2020	01.04.2024
AAT Maternity Leave and Pay Policy for Teachers	Pol		CEO	01.04.2020	01.04.2024
AAT Parental Leave Policy	Pol		CEO	01.04.2020	01.04.2024
AAT Paternity Leave Policy	Pol		CEO	01.04.2020	01.04.2024
AAT Performance Management Policy for Support Staff	Pol		CEO	01.04.2020	01.04.2024
AAT Probationary Procedure for Support Staff	Pol		CEO	01.04.2020	01.04.2024
AAT Redundancy Policy	Pol		CEO	25.05.2021	25.05.2025
AAT Safer Recruitment and Selection Policy	Pol		CEO	01.04.2020	01.04.2024
AAT Shared Parental Leave Policy	Pol		CEO	01.04.2020	01.04.2024
AAT Special Leave Policy	Pol		CEO	01.04.2020	01.04.2024
Pupil					
AAT Admissions Policy	Pol	S	Board	19.10.2022	01.09.2023
AAT Exclusions Policy	Pol	S	CEO	19.10.2022	01.09.2024
AAT Model Safeguarding and Child Protection Policy	Pol	S	Board / LGB	19.10.2022	01.09.2023
AAT Model Behaviour and Safety Framework	Pol	S	Board / LGB	19.10.2022	01.09.2023
AAT Model Supporting with medical conditions		S	Board / LGB	01.11.2022	01.11.2025
AAT Positive handling Policy	*Pol*				
Sex and Relationship Education	*Pol*	*S*			
Home School Agreement	*Doc*				
Documents for Publication					
AAT Privacy Notice for Parents and Carers	doc	S	CEO	not dated	not dated
AAT Privacy Notice for the Workforce	doc	S	CEO	not dated	not dated
Trade Union Facility Time 2021-22	doc	S	Reported to Board	07.06.2022	01.06.2023
Register of Business Interests	doc	S	n/a	03.11.22	
AAT Modern Slavery Statement	doc	S	Board	19.10.2022	01.09.2023
SEN Information Report	doc	S	LGB		
Pupil Premium Statement	doc	S	LGB		
PE and Sports Funding	doc	S	LGB		
Careers Information and Access Statement	doc	S	LGB		

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Other Required Documents					

EYFS Documentation

Record of Admissions and Attendance

Single Central Record

Premises Management Docs

Minutes of GB meetings

Please note that all Trust policies are reviewed as per the schedule or earlier should there be significant changes highlighted. Should you have any queries regards this policy, note an omission or wish to propose an amendment, please email jadams@aurigaacademytrust.org.uk