

Policies and other documents that governing bodies are required to have by law

This list should be used alongside Annexe 2 of the DCSF publication A Guide to the Law for School Governors (April 2009). For each individual item, please ensure you refer to the relevant chapter in A Guide to the Law for School Governors (April 2009). The Governor Support Service has added in websites and documents that will help you review the items on the list and provide you with the most up to date information nationally and locally.

Policy/Document	Regulations and Guidance	Which schools?
Accessibility plan	<ul style="list-style-type: none"> ▪ Disability Discrimination Act 1995: Sections 28D and 28E ▪ www.hillingdongrid.org (Children's Services/Schools/Access) ▪ www.dotheduty.org 	All schools
Admissions policy	<ul style="list-style-type: none"> ▪ Part 3 of the School Standards and Framework Act 1998 and the School Admissions Code ▪ www.dcsf.gov.uk/sacode ▪ www.hillingdon.gov.uk/index.jsp?articleid=7679 	<ul style="list-style-type: none"> ▪ Voluntary aided schools and foundation schools ▪ Community and controlled schools, if the LA formally transfers the responsibility to them
Allegations of abuse against staff (policy on)	<ul style="list-style-type: none"> ▪ Guidance can be found at Paragraph 2.19 of Safeguarding Children and Safer Recruitment in Education ▪ www.dcsf.gov.uk/everychildmatters/safeguardingandsocialcare/safeguardingchildren/safeguarding 	All schools
Attendance targets	<ul style="list-style-type: none"> ▪ The School Standards and Framework Act 1998: Section 63 (amended) ▪ The Education (School Attendance Targets) (England) Regulations 2005: SI 2005/58 ▪ The Education (School Attendance Targets) (England) Regulations 2007: SI 2007/2261 ▪ www.dcsf.gov.uk/schoolattendance ▪ www.hillingdongrid.org (Children's Services/Schools/Attendance) 	All schools except maintained nursery schools
Central record of recruitment and vetting checks	<ul style="list-style-type: none"> ▪ School Staffing (England) (Amendment) (No. 2) Regulations 2006: SI 2006/3197 ▪ www.crb.gov.uk ▪ www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/mandatorycrbchecks ▪ www.dcsf.gov.uk/everychildmatters/safeguardingandsocialcare ▪ www.dcsf.gov.uk/everychildmatters/safeguardingandsocialcare/safeguardingchildren/vettingandbarringscheme/vettingandbarring ▪ www.hillingdongrid.org (Children's Services/Schools/Schools Personnel/Safeguarding and Safer Recruitment) 	All schools
Charging policy	<ul style="list-style-type: none"> ▪ The Education Act 1996: Section 457 ▪ The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999: SI 1999/2255 ▪ http://www.teachernet.gov.uk/management/atoz/c/chargingforactivities/index.cfm?code=main ▪ http://www.teachernet.gov.uk/_doc/8145/ACF480A.doc (DCSF model policy) 	All schools (Community and voluntary controlled, consult LA)

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Child protection policy	<ul style="list-style-type: none"> ▪ The Education Act 2002: Section 175 ▪ www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/schools/examplepolicy ▪ www.dcsf.gov.uk/everychildmatters/safeguardingandsocialcare ▪ www.dcsf.gov.uk/everychildmatters/safeguardingandsocialcare/safeguardingchildren/safeguarding 	All schools
Collective worship (policy on)	<ul style="list-style-type: none"> ▪ School Standards and Framework Act 1998: Section 70 and Schedule 20 ▪ www.teachernet.gov.uk/management/atoz/c/collectiveworshippolicy 	All schools except maintained nursery schools
Community Cohesion	<ul style="list-style-type: none"> ▪ Education and Inspections Act 2006: Section 38 ▪ www.teachernet.gov.uk/wholeschool/Communitycohesion ▪ www.coventry.ac.uk/researchnet/d/527 	All Schools
Complaints procedure	<ul style="list-style-type: none"> ▪ The Education Act 2002: Section 29 ▪ www.governor.net.co.uk/linkAttachments/School%20Complaints%20Procedure%202007.doc ▪ www.hillingdon.gov.uk/index.jsp?articleid=7119 	All schools
Curriculum policy	<ul style="list-style-type: none"> ▪ The Education (Terms of Reference) (England) Regulations 2000: SI 2000/2122 ▪ www.teachernet.gov.uk/management/atoz/n/nationalcurriculum ▪ www.governor.net.co.uk/cropArticle.cfm?topicAreaId=3&contentId=299&mode=further ▪ http://curriculum.qca.org.uk ▪ www.qca.org.uk ▪ www.standards.dfes.gov.uk 	All schools
Disability Equality Scheme	<ul style="list-style-type: none"> ▪ Disability Discrimination Act 1995 ▪ www.teachernet.gov.uk/management/atoz/d/disabilitydiscrimination ▪ Can be combined with Race equality policy and Gender Equality Scheme to form a single equality plan 	All schools
Early Years Foundation Stage	<ul style="list-style-type: none"> ▪ Statutory Framework for the Early Years Foundation Stage ▪ Setting the Standards for Learning, Development and Care for Children from Birth to Five, May 2008 (ISBN 978 1 84775 128 7) ▪ Practice Guidance for Early Years Foundation Stage ▪ Setting the Standards for Learning, Development and Care for Children from Birth to Five, May 2008 (ISBN 978 1 84775 128 7) ▪ www.teachernet.gov.uk/teachingandlearning/EYFS 	All schools
Exclusion of pupils	<ul style="list-style-type: none"> ▪ The Education Act 2002: Section 52 ▪ The Education (Pupil Exclusions and Appeals) (Maintained Schools) (England) Regulations 2002: SI 2002/3178 ▪ Improving Behaviour and Attendance: Guidance on Exclusion from Schools and Pupil Referral Units 2008 The Education (Pupil Exclusions and Appeals) (Pupil Referral Units) (England) Regulations SI 2008/532 ▪ www.teachernet.gov.uk/wholeschool/behaviour/exclusion ▪ www.teachernet.gov.uk/wholeschool/behaviour/exclusion/2008guidance 	All schools

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Freedom of information publication scheme	<ul style="list-style-type: none"> ▪ The Freedom of Information Act 2000: Section 19 ▪ www.dcsf.gov.uk/foischeme 	All schools
Gender Equality Scheme	<ul style="list-style-type: none"> ▪ www.teachernet.gov.uk/wholeschool/equality/genderequalityduty ▪ www.equalities.gov.uk ▪ Can be combined with Race equality policy and Disability Equality Scheme to form a single equality plan 	All schools
Governors' allowances (schemes for paying)	<ul style="list-style-type: none"> ▪ The Education (Governors' Allowances) (England) Regulations 2003: SI 2003/523 ▪ www.governornet.co.uk/publishArticle.cfm?topicAreaId=5&contentId=396&context=0 ▪ www.governornet.co.uk/linkAttachments/GovernorAllowancesOct03.pdf ▪ www.nga.org.uk/pol-GovAllowances.aspx 	All schools (if school has agreed to pay expenses)
Governors' Annual Report to Parents	<ul style="list-style-type: none"> ▪ The Education Act 2002: Section 30 ▪ The Education (Governors' Annual Reports) Regulations (England) 1999 (amended): SI 1999/2157 ▪ The Education (Governors' Annual Reports) Regulations (England) (Amendment) (No. 2) 2002: SI 2002/2214 ▪ www.dcsf.gov.uk/everychildmatters/resources-and-practice/maintainednurseryfaqs 	Maintained nursery schools only
Health and safety policy (inc risk assessments)	<ul style="list-style-type: none"> ▪ The Health and Safety at Work Act 1974: Sections 2(3), 3 and 4 ▪ Risk Assessments: The Management of Health and Safety at Work Regulations 1999: SI 1999/3242 ▪ www.hillingdongrid.org (Children's Services/Schools/Health & Safety) <i>Login required for access to policies</i> ▪ www.hsa.ie/eng ▪ www.rospa.com 	All schools
Home-school agreements	<ul style="list-style-type: none"> ▪ The School Standards and Framework Act 1998: Sections 110 and 111 ▪ www.standards.dfes.gov.uk/parentalinvolvement/hsa ▪ www.dcsf.gov.uk/research/data/uploadfiles/RB455.pdf 	All schools except maintained nursery schools
Instrument of government	<ul style="list-style-type: none"> ▪ The School Governance (Constitution) (England) Regulations 2007: SI 2007/957 ▪ DCFS Guidance on the School Governance (Constitution) (England) Regulations 2007 <ul style="list-style-type: none"> – Community and Community Special Schools, Publication Ref: 00453-2007DOM-EN – Foundation and Foundation Special Schools, Publication Ref: 00456-2007DOM-EN – Voluntary Controlled Schools, Publication Ref: 00454-2007DOM-EN – Voluntary Aided Schools, Publication Ref: 00455-2007DOM-EN – Maintained Nursery Schools, Publication Ref: 00457-2007DOM-EN 	All schools
Minutes of, and all papers considered at, meetings of the governing body and its committees	<ul style="list-style-type: none"> ▪ The School Governance (Procedures) (England) Regulations 2003: SI 2003/1377 ▪ www.rms-gb.org.uk/resources/848 	All schools

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Performance management policy (Staff appraisal policy)	<ul style="list-style-type: none"> ▪ The Education (School Teacher Performance Management) (England) Regulations 2006: SI 2006/2661 ▪ Education (School Government) (Terms of Reference) (England) Regulations 2000: SI 2000/2122 ▪ Guidance on the Role of Governing Bodies and Headteachers, 2000 ▪ www.hillingdongrid.org (Children's services/Schools/Schools Personnel/Workforce Modernisation/Performance Management) ▪ www.tda.gov.uk/teachers/professionalstandards/performance_management.aspx 	All schools
Prospectus	<ul style="list-style-type: none"> ▪ The Education (School Information) (England) Regulations 2002: SI 2002/2897 (amended) ▪ www.teachernet.gov.uk/management/atoz/p/prospectus 	All schools except maintained nursery schools
Race equality policy	<ul style="list-style-type: none"> ▪ The Race Relations (Amendment) Act 2000: Section 2 and Schedule 1A ▪ www.teachernet.gov.uk/_doc/9252/Issues_to_Outcomes_Dec04pdf.pdf ▪ http://www.hillingdongrid.org/microsite/emass ▪ Can be combined with Disability Equality Scheme and Gender Equality Scheme to form a single equality plan 	All schools
Register of business interests of headteachers and governors	<ul style="list-style-type: none"> ▪ The Financing of Maintained Schools Regulations 1999: SI 1998/101, Regulation 25 and Schedule 5(16) ▪ www.hillingdongrid.org (Children's Services/Schools/School Governors/Model Documents and Downloads) 	All schools
Register of pupils	<ul style="list-style-type: none"> ▪ The Education (Pupil Registration) (England) Regulations 2006: SI 2006/1751 ▪ www.governornet.co.uk/publishArticle.cfm?contentid=505&topicAreald=9&pageStart=1&sortOrder=title&searchWhere=all&searchString=register%20of%20pupils 	All schools unless otherwise stated
Review of staffing structure document	<ul style="list-style-type: none"> ▪ The Education (Review of Staffing Structure) (England) Regulations 2005: SI 2005/1032 ▪ www.teachernet.gov.uk/docbank/index.cfm?id=8316 	All schools
School companies	<ul style="list-style-type: none"> ▪ Register: Companies Act 1985 ▪ The Education Act 2002: Sections 11 and 12 and Schedule 1 ▪ www.teachernet.gov.uk/management/atoz/s/schoolcompanies 	All schools where a company is established
School Discipline and Pupil Behaviour Policies	<ul style="list-style-type: none"> ▪ Education and Inspection Act : Section 88 (4) ▪ www.dcsf.gov.uk/behaviourandattendance ▪ www.teachernet.gov.uk/wholeschool/behaviour/exclusion ▪ www.dcsf.gov.uk/exclusions ▪ www.dcsf.gov.uk/schoolattendance 	All schools
School Profile	<ul style="list-style-type: none"> ▪ www.teachernet.gov.uk/management/newrelationship/schoolprofile ▪ www.standards.dfes.gov.uk/parentalinvolvement/pwp/annual_report 	All schools except maintained nursery schools

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Sex education policy	<ul style="list-style-type: none"> ▪ The Education Act 1996: Section 404 ▪ www.teachernet.gov.uk/management/atoz/s/sexandrelationshipeducation 	All schools except maintained nursery schools
Special educational needs policy	<ul style="list-style-type: none"> ▪ The Education (Special Educational Needs) (Information) Regulations 1999: SI 1999/2506 ▪ The Special Educational Needs Code of Practice 2001: DfES 581/2001 ▪ www.teachernet.gov.uk/management/atoz/s/senpolicy ▪ www.teachernet.gov.uk/wholeschool/sen/npf/guidance 	All schools
Staff discipline conduct and grievance (procedures for addressing)	<ul style="list-style-type: none"> ▪ The School Staffing (England) Regulations 2003: SI 2003/1963 ▪ www.hillingdongrid.org (Children's Services/Schools/Schools Personnel/Model Policies) ▪ www.teachernet.gov.uk/management/staffingandprofessionaldevelopment 	All schools
Target-setting for schools	<ul style="list-style-type: none"> ▪ The Education (School Performance Targets) (England) (Amendment) Regulations 2007: SI 2007/2975 ▪ www.standards.dfes.gov.uk/ts/publications/list 	All schools except maintained nursery schools
Teachers' pay policy	<ul style="list-style-type: none"> ▪ School Teachers' Pay and Conditions Document ▪ www.teachernet.gov.uk/management/payandperformance/pay ▪ www.hillingdongrid.org (Children's services/Schools/Schools Personnel/Model Policies) 	All schools
Whistleblowing Policy	<ul style="list-style-type: none"> ▪ This is a requirement under the Financial Management Standard in Schools (FMSIS) which all schools must obtain. ▪ http://www.fmsis.info ▪ http://www.fmsis.info/index3.asp?ref=1 ▪ http://www.fmsis.info/index3.asp?ref=3 ▪ http://www.fmsis.info/uploads/G5C.doc ▪ http://www.hillingdongrid.org/articleshow/cms/imagegallery/imagebank/Whistle%20Blowing%20Policy_copy1.pdf (LA policy) 	All schools

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