

## CYPS.Info HR Policy List

**Last Updated by NYCC:** March 2022

**Last Updated by School:** May 2023

The DfE issues [guidance](#) regarding which policies schools and academies are required to have and whether adoption should be by the full governing body or whether this can be delegated. This information has been added to the table below. Adoption of policies by Academy Trusts will be based on their individual governance arrangements and in line with their agreed scheme of delegation.

Policy Title	Required	Latest Issue Date	Adoption					Notes	Governor review and adopted by school
			Full GB	Committee of GB	Individual Governor	Headteacher	School/Academy to determine		
Appraisal	Yes	August 2021	x	x	x			Amended to replace NQT with ECT. Tracked changes version available.	May 2023
Attendance Management Policy	No	2018					x		May 2023
Capability Policy and Procedure for Schools	Yes	August 2021	x	x	x			Amended to replace NQT with ECT. Formatting tidied up. Tracked changes version available.	May 2023
Code of Conduct	Yes (inc. academies)	January 2022	x					KCSIE changes, primarily Low Level Concerns included. Annually reviewed	May 2023
Collective Disputes Policy and Procedure	No	2015					x		May 2023
Developing Performance - Policy and Procedure	Yes	August 2021	x	x	x			Amended to replace NQT with ECT. Formatting tidied up. Tracked changes version available.	May 2023
Disciplinary Policy and Procedure	Yes	2018	x					Review re-scheduled for Spring 2022	May 2023
LGPS Early Retirement Policy	No	November 2019	n/a	n/a	n/a	n/a	n/a	NYCC policy which applies to maintained schools	May 2023

Equality Policy/ Single Equality Scheme	Yes (inc academies)	Sept 2018	x	x	x	x			May 2023
Flexible Working Policy and Procedure	No	2018					x		May 2023
Increments Policy	No	2015	x						May 2023
Induction Policy	No	2011					x	Under review	May 2023
Induction of ECT's	Yes		x						May 2023
Leave Policy and Summary Charts	No	September 2020					x		May 2023
Leave Guidance	No	September 2020					x		May 2023
Parental Leave	No	December 2018					x		May 2023
Managing Allegations Guidance	Yes (from KCSIE)	January 2022	x	x	x	x	x	KCSIE changes, primarily Low Level Concerns	May 2023
Model Pay Policy	Yes (not academies)	September 2021	x					2021 template issued following publication of STPCD	May 2023
Probationary Procedure	No	August 2021					x	Amended to replace NQT with ECT. Formatting tidied up. Tracked changes version available.	May 2023
Recruitment and Selection Policy & Procedure for Schools	Yes (from KCSIE)	September 2021	x	x	x	x		Updated in line with KCSIE September 2021	May 2023
Resolving Issues at Work Policy and Procedure	Yes	July 2020	x						May 2023
School Hearings and Appeals Procedure	Yes	2016	x					Review re-scheduled for Spring 2022	May 2023
Schools' Reorganisation, Redundancy and Redeployment Policy	No	2021					x	Updated policy	May 2023
Smoke-free Workplace Policy	No	2013					x	Under review	May 2023
Travel and Expenses Policy (including Relocation)	No	2017					x		May 2023
Workplace Health and Wellbeing Strategy	No	September 2021					x	Updated following publication of DfE Wellbeing Charter	May 2023
Whistleblowing Policy	No	2016					x		May 2023
Workplace Substance Misuse Policy	No	2018					x		May 2023