



We respect. We learn. We are happy.

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We respect. We learn. We are happy.

THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

ACCESSIBILITY

Date Policy Authorised:

Review Date: March 2015

In our school, we aim to give all pupils, staff, parents/carers and visitors access to our facilities.

We want everyone to enjoy their time in our school. Part of the experience of being in our school is to ensure that facilities can be accessed by everyone and meet their expectations; therefore we are committed to ensuring that over time we will plan to increase the accessibility of our school for disabled pupils, staff, parents/carers and visitors.

A person has a disability if he/she has a physical or mental impairment that has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

➤ [Click here to request a copy of the full policy](#)



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THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

ADMISSIONS ARRANGEMENTS

Date Policy Authorised: September 2014

Review Date: September 2015

This policy is issued by Halton Borough Council. It contains an application system that is used by parents/carers to choose which school their child will attend.

There is currently one agreed admission policy for all community, academy and voluntary controlled schools in Halton. The Admission policy contains the "oversubscription criteria" which will be applied to assess each application.

If our school receives more applications than the number of places available, the application system includes a fair system for deciding which children will get priority.

➤ [Click here to see Halton's admission information](#)



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THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

SCHOOL BEHAVIOUR STATEMENT

Date Policy Authorised: February 2015

Review Date: February 2017

We believe that good behaviour is essential to allow all our pupils to achieve their full potential. Good behaviour promotes effective learning. No pupil will be allowed to behave in a manner which adversely affects the learning of others. We believe in a culture of inclusion, equal opportunities and respect for all members of our community and in the importance of self-discipline and self-esteem. Discrimination in any form is not tolerated.

We recognise that pupils with emotional or behavioural needs should receive support to achieve the expected standard of behaviour. We view as essential a system of rewards for good or improving behaviour and sanctions where standards fall below an expected level. These rewards and sanctions are applied consistently and fairly. Individual behaviour is monitored and parents or carers are kept informed.

The School has an effective and easily understood Behaviour Policy and a set of School Rules which clearly explain the school's approach to behaviour for learning and conduct, and the schedule of rewards and sanctions.

➤ [Click here to read our school behaviour policy](#)



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THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

CAPABILITY OF STAFF

Date Policy Authorised: August 2014

Review Date: August 2017

We very much value all our staff who work very hard in school to ensure the best outcomes for all our pupils. This policy sets out the framework for a clear and consistent assessment of the overall performance of teachers and staff, including the Headteacher, and for supporting their development within the context of the school's plan for improving educational provision and performance.

It clearly states the standards expected of our teachers and staff.

It also sets out the arrangements that will apply when the performance of a teacher or any member of staff falls below the levels of competence that are expected of them.

➤ [Click here to request a copy of the full policy](#)



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THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

RECRUITMENT AND VETTING

Date Policy Authorised: September 2014

Review Date: September 2015

Governors need to be sure that all are safe and secure in school, we take this duty very seriously, therefore we have rigorous systems, procedures and practices in place to ensure all people who come into contact with our children are very clear on their responsibilities. We do this by ensuring training, checks and records are maintained and up to date. This policy states how we do this.

We will keep a single central record, referred to in regulations as "The Register". This single central record covers the following people:

- All staff (including supply staff) who work at the school
 - All others who work in regular contact with children in the school, including volunteers
- [Click here to request a copy of the full policy](#)



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THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

CHARGING AND REMISSIONS

Date Policy Authorised: September 2013

Review Date: September 2015

We want to ensure children at our school enjoy their time here in school and that we provide enrichment, such as outings away from our school. Sometimes our school will ask for money from our parents for particular activities.

We have decided on the things we will not charge money for and those which we may ask for your help towards the cost.

We have thought about how we will do our best for all our children, including considering helping parents who get certain types of income support.

If you need help in understanding how the decisions may affect you, please contact school, and we will be happy to help.

➤ [Click here to read our school charging and remissions policy](#)



We respect. We learn. We are happy.

THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

CHILD PROTECTION

Date Policy Authorised: March 2015 (Draft)

Review Date: March 2016

We have a duty to ensure that children at our school are effectively safeguarded from the potential risk of harm, and that the safety and wellbeing of the children is of the highest priority in all aspects of the school's work. We also demand staff, pupils, parents and governors feel able to speak of any concerns comfortably, safe in the knowledge that effective action will be taken. This policy and its procedures will ensure that this happens and all members of the school community know...

- their responsibilities in relation to safeguarding and child protection
- the procedures that should be followed if they have a cause for concern
- where to go to find additional information regarding safeguarding
- the key indicators relating to child abuse
- how to fully support the school's commitment to safeguarding and child protection

➤ [Click here to request a copy of the full policy](#)



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THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

COMPLAINTS PROCEDURES

Date Policy Authorised: Feb 2015

Review Date: March 2018

We work very hard at ensuring that children and parents/guardians have the most positive experience and are very happy at our school, and that any concerns that may arise are dealt with swiftly by staff.

However, we recognise on some occasions this may not be the case, therefore we have a more formal process.

This policy sets out what the school will do if someone wishes to raise a concern informally, or to make a formal complaint.

➤ [Click here to read our school complaints procedure](#)



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THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

DATA PROTECTION

Date Policy Authorised: September 2013

Review Date: September 2015

The aim of this policy is to provide a model set of guidelines to enable staff, parents/guardians and pupils to understand:

- The law regarding personal data
- How personal data should be processed, stored, archived and deleted and or destroyed
- How staff, parents and pupils can access personal data

In addition, there is guidance at the end of the policy which covers other information held by school. School acts within the requirements of the Data Protection Act 1998 and under the Freedom of Information Act 2000, when retaining and storing personal data, making it available to individuals and the process of responding to enquiries for other information.

➤ [Click here to request a copy of the full policy](#)



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THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

EARLY YEARS FOUNDATION STAGE

Date Policy Authorised:

Review Date: March 2015

The Early Years Foundation Stage (EYFS) applies to children from birth to the end of the Reception

As children commence their journey at The Brow, we begin to develop and nurture strong positive attitudes where children become proud and respectful of themselves, others and their environment.

The overall aims of the EYFS is to help young children achieve the five 'Every Child Matters' outcomes of staying safe, being healthy, enjoying and achieving, making a positive contribution and eventually achieving economic wellbeing. The policy of EYFS in our school is based upon four principles;

- A Unique Child
- Positive Relationships
- Enabling Environments
- Learning and Development

The Foundation Stage comprises of 1 Pre School and 1 Reception class

➤ [Click here to request a copy of the full policy](#)



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THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

EQUALITY INFORMATION AND OBJECTIVES

Date Policy Authorised: January 2012

Review Date: January 2016

Our school is committed to equality. We will ensure that:

- Everyone is treated fairly and with respect.
- Our school is a safe, secure and stimulating place for everyone.
- We recognise that people have different needs, and we understand that treating people equally does not always involve treating them all exactly the same.
- We recognise that for some pupils extra support is needed to help them to achieve and be successful
- We try to make sure that people from different groups are consulted and involved in our decisions, for example through talking to pupils and parents/carers and staff
- No one experiences harassment, less favourable treatment or discrimination because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their gender identity or reassignment; their marital or civil partnership status; being pregnant or having recently had a baby; their religion or beliefs; their sexual identity and orientation.
- [Click here to request a copy of the full policy](#)



We respect. We learn. We are happy.

THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

FREEDOM OF INFORMATION

Date Policy Authorised: October 2012

Review Date: October 2016

The Brow School is committed to transparency in its dealings with the public and meets the aims of the Freedom of Information Act 2000 and the access provisions of the Data Protection Act 1998.

The principle of the policy is that the public have a right to access recorded information held by the School. The Freedom of Information Act contains exemptions whereby information can be withheld. If you request information you will be given a full explanation of the category of your request, and if the information you seek falls within any exceptions. For some requests, an administration fee will apply.

The details of categories of information, applicable fees and the method of how to request information are contained within the policy.

➤ [Click here to request a copy of the full policy](#)



We respect. We learn. We are happy.

THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

GOVERNORS ALLOWANCES

Date Policy Authorised: September 2012

Review Date: September 2015

The School Governing Board has a budget allocation for training and development. Governors have the discretion to pay allowances from this budget for certain expenses incurred while doing their role as Governor. Governors believe that paying allowances in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds.

Claims can only be made for actual costs which they incur. Governors will not be paid attendance allowance; Governors will not be reimbursed for loss of earnings.

Details of expenses that can be reimbursed, subject to the Governors Finance and Assets Committee approval, are listed in the policy. They include; Childcare, care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner)

➤ [Click here to request a copy of the full policy](#)



We respect. We learn. We are happy.

THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

HEALTH AND SAFETY

Date Policy Authorised: February 2015

Review Date: February 2016

The health safety and welfare of all pupils, staff and visitors to school is the highest priority. We recognise that safety and security for all our community is vital to ensure the best outcomes for teaching and learning.

In Halton schools, the employer is ultimately responsible for health and safety, The Brow is a community school, therefore the employer is the Local Authority, and as such, publish a comprehensive Health and Safety policy that is adopted and adhered to by Governors and Staff.

The policy is supported by numerous documents that underpin the policy in the form of procedures, arrangements and practices.

Governors require school to publish certain procedures, such as what we will do if snow affects the opening of school.

A copy of the full policy and the supporting documentation is available.

➤ [Click here to request a copy of the full policy](#)



We respect. We learn. We are happy.

THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

HOME SCHOOL AGREEMENT

Date Policy Authorised: October 2012

Review Date: October 2016

Pupils of The Brow perform best when they are supported by teachers, parents and fellow pupils. Governors believe this is a special partnership and is one of the most important aspects of achievement.

Governors have agreed with parents, pupils and teachers what we all believe are the key steps this partnership will be based on, such as,

- As a partner, parents, rightly expect that school will provide a caring and safe environment
- As a partner, school expect parents ensure their children attend regularly and provide a reason for absence.
- As partners, Parents and school expect pupils arrive on time at lessons with the right equipment, they do their best, they do not cause disruption and follow teacher's instructions.

Governors will ask that all partners receive a copy of the Home School Agreement and sign to acknowledge they are a school partner.

➤ [Click here to request a copy of the full policy](#)



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THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT



INSTRUMENT OF GOVERNMENT

Date Policy Authorised: March 2015

Review Date: February 2016

Governors of The Brow need to be outstanding in terms of developing the strategy of the school and in supporting and challenging leaders so that every pupil achieves the best possible outcome. The Instrument of Government is how we will achieve our aim.

We need to organise ourselves in such a manner that will best support this absolute requirement. We also need to ensure that the people who serve as Governors represent the school, the community and the pupils. Therefore we have organised the Governing Board and its membership to best meet the needs of school. We have Co-opted Governor, Staff Governor and Parent Governor positions; we also ensure we have the varied experience, training and development required for outstanding governance.

➤ [Click here to request a copy of the full policy](#)



We respect. We learn. We are happy.

THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

MINUTES AND PAPERS OF GOVERNANCE

Date Policy Authorised: February 2015

Review Date: February 2019

The Governing Board of the Brow meet at regular intervals, they meet formally either as the Full Governing Board or as one of its three formal committees. Each of the Committees has fully delegated powers and therefore makes decisions.

Each meeting has an agenda and is formally minuted; attendees, timings, decisions and actions are recorded. Governors are required to review the agenda before meeting and identify and declare any item that as an individual they may have, what is called a pecuniary interest.

Governors are required to identify items that are to be declared as confidential. The recorded minutes are printed and made available to anyone who requests to read them in school. Copies of the minutes will be made available in accordance with the Freedom of Information Policy.

➤ [Click here to request a copy of the full policy](#)



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THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

PREMISES MANAGEMENT

Date Policy Authorised: October 2012

Review Date: October 2015

We are proud and thankful for all the facilities that make up our school. The main buildings, the play areas, and other facilities are key in ensuring we deliver the very best education and experience to all who choose to come to The Brow.

There are many aspects of school premises that require safe management and maintenance such as asbestos, fire safety and statutory testing. As a community school, both the local authority and school have responsibilities for the repair and maintenance of our premises. This shared responsibility is clearly laid out in the policy.

➤ [Click here to request a copy of the full policy](#)



We respect. We learn. We are happy.

THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

REGISTER OF BUSINESS INTERESTS

Date Policy Authorised: February 2015

Review Date: February 2015

The Governing Board at The Brow is committed to the principles of probity and accountability in its duty to protect the public purse.

We take very seriously our responsibility to meet the statutory duty in ensuring that we have in place a current register of business interests for all staff and governors involved in purchasing and procurement decisions.

School will hold this register which lists for each member of the Governing Board and the Headteacher, any business interests they; or any member of their immediate family have. The register is kept up to date by any changes being declared and is formally reviewed annually

➤ [Click here to request a copy of the full policy](#)



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THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

REGISTER OF ADMISSIONS

Date Policy Authorised: September 2014

Review Date: September 2015

Governors of The Brow require a full list of all pupils who are formally registered at our school is kept and maintained up to date. This register is controlled by School designated staff, and is made available to competent authorised bodies for scrutiny.

Governors also require that pupils who are to be formally registered at our school, follow the admissions process and that a formal needs assessment be carried out for mobile pupils before starting at our school.

Also we have specified the grounds upon which a pupil's name must be deleted from the admission register.

➤ [Click here to request a copy of the full policy](#)



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THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

REGISTER OF PUPILS ATTENDANCE

Date Policy Authorised: February 2015

Review Date: February 2017

The Governing Board of The Brow fully recognise the link between attendance and performance.

Governors require school to keep an attendance register, and prescribe the particulars that must be contained in the register.

We also have prescribed when leave of absence from the school may be granted.

We have also made provision for the inspection of the registers and set out the circumstances in which returns as to the contents of the register will be made to the local education authority

➤ [Click here to request a copy of the full policy](#)



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THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

PUPIL BEHAVIOUR

Date Policy Authorised: January 2015

Review Date: January 2017

Governors provide school with clear advice and guidance which forms the base of school's Behaviour policy. The procedures are aimed at ensuring the children at our school have the most positive experience. If behaviour falls short of expectations, it is particularly important to have procedures in respect of teachers' powers to search, to use reasonable force and to discipline pupils for misbehaviour, including outside school. The policy ensures actions to be taken are fully understood by staff, pupils and parents.

Key areas of the policy:

- Screening and searching pupils (including identifying in the school rules items which are banned and which may be searched for)
- The power to use reasonable force or make other physical contact
- The power to discipline including beyond the school gate
- Pastoral care for school staff accused of misconduct
- When a multiagency assessment should be considered for pupils who display continuous disruptive behaviour

➤ [Click here to read our school behaviour policy](#)



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THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

SCHOOL INFORMATION PUBLISHED ON THE WEBSITE

Date Policy Authorised: February 2015

Review Date: February 2017

We publish on line the following information:

Details of the school's pupil premium allocation and plans to spend it in the current year; and, for the previous year, a statement of how the money was spent and the impact that it had on educational attainment of those pupils at the school in respect of whom grant funding was allocated;

Details of the school's curriculum, content and approach, by academic year and by subject (including details of GCSE options and other qualifications offered at Key Stage 4 (for secondary schools), and approach to phonic and reading schemes (for primary schools));

Details and links to the school's admission arrangements, including our selection and oversubscription criteria, published admission number and the school's process for applications through the local authority

Details of the school's policies on behaviour, charging and SEN and disability provision;

Links to the school's Ofsted reports and DfE School Performance Tables and details of the school's latest Key Stage 2 and progress measures as presented in the School Performance Tables;

A statement of the school's ethos and values

➤ [Click here to request a copy of the full policy](#)



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THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

RELATIONSHIPS EDUCATION

Date Policy Authorised: February 2015

Review Date: February 2015

Relationship education is an integral part of our personal, social and health education programme, an area which is considered important throughout our school; this includes age appropriate learning of sexual understanding.

We believe that sex and relationship education is an ongoing process, which should start in the home and continue at school. This process will happen in partnership with parents. A positive effort has and will continue to be made to inform and involve parents.

The school's programme of sex and relationship education will be embedded within the curriculum and will help children to respect themselves and others. The programme is tailored to the age and physical and emotional maturity of the children and is delivered by trained school staff and invited professionals.

➤ [Click here to request a copy of the full policy](#)



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THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

SPECIAL EDUCATION NEEDS

Date Policy Authorised: June 2013

Review Date: June 2017

Governors recognise that children have different and varying needs, school staff are well able to identify these needs, however some of these needs are more complex and may require specialist support, these are known as Special Education Needs, we aim to identify specific needs by paying attention to a child who:

- Makes little or no progress, even when teaching approaches are targeted at a child's identified area of weakness;
- Shows signs of difficulty in developing literacy or mathematics skills which result in poor attainment in some curriculum areas;
- Presents persistent social, emotional or mental health difficulties which have not been improved as a result of deploying the behaviour strategy and positive reward systems within the school;
- Has sensory or physical needs and continues to make little or no progress despite specialist resources;
- Has communication and/ or interaction difficulties and continues to make little or no progress academically and socially.

A child who is identified as having Special Education Needs will be part of a formal assessment by school



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and other specialists. Parents/carers will have a key say in the provisions and will include the voice of the child.

- [Click here to request a copy of the full policy](#)
- [Click here to read our SEN report](#)



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THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

STAFF DISCIPLINE, CONDUCT AND GRIEVANCE

Date Policy Authorised: July 2013

Review Date: July 2017

Regulations require the Governing Board establish formal procedures in setting the standards and conduct we expect of staff, and a process for staff to seek redress for any grievance relating to their work at the school, as an individual or collectively. The areas covered by this policy include as follows:

- Standards
- Personal Appearance
- Use of School Facilities and Equipment
- Fraud and Corruption
- Gifts, Hospitality and Sponsorship
- Disclosure and Use of Information
- Political Neutrality
- Undertaking Additional Outside Work
- Equality Issues
- Confidential Reporting Procedure (Whistleblowing)
- Breaches of the Code of Conduct
- [Click here to request a copy of the full policy](#)



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THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

PROCEDURES FOR DEALING WITH ALLEGATION OF ABUSE

Date Policy Authorised: September 2011

Review Date: September 2015

Governors have a clear procedure for staff and senior leaders in school to follow where it is alleged that a teacher or member of staff (including volunteers) in the school has

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

Additionally the Local Authority will be informed as soon as possible to assist with a formal investigation to identify if;

- there is a criminal case to answer
- there is a child protection concern
- The matter is to be referred back to school to consider whether disciplinary action is required.

➤ [Click here to request a copy of the full policy](#)



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THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

STAFF APPRAISAL

Date Policy Authorised: June 2011

Review Date: June 2015

This policy sets out the framework for a clear and consistent assessment of the overall performance of staff, including teachers and the Headteacher.

Governors support their development within the context of the school's plan for improving educational provision and performance, and we have set clear standards expected of teachers and staff.

We have also set out the arrangements that will apply when a teacher or any member of staff, falls below the levels of competence that is expected of them.

➤ [Click here to request a copy of the full policy](#)



We respect. We learn. We are happy.

THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

TEACHERS & STAFF PAY

Date Policy Authorised: September 2014

Review Date: September 2015

The Brow Governors, along with the Local Authority comply with the Teachers' Pay and Conditions Document (STPCD) and Support Staff Policy in terms of Teachers and Staff pay.

Decisions about teachers' pay progression are linked to performance. We have also linked our other members of staff pay to performance and responsibility.

In determining pay, along with the employer, we will ensure

- equalities responsibilities are being met, so that they do not discriminate unlawfully against individuals or groups of staff when making pay decisions
- appropriate use of evidence and reducing unnecessary bureaucracy when making appraisal and pay decisions
- pay decision appeals are managed with sensitivity and in a timely manner



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THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

- the appropriate use of allowances
- non-pay related terms and conditions are clear and understood

➤ [Click here to request a copy of the full policy](#)



We respect. We learn. We are happy.

THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

SUPPORTING PUPILS WITH MEDICAL CONDITIONS

Date Policy Authorised: September 2011

Review Date: September 2015

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance.

Parents retain the prime responsibility for their child's health and should provide the school with information about their child's medical condition.

Children should be kept at home if they are acutely unwell and in the case of contagious diseases, only return when they are no longer infectious.

Parents will be asked to provide and administer medicines to their child.

Teaching staff are not required to administer medicines to children.

The Headteacher will support members of staff who administer medicines as part of their role within school, provided they have received appropriate training and a suitable Risk Assessment is in place.

➤ [Click here to request a copy of the full policy](#)