DE LA SALLE COLLEGE

POLICIES POLICY

"SO THE LAW IS HOLY, AND THE COMMANDMENT IS HOLY AND RIGHTEOUS AND GOOD."

ROMANS 7:12

Compiled by: The Head of College	Last Reviewed: June 2023
Policy Holder: Mr D. Sharrock	Revision date: June 2024
Oversight Governor: Gregory Zambon	Verification date: Winter 2023

De La Salle College has a large number of **policies** which are intended to provide a framework that ensures consistent principles are employed to practice across the College. Policies provide current and prospective employees, governors and parents of current and prospective pupils with valuable information about the College. They are also the first port of call in order to ensure best practice and efficient operation. All staff have to sign a declaration form confirming that they have read all of the Colleges policies. The Board of Governors have direct oversight of the policies to ensure compliance. Individual governors take responsibility for particular policies (The list of these Governors and Policies is found below). Governors approve the policies and before any adjustments are enacted by the Head of College, the individual governor must give approval to changes proposed by the Policy Holder.

Supporting these policies is a large number of **procedures** which give more detail as to how these principles are to be applied to the day to day running of the College. Procedures are an important tool in ensuring that the College is run in a seamless and efficient manner so that all parties, particularly the staff, can maximise their time spent in benefitting the pupils and the College as a whole. They are also important in ensuring policies are being carried out by all members of the College community in a compliant manner. Procedures are agreed by the Head of College. They are enacted via the Executive officers and staff.

In addition there is much **attendant documentation** which is used to gather, impart or record important information pertaining to these policies and procedures.

The regular and careful update of policies, procedures and attendant documentation is vital in ensuring that all those with a vested interest in the College know what the principles are, how the College works and what the statutory requirements as laid down by the Jersey Education Department and/or UK legislation or the British Schools Oversees framework.

With this in mind De La Salle College observes the following:

- Policies are compiled by Executive officers and proposed for approval by the Board of Governors.
- Once approved by the Board of Governors, protocols and attendant documentation can be developed to ensure the policies are appropriately enacted by the Executive and staff.
- Policyholders are responsible for the annual review of their policies in accordance with their responsibilities within the College.
- Individual Governors are assigned responsibility for the oversight of particular policies by the Chair of Governors.
- Governors become familiar with the detail of the policies over which they have oversight responsibility.

- Policyholders will review all their policies, procedures and attendant documentation in June of each College year and confirm that this has been done to the Head of College's office.
- Individual Governors will review their assigned policies annually in July of each year and confirm to the Head of College's office that this has been done.
- Policy Holders who need to propose an update to their policy should do so as soon as that update is required, this can be at any point in the academic year.
- Policy Holders must ensure that the particular Governor with oversight understands the need for and approves the policy update prior to the latest iteration of the policy being sent to the Head of College's office for approval to implement and adjust protocols and associated documentation. Only policyholders can make changes to procedures
- All proposed policy updates are to be approved by the Head of College at first instance via the process outlined in appendix 1
- All policies are to be updated and approved in November annually by the Board of Governors. Those particular Governors who have policies which have been updated will explain the reasoning for their approval of these updates to the Board, considering independent consultant advice if appropriate.
- It is the responsibility of particular Governors to ensure that they attend the College through the course of the year to test that the Executive officers are implementing the particular policies over which they have oversight. All policies must be subject to an oversight test on a triannual basis. Individual Governors must inform the Head of College's office when they have verified the implementation of a particular policy and must provide to the Head of College's office the evidence that they have done this assessment to ensure validity. A record of this verification process will be kept by the Head of College's office. This record will be published annually at the November Governors' meeting.
- The Head of College's office will prompt Governors if needed to ensure that the verification schedule is adhered to.
- It is the responsibility of policyholders to ensure that their designated policies and procedures are accompanied by up-to-date and accurate attendant information where appropriate
- The Head of College's office co-ordinates all policies, procedures and attendant documents, ensuring that they are available in an accessible manner and at all times to all staff.
- The Head of College's office is responsible for ensuring that the correct and relevant policies are disseminated in a timely manner to all new staff, parents and stakeholders, including making available to parents via the website a number of key policies.

APPENDIX 1

Policy Holders (PH)

- The PH must review and make any changes to the word document policies located in T:\College Documents\Policy Compliance All Staff\Draft Policies.
- Once changes have been made, even the updating of the review date, the PH must email the particular oversight Governor to gain approval for the proposed policy adjustment.
- Once approval has been provided, the Policy Holder must email the Head of College's office (Murielle Nicolas), including a copy of the oversight Governors approval, to indicate that the policy has been updated or reviewed.

Head of College's Office (HCO)

- Will remind policy holders via email when policies require review.
- When an email has been received from a policy holder, with the email approval of the appropriate oversight Governor, they will print the draft policy with changes for the Head of the College to approve.
- Once approved by the Head of College, the HCO will, accept the changes on the word document then save the policy as a PDF in T:\College Documents\Policy Compliance All Staff\Policies-For staff reference, replacing the old file.
- The HCO will also instruct the website manager to replace the file on the college website and check that this has been done.
- The HCO will keep a database (see appendix 2) to ensure that the policies are up to date, have Governor oversight and have been verified on a triannual basis.
- The HCO will present a copy of the database to the full board of Governors for validation annually at the November meeting.

Head of College

- Will approve the changes by signing the word document provided by the HCO or send the document back for further review.
- The Head of College will instruct upon approval the HCO to alert all staff and Governors via email (or TEAMS) that there is a change to a

particular policy, asking staff to read the latest iteration of the policy and confirm that they have done so via a voting button reply. This reply will be monitored to ensure that all staff confirm that they have read the latest iteration.

APPENDIX 2- Database of Policies, Policy holders and assigned Governors with oversight.

Policy	Policy Holder	Oversight Governor	Policy review date	Date of Governor verification of Policy + Evidence given to HCO
Admissions Policy	Tim Silvester (TSR)	Kim Hewlett (KHT)	June 2024	
Alcohol Policy	David Sharrock (DSK)	Mike Cutland (MCD)	June 2024	
Appropriate Physical Intervention Policy	DSK	Greg Zambon (GZN)	June 2024	
Arrangements for Cover Policy	Mark White (MWE)	David Cahill (DCL)	January 22	
Assessment, Recording & Reporting Policy	Kevin McGinty (KMG)	Steve Meiklejohn (SMN)	June 2022	
Attendance Policy	DSK	Lisa Payn (LPN)	June 2024	
Behaviour Policy	Adam Cook (ACK)	Kim Hewlett (KHT)	July 2023	
Bereavement Policy	DSK	Nick Le Cornu (NLC)	June 2024	
Biting Policy	Gary Coutanche (GCE)	Kim Hewlett (KHT)	June 2024	
Capability Procedure Policy	Jason Turner (JTR)	Steve Meiklejohn (SMN)	June 2024	
Careers Education & Guidance Policy	Guy Parslow (GPW)	Tony Dubras (TDS)	June 2022	
Children Missing from Education Policy	DSK	Lisa Payn (LPN)	JUNE 2024	
Communications Policy	TSR	Lisa Payn (LPN)	JUNE 2023	
Concerns & Complaints Policy	JTR	David Cahill (DCL)	June 2024	
Confidentiality Policy	Simon Barrett (SBT)	Mike Cutland (MCD)	July 2021	
Counter Bullying Policy	ACK	Greg Zambon (GZN)	July 2021	
Crisis Management Policy	JTR	David Cahill (DCL)	June 2024	
Curriculum Policy	KMG	Steve Meiklejohn (SMN)	June 2022	
Data Handling Policy	Dan Washington (DWN)	Lisa Payn (LPN)	July 2021	
Disciplinary Policy (Students)	JTR	Mike Cutland (MCD)	June 2024	
Data Processing and information agreement (DPIA) Policy	DWN	Tracey Townsend (TTD)	June 2022	
Drugs Policy	DSK	Tony Dubras (TDS)	June 2024	

Policy	Policy Holder	Oversight Governor	Policy review date	Date of Governor verification of Policy + Evidence given to HCO
E-Safety Policy for Mobile Devices	Marc Le Moignon (MLM)	Tracey Townsend (TTD)	February 22	
E-Safety Policy	Marc Le Moignon (MLM)	Tracey Townsend (TTD)	January 23	
Educational Visits Policy	DSK	Tony Dubras (TDS)	June 2024	
E-safety for Electronic Devices	Marc Le Moignon (MLM)	Tracey Townsend (TTD)	June 2021	
English as an Additional Language Policy	Nina Jones (NJS)	Leesa Sale (LSE)	June 2024	
Equal opportunities Policy	JTR	Mike Cutland (MCD)	June 2024	
Exam Appeals Policy	MWE	Nigel Sweeny (NSY)	January 23	
Exam Contingency Policy	MWE	Nigel Sweeny (NSY)	January 22	
Exam Lateness Policy	MWE	Nigel Sweeny (NSY)	July 2024	
Exam Malpractice Policy	MWE	Nigel Sweeny (NSY)	January 24	
Exposure to Sun Policy	Andrew Woodward (AWD)	Leesa Sale (LSE)	January 22	
External Exam Policy	MWE	Nigel Sweeny (NSY)	January 24	
Fair Processing Policy	DWN	Tracey Townsend (TTD)	October 21	
Financial Management Policy	JTR	Greg Zambon (GZN)	June 2024	
First Aid Policy	DSK	Leesa Sale (LSE)	June 2024	
Flexible Working Policy	JTR	Greg Zambon (GZN)	June 2024	
Gifted & Talented Policy	HHT	Kim Hewlett (KHT)	December 23	
Grievance Policy	JTR	Steve Meiklejohn (SMN)	June 2024	
Health & Safety Policy	DSK	Nigel Sweeny (NSY)	January 23	
Homework Policy	KMG	Lisa Payn (LPN)	June 2021	
Induction Policy	TTD	Leesa Sale (LSE)	June 2024	
Intimate Care Policy	GCE	Kim Hewlett (KHT)	June 2023	
Leave Policy	JTR	Nick Le Cornu (NLC)	June 2024	
Lockdown Policy	DSK	Tony Dubras (TDS)	June 2024	
Mental Health & Wellbeing Policy	DSK	Kim Hewlett (KHT)	June 2024	
Parental Leave Policy	JTR	Greg Zambon (GZN)	June 2024	

Policy	Policy Holder	Oversight Governor	Policy review date	Date of Governor verification of Policy + Evidence given to HCO
PHSE & RSE Policy	MWE	Nick Le Cornu (NLC)	June 2023	
Policies Policy	DSK	Greg Zambon (GZN)	June 2024	Winter 2023
Presentation and Display Policy	TSR	Tony Dubras (TDS)	June 2024	
Preventing Extremism & Radicalisation Policy	DSK	Mike Cutland (MCD)	June 2024	
Privacy Policy	DWN	Tracey Townsend (TTD)	January 22	
Public Examination Invigilation Policy	MWE	Nigel Sweeny (NSY)	January 22	
Record Keeping Policy	Andrew Videgrain (AVN)	Greg Zambon (GZN)	June 2024	
Recruitment and Employment of Ex Offenders Policy	JTR	Mike Cutland (MCD)	June 2024	
Recruitment of Ex-Offenders Overview Policy	JTR	Mike Cutland (MCD)	June 2024	
Review, Retention and Disposal of Sensitive Information Policy	DWN	Nick Le Cornu (NLC)	June 2022	
Safer Recruitment in Education Policy and Procedures Policy	DSK	Leesa Sale (LSE)	June 2024	
Safeguarding Policy	DSK	Greg Zambon (GZN)	June 2024	
Self-Harm Policy	DSK	Leesa Sale (LSE)	June 2024	
Social Media Policy	TSR	Lisa Payn (LPN)	June 2024	
Social, Moral, Spiritual & Cultural Policy	MWE	Nick Le Cornu (NLC)	June 2024	
Special Educational Needs Policy	NJS	Tracey Townsend (TTD)	June 2024	
Staff bullying and Harassment Policy	JTR	Steve Meiklejohn (SMN)	June 2024	
Staff Disciplinary Procedures	JTR	Steve Meiklejohn (SMN)	June 2024	
Staff Responsibilities for GCSE Coursework	MWE	Nigel Sweeny (NSY)	January 21	
Student Supervision Policy	MWE	David Cahill (DCL)	March 2022	
Study Leave Policy	KMG	David Cahill (DCL)	January 2024	
Teacher Mentoring Policy	KMG	David Cahill (DCL)	January 2024	
Transition Policy	GCE	Lisa Payn (LPN)	June 2023	
Transport Policy	AWD	Tony Dubras (TDS)	January 2022	

Policy	Policy Holder	Oversight Governor	Policy review date	Date of Governor verification of Policy + Evidence given to HCO
Visitors, Guests and Parental Enquiries Policy	DSK	Tony Dubras (TDS)	June 2023	
Whistleblowing Policy	SBT	Steve Meiklejohn (SMN)	April 2023	
Work Experience Policy	Guy Parslow (GPW)	Tony Dubras (TDS)	June 2022	