Policy Guidance

Tier 1 Policies: BAT and BE Wide Policies

Tier 1 policies are centrally held policies relating to statutory Education policies (in line with Department for Education (DfE) guidelines), Governance, People Services, Finance, Operations and IT/GDPR. These policies are directly owned by BAT and BE. Tier 1 policies are created by the Brunel Central Services Team but adopted and reviewed by the BAT and BE Boards / Board Committees. HoPs are responsible for implementing and adhering to Tier 1 Polices and are held to account by the Chief Education Officer and the LGC.

The following Tier 1 Policies have been defined for each organisation (BAT and BE) and approved by the respective boards/committees:

BAT Tier 1 Policies					
Education	**Governance**	**Finance**	**People**	**Operations**	**IT & GDPR**
• Attendance *(Provision template)* • Antibullying • Behaviour *(Provision template)* • Careers Provider Access Policy *(Provision template under development)* • *Mobile Phone (Provision template)* • Suspension & Exclusion *(Provision template)* • Support for Pupils with Medical Needs • Safeguarding and Child Protection *(Provision template)* ***Please note:*** *Education policies can be found on the relevant Provision websites.*	• Complaints • Conflict of interest • New Education Provision Induction • Trustee/Governor Reasonable Expenses • Whistleblowing	• Anti-Fraud, Corruption and Bribery • Charge Card • Charging & Remissions • Employer Discretions • Financial Regulations • Gifts and Hospitality • Investment • Procurement & Competitive Tendering • Reserves • Travel and Expenses	• Alcohol and Substance Misuse • Appeal • Capability • Code of Conduct • Employee CPD • Dependency Leave • Disciplinary • Disclosure and Barring Service (DBS) • Domestic Abuse • Employee Induction • Equality, Diversity and Inclusion • Executive Pay *(under development* • Family Friendly Maternity, Paternity and Adoption • Flexible Working • Hybrid Working • Leave of Absence • Managing Allegations • Menopause • Pay • Referencing • Probationary • Resolution (Grievance) • Safer Recruitment • Sexual Harassment • Supporting your Attendance • Volunteer *(under review)* • Wellbeing	• Adverse Weather • Asbestos Management • Bomb Threat and Evacuation • Business Continuity Plan • Contractor - Code of Conduct • COSHH • Driving at Work & Vehicle Safety • Environmental & Sustainability • Fire Prevention • First Aid Response and Reporting • Head Injury: Assessment and Early Management • Health and Safety • Infection Prevention and Control • Legionella • Lettings • Lifting Equipment • Lone Working • Managing Nuts and Other Food Allergies • Premises Management • Project Management • Risk Management • School Condition Allocation 25-27 • Security • Visitor Management	• Acceptable Use - Employee • Acceptable Use - Student • CCTV and Code of Conduct • Cyber Response Plan • Data Breach • Data Protection • Data Retention • Display Screen Equipment • Filtering and Monitoring • Freedom of Information • GDPR • Information Security • Mobile Phone - Staff • Personal Equipment and BYOD • Records Management • Social Media

BE Tier 1 Policies					
Education	**Governance**	**Finance**	**People**	**Operations**	**IT & GDPR**
• Attendance *(Provision template)* • Antibullying • Behaviour *(Provision template)* • Careers Provider Access Policy *(Provision template under development)* • *Mobile Phone (Provision template)* • Suspension & Exclusion *(Provision template)* • Support for Pupils with Medical Needs • Safeguarding and Child Protection *(Provision template)* ***Please note**: Education policies can be found on the relevant Provision websites.*	• Complaints • Conflict of interest • Trustee/Governor Reasonable Expenses • Whistleblowing	• Anti-Fraud, Corruption and Bribery • Charge Card • Charging & Remissions • Employer Discretions • Financial Regulations • Gifts and Hospitality • Investment • Procurement & Competitive Tendering • Reserves • Travel and Expenses	• Alcohol and Substance Misuse • Appeal • Capability • Code of Conduct • Employee CPD • Dependency Leave • Disciplinary • Disclosure and Barring Service (DBS) • Domestic Abuse • Employee Induction • Equality, Diversity and Inclusion • Executive Pay *(under development)* • Family Friendly Maternity, Paternity and Adoption • Flexible Working • Hybrid Working • Leave of Absence • Managing Allegations • Menopause • Pay • Referencing • Probationary • Resolution (Grievance) • Safer Recruitment • Sexual Harassment • Supporting your Attendance • Volunteer *(under review)* • Wellbeing	• Adverse Weather • Asbestos Management • Bomb Threat and Evacuation • Business Continuity Plan • Contractor - Code of Conduct • COSHH • Driving at Work & Vehicle Safety • Environmental & Sustainability • Fire Prevention • First Aid Response and Reporting • Head Injury: Assessment and Early Management • Health and Safety • Infection Prevention and Control • Legionella • Lettings • Lifting Equipment • Lone Working • Managing Nuts and Other Food Allergies • Premises Management • Project Management • Risk Management • School Condition Allocation 25-27 • Security • Visitor Management	• Acceptable Use - Employee • Acceptable Use - Student • CCTV and Code of Conduct • Cyber Response Plan • Data Breach • Data Protection • Data Retention • Display Screen Equipment • Filtering and Monitoring • Freedom of Information • GDPR • Information Security • Mobile Phone - Staff • Personal Equipment and BYOD • Records Management • Social Media

Tier 2 Policies: BAT/BE Template Policies

Tier 2 Policy Templates are created by the Directors of Education (DoEs) / ELT and approved by the Standards Committee. All Tier 2 policies use a common format, any new Tier 2 Policies, or where there are significant changes to a Tier 2 policy, will be approved by the BAT Standards Committee. It is the responsibility of the HoP to populate the template which then is reviewed and ratified by the Education Improvement Team (EIT) Link Professional. LGCs are required to confirm that they have read and understood all Tier 2 Policies and will hold the HoPs to account for implementing them.

These policies listed below are required across all our Provisions:

- Risk Assessment / Site Management RA
- PSHE and RSE
- Admissions *(Mainstream Primary Only)*
- SEND Policy
- SEND Info Report
- Exams
- Careers (*Secondary Only*)
- Work Experience (Students, *Secondary Only*)

BAT and BE Statements of Intent

The following statements of intent are available on the BAT/BE website. Some statements are stand-alone and cover all organisations within the BAT and BE and others are under-pinned by polices held in Provision*.

Safeguarding Statement*
Admissions Statement
Antibullying Statement
Equality and Diversity Statement*
Careers Provider Access Policy Statement (secondary only)
Privacy Notice (also required on all Provision websites) (Under GDPR)

Policy Review

All policies must be dated.

Policies are approved by the delegated Committee as set out in the Scheme of Delegation and are adopted by the BAT and BE Boards. Policies will be reviewed every 1 or 2 years or earlier if there are any changes to legislation.

Tier 1 Policies are accessible either directly on the Brunel Website under Key Information or via a link on each of the Provision websites. Tier 2 Policies are available on the Provision websites and reviewed every 1 or 2 years or earlier if there are any changes to legislation.