

Policy Procedures – school requirements



This document accompanies the main policy to inform specific details that are required per individual school.

Policies connected to this document	
Freedom of Information	Supporting Pupils with Medical Needs
Privacy Notices	Educational Visits/Trips Policy
Health and Safety Policy	Emergency Plan

School	Shelley First School
Date updated	October 2025
Responsibility	Liz McLoughlin
Next Review	September 2026

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Freedom of information

Information	How the information can be obtained	Cost
Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)		
Who's who in the school	Website: Staff Shelley First School Trust Website: https://www.themast.co.uk/about-us Hard copy: available upon request - contact school	Free Will be advised on request
Who's who on the governing body and the basis of their appointment	Website: Governors Shelley First School Trust Website: https://www.themast.co.uk/governance/governance-structure Hard copy: available upon request - contact school	Free Will be advised on request
Articles of Association	Website: https://www.themast.co.uk/governance/legal-documents Hard copy: available upon request – contact the Trust	Free Will be advised on request
Contact details for the Head teacher and for the governing body, via the school(named contacts where possible).	Website: Contact Us Shelley First School Trust Website: https://www.themast.co.uk/contact Hard copy: available upon request - contact school	Free Will be advised on request
Staffing structure	Website: Staff Shelley First School Hard copy: available upon request - contact school	Free Will be advised on request
School session times and term dates	Website: Prospectus Shelley First School Term Dates Shelley First School Hard copy: available upon request - contact school	Free Will be advised on request

Address of school and contact details, including email address	Website: Contact Us Shelley First School Trust Website: https://www.themast.co.uk/contact Hard copy: available upon request - contact school	Free Will be advised on request
Class two: what we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) (current and previous financial year, as a minimum)		
Annual budget plan and financial statements	Hard copy: available upon request - contact school	Will be advised on request
Capital funding	Hard copy: available upon request - contact school	Will be advised on request
Financial audit reports	Hard copy: available upon request - contact school	Will be advised on request
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy: available upon request - contact school	Will be advised on request
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese)	Hard copy: available upon request - contact school	Will be advised on request
Pay policy	Hard copy: available upon request - contact school	Will be advised on request
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	Hard copy: available upon request - contact school	Will be advised on request
Staffing, pay and grading structure. As a	Hard copy: available upon request - contact school	Will be advised on request

proposals for and any consultation on the future of the school, such as a change in status		
Safeguarding and child protection	Website: https://www.shelleyfirstschool.co.uk/safeguarding/safeguarding-1 Hard copy: available upon request - contact school	Free Will be advised on request
Class four: how we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)		
Admissions policy/ decisions (not individual admission decisions)	Website: https://www.themast.co.uk/policies Hard copy: available upon request - contact school	Free Will be advised on request
Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	Website: Governors Shelley First School – not currently on website but available on request Trust Website: https://www.themast.co.uk/governance/minutes-of-meetings Hard copy: available upon request - contact school	Free Will be advised on request
Class five: our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) (current information only; as a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests)		
Records management and personal data policies, including: • information security policies • records retention, destruction and archive policies • data protection (including	Website: https://www.shelleyfirstschool.co.uk/our-children/policies-1 Trust Website: https://www.themast.co.uk/policies Hard copy: available upon request - contact school	Free Will be advised on request

information sharing policies)		
Charging regimes and policies <i>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see 'How to complete the Guide to information').</i>	Website: https://www.shelleyfirstschool.co.uk/our-children/policies-1 Trust Website: https://www.themast.co.uk/policies Hard copy: available upon request - contact school	Free Will be advised on request
Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)		
Curriculum circulars and statutory instruments	Website: Policies Shelley First School Website: Class Droplets Shelley First School https://shelleyfirstschool.co.uk/welcome/classes/class-classname Hard copy: available upon request - contact school	Free Will be advised on request
Disclosure logs	Inspection only - contact school	Will be advised on request
Asset register	Inspection only - contact school	Will be advised on request
Any information the school is currently legally required to hold in publicly available registers	Inspection only - contact school	Will be advised on request
Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)		
Extra-curricular activities	Website: https://www.shelleyfirstschool.co.uk/our-children/extra-curricular	Free

	Hard copy: available upon request - contact school	Will be advised on request
Out of school clubs	Website: https://www.shelleyfirstschool.co.uk/our-children/extra-curricular	Free
	Hard copy: available upon request - contact school	Will be advised on request
Services for which the school is entitled to recover a fee, together with those fees	Website: https://www.shelleyfirstschool.co.uk/our-children/policies-1 Trust Website: https://www.themast.co.uk/policies	Free
	Hard copy: available upon request - contact school	Will be advised on request
School publications, leaflets, books and newsletters	Website: https://www.shelleyfirstschool.co.uk/	Free
	Hard copy: available upon request - contact school	Will be advised on request

Type of charge	Description	Basis of charge	Charge
Disbursement costs	Photocopying/ printing @ pence per sheet (black and white)	Actual cost^	Will be advised on request
	Photocopying/ printing @ pence per sheet (colour)	Actual cost^	Will be advised on request
	Postage	Actual cost of Royal Mail standard 2 nd class	Will be advised on request
Statutory Fee	In accordance with the relevant legislation		not applicable

^the actual cost incurred by the school/trust

Privacy Notices

Section	Required	Detail
4 Workforce Visitors and contractors; Governors and Trustees	Storing workforce information – linked with Data Protection Policy section x	Policies The Mast Multi Academy Trust Data Protection Policy
5 Pupils	Storing pupil data– linked with Data Protection Policy section x	Policies The Mast Multi Academy Trust Data Protection Policy

Health and Safety Policy

As noted throughout health and Safety policy [H&S policy](#).

Action	Responsible Body	Responsible Person	People with delegated responsibility
Daily Visual H&S Inspections	School	Headteacher	SLT
Workplace / Premises Inspections	Trust	Trust Site Manager	SLT/Site team
Risk Assessments	Determined in Risk Assessment Schedule	Head Teacher / Trust Site Manager	SLT
Training Development	Trust	Trust Operations Officer	Head teacher
Training Implementation	School	Headteacher	SLT
Accident Reporting in School	School	Headteacher	Office staff
Accident Investigation	School	Headteacher	Head teacher
Accident Trend Spotting	School	Headteacher	Head teacher
Accident Reporting to Trust	School	Headteacher	Head teacher
Wellbeing	School	Headteacher	Trust HR/HT
Co-ordination of Contractors	School / Trust	Head Teacher / Trust Site Manager	SLT/ Office
Permission to work	Trust	Trust Site Manager	Head teacher
Hot work permits	Trust	Trust Site Manager	Head teacher
Asbestos Risk Assessment	Trust	Trust Site Manager	Head teacher
Asbestos PAMP file completion	Trust	Trust Site Manager	Head teacher

Fire Risk Assessment (Annual)	Trust	Trust Site Manager	Head teacher
Fire Safety: Drills	School	Headteacher	SLT/ Office
Fire Wardens	School	Headteacher	SLT/ Office
Fire Checks: Firefighting equipment	External Contractor	Trust Site Manager	-
Fire Checks: Fire Prevention	External Contractor	Trust Site Manager	-
Emergency Plan Review	School	Headteacher	SLT
Emergency Plan Drills	School	Headteacher	SLT
Legionella Maintenance Plan	External Contractor	Trust Site Manager	-
Legionella Actions Required	School	Headteacher	SLT
Electricity PPM	External Contractor	Trust Site Manager	-
Gas PPM	External Contractor	Trust Site Manager	-
COSHH Data Sheets - Site	Trust	Trust Site Manager	-
COSHH Data Sheets - Curriculum	School	Headteacher	SLT
First Aiders in School	School	Headteacher	OD/JD/LH/KW/JaR
First Aid Training	School	Headteacher	Office
First Aid Risk Assessment	Trust	Trust Site Manager	Head teacher
New and Expectant Mother RAs	School	Headteacher	SLT
PEEPs	School	Headteacher	SLT

Supporting Pupils with medical needs

Section	Required	Detail
3,6,9	Responsible staff member	Head teacher
6	Staff member responsible for IHPs/Medical IEPs for pupils with medical conditions	SLT
11	Schools approach to liability and indemnity	SLT
	School insurance details	RPA -

Educational Trips and Visits Policy

Section	Required	Detail
5	Named governor overseeing the policy	Julia Moorhouse
5, 6, 9, 10	Named of Assigned Senior Leader	Liz McLoughlin
5	Named Educational visit co-ordinator	Liz McLoughlin/Abi Westerman

Emergency Plan

This document is secure to the school and is not shared with the wider public to comply with GDPR.

Business Continuity and Disaster Recovery Policy

Section	Required	Detail
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