

Three Counties Academy Trust



MAT Fire Safety Policy

#HS11

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Common abbreviations and acronyms

AA	Admissions Authority	GPA	Government Procurement Arrangement
AAI	Adrenaline Auto-Injector (Epi Pen)	HASH	Herefordshire Association of Secondary Heads
ACM	Asbestos Containing Materials	HBV	Honour Based Violence
AFH	Academies Financial Handbook	HR	Human Resources
AHT	Assistant Headteacher	H&S	Health and Safety
AIR	Attendance Intervention Reviews	HoS	Head of School
APIs	Application Programme Interfaces	HSE	Health and Safety Executive
BAME	Black, Asian and Minority Ethnic Backgrounds	ICO	Information Commissioners Office
BCP	Business Continuity Plan	IHP	Individual Healthcare Plan
BFR	Budget Forecast Return	IRMS	Information and Records Management Society
CAMHS	Child and Adolescent Mental Health Services	IWF	Internet Watch Foundation
CEO	Chief Executive Officer	KCSIE	Keeping Children Safe in Education
CFO	Chief Financial Officer	KS1/2/3/4	Key Stage 1/2/3/4
CIF	Condition Improvement Fund	LAC	Looked After Child
CIN	Child in Need	LADO	Local Authority Designated Officer
CLA	Children Looked After	LGB	Local Governing Body
CMIE	Child Missing in Education	LLC	Low-Level Concerns

COO	Chief Operating Officer	LSA	Learning Support Assistants
COSHH	Control and Substances Hazardous to Health	MASH	Multi-Agency Safeguarding Hub
CP	Child Protection	MAT	Multi-Academy Trust
CPD	Continuing Professional Development	MFA	Multi-Factor Authentication
CSCS	Children's Social Care Services	MFL	Modern Foreign Language
CSE	Child Sexual Exploitation	NCSC's	National Cyber Security Centres
CTIRU	Counter-Terrorism Internet Referral Unit	NPQEL	National Professional Qualification in Executive Leadership
CWD	Children with Disabilities	PA	Persistent Absence
DBS	Disclosure and Barring Service	PAN	Published Admission Number
DDSL	Deputy Designated Safeguarding Lead	PECR	Privacy and Electronic Communications Regulations
DfE	Department for Education	PEP	Personal Education Plan
DHT	Deputy Headteacher	PEEP	Personal Emergency Evacuation Plan
DSE	Display Screen Equipment	PEx	Permanent Exclusion
DSL	Designated Safeguarding Lead	PLAC	Previously Looked After Child
DPO	Data Protection Officer	PP	Pupil Premium
EAL	English as an Additional Language	PSHE	Personal, Social and Health Education
ECT	Early Career Teacher	PSED	Public Sector Equality Duty

EHA	Early Help Assessment	PTFA	Parent, Teacher and Friends Association
EHCNA	Education, Health and Care Needs Assessment	RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
EHCP	Education, Health and Care Plan	RHE	Relationships and Health Education
EHE	Elective Home Education	RSHE	Relationships, Sex and Health Education
ELSA	Emotional, Literacy and Support Assistant	SALT	Speech and Language Therapist
ESFA	Education and Skills Funding Agency	SARC	Sexual Assault Referral Centre
EVC	Educational Visit Coordinator	SBM	School Business Manager
EWO	Education Welfare and Safeguarding Support Officer	SCCs	Standard Contractual Clauses
EYFS	Early Years Foundation Stage	SDQ	Strengths and Difficulties Questionnaire
FBV	Fundamental British Values	SEMH	Social, Emotional, and Mental Health
FGM	Female Genital Mutilation	SENC	Special Educational Needs Coordinator
FOI	Freedom of Information	SEND	Special Educational Needs and Disabilities
FSM	Free School Meals	SLA's	Service Level Agreements
FTS	Find a Tender Service	STEM	Science, Technology, Engineering and Maths
GAG	General Annual Grant	TA	Teaching Assistant
GDPR	General Data Protection Regulation	TCAT	Three Counties Academy Trust
GIAS	Get Information about Schools	VSH	Virtual School Headteacher

Statement of intent

Three Counties Academy Trust (TCAT) is committed to protecting and preserving the health and safety of all our pupils, staff and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our pupils, training our staff, and ensuring TCAT's fire safety measures are checked regularly and in full working order.

In the event that a fire breaks out, we have put in place procedures to ensure all risk is minimised and the trust's premises can be evacuated quickly.

The Trust Board is responsible for overseeing the review of this policy, as well as other relevant fire safety information, e.g. risk assessments and evacuation procedures.

As a trust, we acknowledge our duty under the Regulatory Reform (Fire Safety) Order 2005 to take all necessary steps, as far as is reasonably practicable, to ensure the safety of all pupils, staff, volunteers and visitors in the trust from the dangers of fire. The procedures in this policy apply to all staff and pupils of TCAT, as well as all visitors, guests, lettings and contractors present – there are no exceptions. All the foregoing will take part in evacuation and/or invacuation procedures, whether implemented during a drill, real incident or false alarm.

NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- The Regulatory Reform (Fire Safety) Order 2005
- Department for Communities and Local Government (2006) 'Fire safety risk assessment: educational premises'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'Good estate management for schools'

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies and documents:

- Bomb Threat Templates
- Evacuation Procedures
- Personal Emergency Evacuation Plans (PEEPs)
- Fire Safety Risk Assessments
- Fire Safety Training Plans
- Health and Safety Policy (HS1)
- Invacuation, Lockdown and Evacuation Policy (SG33)

Central TCAT policies have the policy number identified, e.g. "SG1". Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school's website.

2. Roles and responsibilities

The Trust Board will be responsible for:

- Ensure personal and whole-trust familiarity with the requirements of the appropriate legislation and codes of practice
- Create and monitor a management structure responsible for health and safety in the trust, including, but not limited to, fire safety
- Ensure there is a detailed and enforceable policy for fire safety, and that the policy is implemented by all
- Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring

The Trust Board will provide:

- A safe place for all users of the trust's premises, including staff, pupils and visitors
- Safe means of entry and exit for all site users
- Equipment, grounds and systems of work which are safe
- Safe arrangements for the handling, storage and transportation of any articles and substances
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance
- Supervision, training and instruction, so that all staff can perform their duties in a healthy and safe manner
- Protective equipment and clothing, where necessary, alongside any necessary guidance and instruction
- Adequate funds to ensure the training of the fire safety officer and all other staff

The Executive Headteacher/CEO will be responsible for:

- Employing or designating a Fire Safety Officer to be responsible for the day-to-day implementation of this policy
- Working with the Fire Safety Officer to review and amend this policy

Headteachers/Heads of School will be responsible for:

- Overseeing the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors within their individual schools
- Taking reasonably practicable steps to ensure this policy is implemented by all members of staff within their school

- Taking steps to ensure all their members of staff, pupils and visitors are familiar with this policy
- Working with the Fire Safety Officer to review this policy
- Identifying risks relating to possible accidents and injuries at their school, and making reasonable adjustments and suggestions to prevent them occurring

The Fire Safety Officer will:

- Take responsibility for all TCAT fire safety matters on all TCAT premises, in collaboration with the Executive Headteacher/CEO, the Chief Finance Officer and Headteachers/Heads of School
- Coordinate the implementation of all fire safety measures across all sites, ensure staff and pupil training takes place, and monitor the standard of the fire detection and protection equipment across the TCAT estate
- In conjunction with the Deputy Fire Safety Officer at each TCAT site, ensure that regular fire evacuation drills are undertaken so that staff members, pupils and visitors know what to do in the event of a fire
- Review relevant and updated legislation to ensure TCAT and our schools are working within the parameters of the law and as safely as possible
- Ensure new and existing staff members undertake training sessions at least once per year, in line with the Fire Safety Training Plan
- Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the Trust Board and Local Governing Bodies
- Review and, if necessary, update the Fire Safety Training Plan and other relevant procedures once per year
- Conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires
- Draw up a plan of each premises, including the locations of all fire extinguishers, hosepipes and fire exits
- Work with the Headteacher/Head of School and SENCOs to create an individual Personal Emergency Evacuation Plan (PEEP) for each person who will require assistance during fire drills
- Work with the Headteacher/Head of School to nominate an on-site Deputy Fire Safety Officer to deputise in their absence or whilst awaiting their arrival on site
- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal operational hours, or by third party organisations
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity

All staff members will be responsible for:

- Cooperate with their colleagues, the Fire Safety Officer (or in their absence the appointed Deputy Fire Safety Officer for their school), and their Headteacher/Head of School on all fire safety matters
- Carry out their work in accordance with fire safety training and instructions
- Inform the Fire Safety Officer of any work situation representing serious and immediate danger, so that remedial action can be taken
- Familiarise themselves with all their responsibilities as set out in this policy, and aspects of their work relating to potential fire hazards
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, pupils and visitors
- Ensure that all staff, pupils and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place
- Ensure all equipment is in good working order and safe to use, including adequate fire safety guards. Staff will not use such equipment improperly
- Use the correct equipment and tools for their work and any protective clothing supplied
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate
- Report any defects in equipment or facilities to the Fire Safety Officer, the on-site Deputy Fire Safety Officer or their Headteacher/Head of School
- Exercise good standards of housekeeping and cleanliness

Instructions for pupils, volunteers, visitors, and staff members who are not trained fire marshals

If you discover a fire, do not attempt to tackle the fire. Activate the alarm by means of the nearest alarm call point and leave the building following the procedure below:

- When you hear the fire alarm, follow the exit signs and leave the building by the nearest safe exit
- Assemble at the assembly point, which have been clearly communicated for each TCAT school to the Headteacher/Head of School and the on-site Deputy Fire Safety Officer
- Do not delay in leaving the building
- Stay at the assembly point – do not move around the site unless instructed
- Remain silent at the assembly point
- Await further instruction

- Do not return to a building until told it is safe to do so – the alarm no longer sounding is not the ‘all clear’ signal

3. Risk assessments and checklists

The Trust Board, in cooperation with the Executive Headteacher/CEO, the Chief Finance Officer and the Trust Estate Manager who acts as the Fire Safety Officer for TCAT, will ensure all fire-related hazards are identified and risk assessments are completed for all TCAT buildings, in accordance with the Department for Communities and Local Government’s ‘Fire safety risk assessment: educational premises’ guidance.

Termly assessments of high-risk areas across the trust, such as kitchens, will be undertaken. Annual risk assessments will be conducted for all other lower-risk areas. The fire risk assessments will be reviewed by the Fire Safety Officer in each school and will be amended after:

- Any structural changes, e.g. alterations to the layout of the trust’s premises or refurbishment, have taken place
- Any change to the use of grounds within the trust which may affect the risk rating
- Any change to work processes or equipment which may introduce new fire hazards
- Any change to the number of people using TCAT premises to ensure that fire escapes and fire assembly points can accommodate the numbers safely

Risk assessments will be used to ensure that the premises and facilities are maintained to a standard that ensures the health, safety and welfare of pupils, staff and visitors.

The Fire Safety Officer on behalf of TCAT, will maintain a Fire Safety Risk Assessment for all premises under our control and will include the procedures that are in place to:

- Reduce the likelihood of fire
- Maintain fire detection and alarm systems
- Familiarise staff and pupils with emergency evacuation procedures

The Fire Safety Risk Assessment for each school will be regularly reviewed and updated, particularly in circumstances where there is reason to suspect it is no longer valid or where significant changes to the premises take place.

The Fire Safety Officer will have the appropriate qualifications and experience required to competently carry out the Fire Safety Risk Assessment.

4. Preventative measures

The Fire Safety Officer will inspect the premises fire prevention measures regularly to ensure TCAT is achieving maximum fire safety.

Fire hazards, such as hot surfaces, naked flames, electrical equipment and flammable liquids, will be identified by the Fire Safety Officer within each school and measures will be put in place to ensure these risks are mitigated and controlled.

Stocks of flammable liquids, materials and gases will be kept to a minimum and, where possible, outside and under appropriate secure and locked means, to ensure the risk of fires can be mitigated. If storing materials outside is not viable or possible, they will be kept locked in secure cupboards, away from pupils. Flammable liquids, materials and gases will be kept separate from each other in storage and stored properly in suitable containers or cages.

All curtains, upholstered furniture and other soft furnishings used across TCAT will be fire retardant or will be treated to ensure their safety.

The Fire Safety Officer will ensure that regular checks are carried out on the following in each TCAT school:

- Fire doors
- Extinguishers
- Fire blankets
- Hose reels
- Fixed systems, e.g. sprinkler systems
- Facilities for the fire service, including:
 - Dry risers
 - Access for emergency vehicles
 - Emergency switches for installations
 - Firefighting lifts
 - Information in respect of the premises and its contents
- Emergency lighting
- Signage and exit routes
- Lightning protection

Good housekeeping

The risk of fire can be greatly reduced by a regime of good housekeeping within the workplace, and the need for good housekeeping cannot be overemphasised; if good housekeeping is not maintained, the risk of fire spreading is vastly increased. TCAT recognises the importance of good housekeeping, including not obstructing fire routes, fire doors and general tidiness. Pupils will also be made aware of the importance of good housekeeping.

TCAT's housekeeping rules will include:

- No smoking anywhere within any of the buildings across the TCAT estate
- Spillages will be cleaned up as soon as possible
- Rubbish will be cleared away and will not be left in fire routes or against the building fabric
- Flammable waste and contaminated rags will be kept in separate metal bins with close fitting metal lids

Provision and maintenance of emergency routes and exits

As part of TCAT's regular fire safety inspection, the Fire Safety Officer will ensure that:

- All fire escape routes are clear of obstruction
- Emergency routes and exits lead as directly as possible to a place of safety
- Emergency routes and exits are identified by suitable fire signs
- Emergency fire doors open in the direction of escape wherever possible and are unobstructed
- Emergency fire doors are not locked, and can be easily and immediately opened by any person who may need to use them in an emergency
- Emergency fire escape routes and exits are provided with emergency lighting, of adequate intensity in case of failure of their normal lighting
- No items are stored under stairways

All fire doors will be regularly checked by a competent person to ensure that they remain in efficient working order. A record will be kept of any maintenance.

The inspection of fire doors will check that:

- Self-closing devices operate properly
- Hold-open devices release when the fire alarm operates
- Glazed panels are intact and undamaged
- Warning signs are in place, e.g. 'fire door keep closed'
- Doors open and close freely and are not damaged
- There is no distortion or warping of the door or frame
- Intumescent strips and smoke seals are in place and not damaged
- Hinges and locks are properly lubricated
- Fire doors are not propped open

5. Educating pupils

At least one PSHE lesson, per year group, per academic year will be dedicated to fire safety and mitigating the risk of a fire. The Fire Safety Officer or their on-site Deputy for each TCAT school, will invite the local fire service to perform a presentation to pupils once per year.

Pupils across TCAT will be reminded to remain vigilant to fire and fire hazards, including flammable materials, during fire drills and other times where there is a heightened risk of fire, e.g. cooking lessons and science experiments.

6. Measures for disabled people

The Executive Headteacher/CEO, the Chief Finance Officer, the Fire Safety Officer and Headteachers/Heads of School across TCAT will be notified of anyone who may be unable to evacuate the premises unassisted – this person will be subject to a Personal Emergency Evacuation Plan (PEEP), created by the Fire Safety Officer, Headteacher/Head of School and the SENCO.

To avoid serious injury, extra measures, such as editing timetables and moving classes, will be taken to ensure disabled pupils, members of staff or visitors do not attend lessons up flights of stairs, unless reasonable provisions, e.g. lifts, are in place.

TCAT staff will be taught to modify evacuation routes for people with disabilities as part of their training.

Refuge areas as identified by the Fire Safety Officer, are located around buildings within the trust; in the event of a fire, and if there is no alternative escape route, people with physical disabilities will go to the nearest refuge area with a member of staff and wait for assistance to evacuate. Visitors, pupils and staff with disabilities will be informed of the location of the site's refuge areas on their arrival at the school.

Visual alarms, such as flashing lights and beacons, will be placed in all corridors throughout TCAT's buildings to ensure those with hearing difficulties are aware should a fire break out.

7. Cooking facilities

To ensure potential fire hazards are mitigated whilst cooking, as part of the curriculum and in the canteens across TCAT, extra measures will be taken to ensure the safety of staff members, pupils, visitors and contractors.

TCAT canteens will be thoroughly cleaned at the end of each day by each school's cleaning team or the catering team, to ensure potential fire hazards, such as excess grease, are mitigated. Any additional cooking rooms on TCAT premises, e.g. for food technology lessons, will be cleaned after each lesson. Cleaning teams across TCAT will undertake a thorough clean weekly.

Site staff across the trust will check all electrical equipment in their school's canteen and classrooms termly, to ensure their usability and safety. An electrical engineer will check all electrical equipment in canteens and classrooms across each academy annually, to ensure their usability and carry out any maintenance.

8. Fire hazards

Relevant risk assessments will be conducted by the Fire Safety Officer with Headteachers/Heads of School and monitored by the Trust Board to ensure areas for concern are identified and addressed.

Wastepaper bins are emptied daily to mitigate risks. To minimise the risk of a fire, outdoor waste containers and refuse bins will be kept at least five metres from TCAT's premises at all times.

Lighters, matches and other sources of ignition are kept in locked store cupboards, away from pupils and can only be accessed after gaining permission from the Fire Safety Officer, their on-site Deputy or the Headteacher/Head of School. Electrical equipment will be reviewed in

accordance with relevant policy, and steps will be taken, e.g. regular checks by the Fire Safety Officer, to ensure equipment is maintained to a high standard.

9. Procedures in the event of a fire

In the event of fire, the person who discovers the fire and/or smoke will sound the nearest safe fire alarm within their school. As soon as the fire alarm sounds the fire brigade will be called, either automatically by the automated fire alarm system, or by the Fire Safety Officer or if they are not available the on-site Deputy Fire Safety Officer.

Pupils, volunteers and visitors across TCAT should never attempt to fight a fire; instead, on discovering smoke or a fire, they should sound the nearest safe alarm point and exit the building via the nearest safe route and make their way to the assembly point.

On hearing the alarm, the building will be evacuated without delay and all pupils, staff members and visitors will proceed to their designated assembly point for a register called by the nominated person in line with the designated Evacuation Procedure for that school (for staff and visitors), or for pupils, by their class teacher.

People will only be allowed to re-enter the building once it has been deemed safe by the Fire Safety Officer or other responsible person, e.g. member of the fire brigade or the on-site Deputy Fire Safety Officer. If the building is not safe to re-enter all staff members, pupils and visitors will be sent home until further notice. Pupils may be sent to another building if it is deemed fit for purpose by the Fire Safety Officer (or their on-site Deputy) and a trained professional, e.g. member of the fire brigade.

In the event someone is injured in the fire, the Fire Safety Officer (or their on-site Deputy) will ring for an ambulance immediately. Whilst waiting for the emergency services, the designated First Aider will administer any first aid required.

Measures such as multiple fire escapes and exits will be put in place to ensure all staff members, pupils and visitors can escape the premises. Fire exits will be kept clear and are clearly signed.

To ensure fire alarms are heard throughout TCAT's buildings, manual call points will be fitted on numerous floors and throughout each premises.

Each school has a relevant and up-to-date Evacuation Procedure in place. The Evacuation Procedure will be reviewed by the Trust Board and the Fire Safety Officer for each school once per year, to ensure it is accurate and relevant. A copy of the Evacuation Procedure is provided to

each staff member. As part of their training, all staff members across TCAT will familiarise themselves with their school's Evacuation Procedure. Details of assembly points are available in the Evacuation Procedure.

10. Detection equipment

All areas and rooms, including offices and cupboards, across the trust are fitted with a smoke detector. Larger rooms, such as halls, are fitted with heat and smoke detectors. Areas with a greater risk of fire, such as kitchens and science labs, will be fitted with two smoke and heat detectors.

Fire detection and alarm systems in each school will be tested each week by a competent person as directed by the Fire Safety Officer. The Fire Safety Officer will test the smoke and fire detectors in each school at the start of every term; any required maintenance will also be carried out by the engineer.

All work on the fire alarm system, including routine testing, will be recorded and accessible to the fire service.

Zone diagrams will be available at the main control panel to enable the fire services to determine the location of the incident and devise the most appropriate methods for fighting the fire.

11. Protection equipment

Fire protection equipment will be available and easily accessible all around the trust's premises.

There are six recognised classes of fire as follows:

- Class A: Fires involving solid materials, e.g. wood, paper or textiles
- Class B: Fires involving flammable liquids, e.g. petrol, diesel or oil
- Class C: Fires involving gases
- Class D: Fires involving metals
- Class E: Fires involving electricity
- Class F: Fires involving cooking oils, e.g. deep fat fryers

TCAT will ensure that the type of fire extinguisher provided is suitable for the risks involved around the premises, that they are adequately maintained, and that appropriate records are kept of all inspections and tests.

One fire extinguisher will be placed in each room; the type of fire extinguisher will need to be relevant to the need of the room or area, e.g. water extinguishers in textile and technology workshops. At least two sand buckets will be provided in each science laboratory. Fire blankets will be available in all kitchens, laboratories and workshops. Hosepipes are fitted to walls in corridors and halls around the premises.

All fire protection equipment will be checked by the Fire Safety Officer across the trust termly. TCAT's budget will be adjusted to ensure the upkeep of fire protection equipment.

The Fire Safety Officer will keep a checklist of all service by dates on fire extinguishers, to ensure they are not kept beyond their shelf life.

Where sprinklers are fitted, predominantly in larger areas such as halls and corridors, and in places where the risk of fire is greater, such as science labs and cooking areas, they will be checked biennially by trained professionals to ensure they remain in full working order

Protective clothing, such as lab coats and goggles, will be provided and funds will be made available to replace or purchase additional equipment from the trust's budget.

12. Fire drills

Within each school, the Fire Safety Officer in collaboration with the Deputy Fire Safety Officer will carry out random fire drills at least once per term. All staff members, pupils, visitors and contractors will be expected to take part in the drill.

Pupils will go to their class's assembly point for a registration call. Class teachers and pupils will only be allowed to return to their lessons or activities once all registers have been called. Visitors, contractors, and non-teaching staff will be allowed to return to their work once the headteacher has finished the registers.

The Fire Safety Officer or Deputy will make notes based on the evacuation, e.g. speed and organisation. Depending on the success of the fire drill, e.g. how long the evacuation took, the Fire Safety Officer or Deputy may make suggestions based on how the school can ensure the safe and quick evacuation of the premises. Any improvements will be recorded.

13. Staff training

TCAT Staff will undergo mandatory fire safety training after joining TCAT. This will be led by The Fire Safety Officer and include details about the fire precautions in the workplace and emergency procedures, in accordance with The Regulatory Reform (Fire Safety) Order 2005 (as amended).

The Fire Safety Officer will undergo annual training from fire safety professionals, to ensure they are capable of carrying out their role.

Refresher training will be undertaken by all staff across TCAT at least annually and in accordance with each school's Fire Safety Training Plan, to ensure staff are reminded of the procedures in place and know what to do in the event of a fire.

To help ensure staff members across TCAT are knowledgeable about fire safety, the Fire Safety Officer will communicate regular updates and correspondence.

Monitoring and review

This policy will be reviewed in line with the published schedule at the front of this document and at any point material changes require it by the Executive Headteacher/CEO in collaboration with the Board appointed Trustee, the Trust Board and Executive and Senior Leadership.

Any changes made to the policy will be amended by the Executive Headteacher/CEO and will be communicated to Executive Leaders, the TCAT Central Team and to Headteachers/Heads of School, who, in turn, will alert school-based staff.

The next scheduled full review date for this policy is 12th January 2029.

Signed by:

Executive Headteacher/CEO Date: _____

Board appointed Trustee Date: _____