

## Policies Policy

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Approving Body	Trust Board
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Owner	CEO
Applies to	All Trust schools, all Trust staff

Version	Date	Reason
1.0	January 2020	To establish a Trust wide policy
2.0	December 2022	Periodic review
3.0	September 2023	Periodic review
4.0	September 2024	Periodic review
5.0	September 2025	Periodic review

This policy applies to the Trust as a whole and to all the schools in the Trust, in accordance with the Equalities Policy, vision, values and strategic outcomes of Initio Learning Trust. Initio Learning Trust, including all the schools within the Trust, their Trustees, local school committee members and staff, must abide by this Policy.

This Policy describes Initio Learning Trust's policy framework and has been produced in accordance with the Articles of Association and Scheme of Delegation. If there is any ambiguity or conflict then the Scheme of Delegation takes precedence. If there is any question or doubt about the interpretation or implementation of this Policy, the Trust clerk must be consulted.

Herein:

- 'The Trust' means Initio Learning Trust.
- 'School' means a school (academy) in Initio Learning Trust.
- 'Trustee' means a Trustee of the Trust and member of the Board of Trustees, which is the legal governing board of the Trust; a Trustee is also a Director of the Trust.
- 'Local School Committee' and 'LSC' means a local school committee that is a committee of the Board.
- 'Headteacher' can mean the head of school or executive headteacher of the school.
- 'CEO' means the chief executive officer of the Trust (or an executive officer to whom they have delegated specific authority to act on their behalf).

## Introduction

1. It is the responsibility of the local school committee and the Headteacher of the school to adopt and maintain school policies and procedures as required to implement the Policies and Procedures of the Trust and to ensure that any such school policies and procedures are consistent with the Articles of Association and Funding Agreements and the Policies and Procedures of the Trust.
2. In implementing such policies and procedures the local school committee, Headteacher and school staff must take account of any advice given to them by the Chief Executive Officer or Board of Trustees.

## Policy and procedure framework

3. In order to ensure that the Trust fulfils its statutory and contractual responsibilities the Trust must maintain policies and procedures.
4. The Trust has a suite of policies that sets out the over-arching policy framework for the Trust and its schools and a number of single Trust-wide policies that apply to the Trust as a whole and all schools in the Trust. In addition, individual schools will have a set of policies of their own, which it is their responsibility to develop, approve and abide by, as long as they are consistent with any appropriate Trust policies.
5. General descriptions of the requirements for 'policies' often use the terms 'policy' and 'procedure' interchangeably. The trust has adopted a standard 'default' structure for its policies and procedures as follows:
  - Policy – principles, aims and objectives, the requirements that the Board places on the Trust and its schools and that the LSC places on its school; non-negotiables; decision of the trust board or LSC.
  - Procedure – what the Trust and its schools have to do; what to do and who does it; how the policy is implemented.
6. The Trust has grouped its policies and procedures under the classes below and as listed in the Trust Policy Schedule in appendix 1, which sets out the responsible person and approval level for each policy and procedure.
7. If the responsible person is unsure whether the amendments required fall within this delegated authority, they should consult the Trust clerk.

## **Trust Strategic Policies**

8. A Strategic Policy sets out a high-level policy framework to be followed by all schools and services across the trust; setting the context and principles for the policies and procedures of the Trust.

## **Trust-wide operational policies and procedures**

9. Trust-wide operational policies and procedures must be followed by all schools and services in the Trust.
10. A school's pre-existing policy or procedure that is covered or superseded by a single Trust policy will fall, and the Trust-wide operational policy will apply to the school.
11. Some Trust-wide operational policies will require a school-specific procedure; in these cases, the policy will apply to all schools and Headteachers will need to tailor the model procedure to local requirements, or create a procedure where no model procedure is provided.

## **School operational policies and procedures - mandatory**

12. Appendix 1 lists several school operational policies and procedures that it is mandatory for each school to maintain. This includes DfE statutory policies and policies required to comply with other regulations as appropriate.
13. The responsible person and approval level is prescribed as set out in Appendix 1.
14. In many cases the Trust will have a model format that the school can adopt or adapt as required. Model policies will be reviewed annually.

## **School operational policies and procedures - discretionary**

15. Where it does not contradict Trust strategic policies or Trust-wide operational policies and procedures, Headteachers may wish to create their own school-specific operational policies and procedures.
16. It is the responsibility of the Headteacher of each school to ensure that their school operational policies and procedures do not overlap with any relevant Trust policies and procedures
17. School operational policies and procedures are the responsibility and approved by the Headteacher.