

# Northfield School

## Policies and Procedures

The IEB of Northfield School is committed to ensuring that the School has in place all appropriate and relevant statutory and non-statutory policies and procedures required for the effective and efficient running of the School.

The School will generate a full schedule of these policies and procedures. This schedule will include the statutory or non-statutory status of each policy and procedure along with a timeline for it to be revised and/or rewritten at an appropriate interval.

The IEB of the School will adopt the following protocol to ensure that it is always in the position of having all the necessary policies and procedures in place to deal with any situation that may arise.

### **Protocol for the application of policies and procedures**

When a situation arises that requires the School to implement a policy or procedure, the following decision steps will be applied in order:

1. If the School has a currently in-date policy or procedure in place to deal with the situation then this will be applied
2. If the School has a policy or procedure in place to deal with the situation, but this document is out of date, then
  - a. If Oxfordshire LA has an existing in-date policy or procedure then this will be applied until the School has reviewed or rewritten their own policy or procedure
  - b. If Oxfordshire LA does not have an existing in-date policy or procedure then the Oxfordshire LA legacy policy or procedure will be applied until the School has reviewed or rewritten their own policy or procedure
3. If the School does not have a policy or procedure in place to deal with the situation, whether in-date or out of date, then
  - a. If Oxfordshire LA has an existing in-date policy or procedure to deal with the situation then this will be applied until the School has written their own policy or procedure
  - b. If Oxfordshire LA does not have an existing in-date policy or procedure to deal with the situation, then either the legacy Oxfordshire LA model policy or procedure, or an equivalent LA's model policy or procedure, will be applied until the School has written their own policy or procedure

In any situation where the School policy or procedure is in dispute with the equivalent Oxfordshire LA policy or procedure, then the Oxfordshire LA policy will take precedence and be applied to the situation.

**October 2018**