

## The Auriga Academy Trust Policy Summary (as at 1.9.2025)

The following table is a list of Trust wide policies. These policies have been developed to ensure there is consistency in practice across the Trust in key areas, for example, Safeguarding and HR. Schools within the Trust are expected to adhere to Trust policies.

Documents highlighted in **yellow** can be found on the school's individual websites.

[Capella House School](#)

[Clarendon School](#)

[Strathmore School](#)

Documents in **red** are currently being reviewed or there is no Trust-wide model policy yet approved.

Suite	Policy Name	Pol/Pro/Do c/F/G	Statutory / Best Practice	Approval By	Date last Approved	Review Date
<b>Communications</b>						
	AAT Complaints Policy	Pol	S	CEO	21.05.2025	20.05.2029
	AAT Whistleblowing Policy	Pol	S	Board	12.03.2025	12.03.2029
<b>Data Protection</b>						
	<b>AAT Data Protection Policy EDH23</b>	<b>Pol</b>	<b>S</b>	<b>Board</b>	<b>05.12.2023</b>	<b>May-25</b>
	AAT Off Site Working EDH25	Proc		CEO	20.05.25	01.05.2029
	AAT Special Category Data Policy EDH25	Pol		CEO	20.07.2025	May-27
	AAT Privacy Notice Pupil EDH25	Doc		CEO	20.07.2025	May-27
	AAT Privacy Notice Governors EDH25	Doc		CEO	20.07.2025	May-27
	AAT Privacy Notice Workforce EDH25	Doc		CEO	20.07.2025	May-27
	<b>AAT Data Protection Policy Appendix - Data Retention</b>	<b>Pol</b>		<b>CEO</b>	<b>19.07.2022</b>	<b>01.07.2024</b>
	AAT AI Policy	Pol		CEO	17.12.2024	16.12.2028
	AAT CCTV Policy EDH24	Pol		CEO	20.05.25	01.05.2027
	AAT Confidentiality Statement	Doc		CEO		
	<b>AAT IT Security and Acceptable Usage Policy</b>	<b>POL</b>		<b>CEO</b>	<b>20.07.2025</b>	<b>May-26</b>
	AAT Bring Your Own Device Policy EDH25	Pol		CEO	20.05.25	01.07.2029
	AAT Staff Social Media Compliance Policy	Pol		CEO	07.02.2025	08.05.2028
<b>Equalities</b>						
	AAT Equalities Policy SC24	Pol	S	Board	21.10.2024	21.10.2028
	Accessibility Plan	Doc	S	HT		
<b>Finance</b>						
	AAT Charging and Remissions Policy SC24	Pol	S	CEO	22.06.2023	01.06.2025
	AAT Finance Policy 23-24	Pol		Board	12.03.2025	12.03.2029
	AAT AAT Anti-Fraud, Bribery and Corruption Policy SC25	Pol		Board	12.03.2025	12.03.2026
	AAT Lettings Policy	Pol		F&R Committee	23.11.2022	01.08.2024
	AAT Risk Management Policy 2024-25	Pol		Board	17.10.2024	01.09.2025

Suite	Policy Name	Pol/Pro/Doc/F/G	Statutory / Best Practice	Approved By	Date last Approved	Review Date
<u>Governance</u>						
	AAT Scheme of Delegation	Doc	S	Board	12.09.2023	12.09.2024
	AAT Terms of Reference	Doc		Board	12.09.2023	12.09.2024
	AAT Agenda Plans	Doc		Board	12.09.2023	12.09.2024
	AAT Code of Conduct	Doc	S	Board	12.09.2023	12.09.2024
	AAT Governance Procedures	Pro		Board	12.09.2023	12.09.2024
	AAT Trustee and Governor Expenses Policy - SC24	Pol	S	Board	08.07.2024	08.07.2025
	Virtual Attendance Procedure	Pro		Board		
<u>Health and Safety</u>						
	AAT Emergency Safety Policy	Pol		Board	11.12.2023	01.09.2024
	AAT Risk Assessment Policy and Guidance	Pol		CEO	12.03.2025	12.03.2028
	AAT Health and Safety Policy	Pol	S	Board	12.03.2025	12.03.2028
	AAT Contractor Management -Managing & Monitoring Contractors	Pol		CEO	01.04.2020	
	AAT Code of Conduct for Contractors	Doc		CEO		
	AAT <u>Model</u> Business Continuity Plan	Doc		CEO / HT	27.06.2023	27.06.2025
	<i>First Aid in Schools</i>	Pol	S			
<u>Human Resources</u>						
	AAT Capability Procedure - SHR24	Pro	S	Board	08.07.2024	08.07.2025
	AAT Code of Conduct	Doc	S	Board	12.03.2025	12.03.2026
	AAT Disciplinary Policy and Procedure - SHR24	Pol	S	Board	12.03.2025	12.03.2027
	AAT Grievance Policy and Procedure - SHR24	Pol	S	Board	12.03.2025	12.03.2027
	AAT Safer Recruitment & Selection Policy and Procedure	Pol		Board	12.03.2025	12.03.2027
	AAT Whole Trust Pay Policy Jun24	Pol	S	Board	17.12.2024	08.07.2025
	AAT Teacher and Leadership Performance Appraisal Policy	Pol	S	Board	17.12.2024	16.12.2028
	AAT Anti-Bullying and Harassment Policy - SHR24	Pol		CEO	17.12.2024	17.10.2028
	AAT Carers Leave Policy - SHR24	Pol		CEO	08.07.2024	08.07.2028
	AAT CPD Policy Sept 24	Pol		CEO	08.07.2024	08.07.2028
	AAT Early Career Teacher (ECT) Induction Policy	Pol	S	CEO	19.10.2022	01.09.2023
	AAT Exit Feedback Policy	Pol		CEO	08.07.2024	08.07.2028
	AAT Flexible Working Policy - SHR24	Pol		CEO	08.05.2024	01.03.2028
	AAT Gift Receiving and Giving Policy AAT24	Pol		CEO	10.12.2024	09.12.2028
	AAT Homeworking Policy	Pol		CEO	17.12.2024	16.12.2028
	<b>AAT LGPS Discretions Policy</b>	<b>Pol</b>		<b>CEO</b>	<b>01.04.2020</b>	<b>01.04.2028</b>
	AAT Managing Health and Attendance Policy - SHR23	Pol		CEO	08.05.2024	01.03.2028
	AAT Managing Menopause at Work Policy SHR25	Pol		CEO	12.03.2025	12.03.2029
	AAT Parents to be - Adoption Policy (Support Staff) - SHR24	Pol		CEO	01.03.2025	01.03.2029
	AAT Parents to be - Adoption Policy (Teachers) - SHR24	Pol		CEO	01.03.2025	01.03.2029
	AAT Parents to be - Maternity Leave and Pay Policy for Support Staff - SHR24	Pol		CEO	01.03.2025	01.03.2029

Suite	Policy Name	Pol/Pro/Do c/F/G	Statutory / Best Practice	Approved By	Date last Approved	Review Date
<b>Human Resource</b> (continued)s						
	AAT Parents to be - Maternity Leave and Pay Policy for Teachers - SHR24	Pol		CEO	01.03.2025	01.03.2029
	AAT Parents - Parental Bereavement Leave and Pay Policy - SHR24	Pol		CEO	01.03.2025	01.03.2027
	AAT Parents - Ordinary Parental Leave Policy - SHR24	Pol		CEO	01.05.2024	01.05.2028
	AAT Parents - Paternity Partner Leave and Pay Policy - SHR24	Pol		CEO	08.05.2024	01.05.2026
	AAT Parents - Shared Parental Leave and Pay Policy	Pol		CEO	01.03.2025	01.03.2029
	AAT Performance Management Policy for Support Staff	Pol		CEO	17.12.24	08.07.2028
	AAT Probationary Procedure for Support Staff	Pol		CEO	01.04.2020	01.04.2024
	AAT Redundancy Policy	Pol		CEO	22.05.2024	22.05.2028
	AAT Special Leave Policy	Pol		CEO	01.11.2023	01.11.2027
	AAT Stress Management Policy - SHR24	Pol		CEO	08.07.2024	08.07.2028
	AAT Violence at Work - SHR24	Pol		CEO	08.07.2024	08.07.2028
<b>Pupil</b>						
	AAT Admissions Policy	Pol	S	Board	19.10.2022	01.09.2029
	AAT Exclusions Policy	Pol	S	CEO	19.10.2022	01.09.2024
	AAT Allegations against Staff, Including Low Level Concerns Policy	Pol	S	Board	19.09.2023	01.09.2024
	<b>AAT Trust Safeguarding and Child Protection Policy</b>	<b>Pol</b>	<b>S</b>	<b>Board</b>	<b>18.09.2024</b>	<b>01.09.25</b>
	AAT <u>Model</u> Safeguarding and Child Protection Policy	Pol	S	Board / LGB	12.09.2023	12.09.2024
	AAT <u>Model</u> Behaviour and Safety Framework	Pol	S	Board / LGB	19.10.2022	01.09.2023
	AAT <u>Model</u> Supporting with medical conditions	Pol	S	Board / LGB	01.11.2022	01.11.2025
	<i>Sex and Relationship Education</i>	Pol	S			
	<i>School Uniform Policy</i>	Pol	S			
	<i>Home School Agreement</i>	Doc				

Please note that all Trust policies are reviewed as per the schedule or earlier should there be significant changes highlighted. Should you have any queries regards this policy, note an omission or wish to propose an amendment, please email [sconnor@aurigaacademytrust.org.uk](mailto:sconnor@aurigaacademytrust.org.uk) or [jadams@aurigaacademytrust.org.uk](mailto:jadams@aurigaacademytrust.org.uk)