



Birmingham Federation
Maintained Nursery Schools

Allens Croft Nursery School
Jakeman Nursery School
Shenley Fields Nursery School

Lillian De Lissa Nursery School
Newtown Nursery School
St Thomas Nursery School

Adderley Nursery School
Gracelands Nursery School
Highfield Nursery School

Executive Head Teachers : David Aldworth, Mandy Cryan and Sharon Lewis
www.bfmns.sch.life

Statutory policies for schools - Department of Education Guidance (Version 27/1/2020)		
Policy	Review cycle	Approval level
Admission arrangements	Annually	Governing body, local authority,
Charging and remissions	Recommended annually	Governing body, individual governor or headteacher
Data protection	Recommended annually	Governing body, individual governor or headteacher
Protection of biometric information of children in schools and colleges	Recommended annually	Governing body
Register of pupils' admission to school and attendance	Live document	Governing body, individual governor or headteacher
School information published on a website	Live document	Governing body, individual governor or headteacher
School complaints	Recommended annually	Governing body, individual governor or headteacher
Capability of staff	Recommended annually	Governing body or an individual governor
Newly qualified teachers (NQTs)	Recommended annually	Governing body
Staff discipline, conduct and grievance (procedures for addressing)	Recommended annually	For local-authority-maintained schools: governing body.
Single central record of recruitment and vetting checks	Live document	Governing body, individual governor or headteacher
Statement of procedures for dealing with allegations of abuse against staff	Recommended annually	Governing body, individual governor or headteacher
Teachers' pay	Annually	Governing body or local authorities
Accessibility plan	Every 3 years	Governing body, individual governor or headteacher
Child protection policy and procedures	Annually	Governing body
Children with health needs who cannot attend school	Recommended annually	Governing body
Designated teacher for looked-after and previously looked-after children	Recommended annually	Governing body
Early years foundation stage (EYFS)	Varies	Governing body can delegate
Special educational needs and disability	Annually	Governing body

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Supporting pupils with medical conditions	Recommended annually	Governing body can delegate
Sex and relationships education (N/A MNSs)	Recommended annually	Governing body, individual governor or headteacher
Behaviour in schools	Recommended annually	Headteacher can delegate
Behaviour principles written statement	Recommended annually	Governing body
School exclusion	Recommended annually	Governing body, individual governor or headteacher
Health and safety	Annually	Employer
First aid in schools	Recommended annually	Employer
Premises management documents	Recommended annually	Governing body, individual governor or headteacher
Equality information and objectives (public sector equality duty) statement for publication	Every 4 years	Governing body, individual governor or headteacher
Governors' allowances (schemes for paying)	Recommended annually	Governing body, individual governor or headteacher
Instrument of government	Recommended annually	Governing body
Register of business interests of headteachers and governors	Live document	Governing body can delegate approval subject to the local authority scheme
Careers guidance: details of your careers programme and a provider access statement (N/A)	Recommended annually	Governing body

Federation Governing Board Statutory in blue	Federation, Cluster, School	Frequency of Review	Review/ Adopted	FGB Review/ Adopted	Next review date	Next review date
Register of business interests of headteachers and governors	F	Live		20/1/2021		
Register of pupils' admission to school and attendance	S	Live		20/1/2021		
School information published on a website	S	Live		20/1/2021		
Single central record of recruitment and vetting checks	S	Live		20/1/2021		
COVID 19 RA (BCC)	S/C	Live		20/1/2021		
School Self-Evaluation Summary	S	Termly		20/1/2021		
School Improvement Plan	S	Termly		20/1/2021		
Risk Register	S	Termly		20/1/2021		
Admissions Policy (BCC)	C	Annually		20/1/2021		
Adopt all Federation, Local Cluster and Individual School Policies	F	Annually		20/1/2021		
Annual Declaration of Business/Pecuniary Interests Governors	F	Annually		20/1/2021		
Annual Declaration of Business/Pecuniary Interests School Staff	F	Annually		20/1/2021		

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Asbestos Management Plan (BCC May 2019)	C	Annually		20/1/2021		
Asbestos Management Policy	C	Annually		20/1/2021		
Asthma Policy	C	Annually		20/1/2021		
Behaviour Statement	C	Annually	18/11/2019	20/1/2021		
Behaviour Policy	C	Annually	18/11/2019	20/1/2021		
Best Value Statement	C	Annually		20/1/2021		
Birmingham Curriculum Statement (BCC March 2019)	F	Annually		20/1/2021		
Building Development Plan	C	Annually		20/1/2021		
Business Continuity Plan (COVID)	C	Annually		20/1/2021		
Capability Procedure for Support Staff (BCC Feb 2016)	F	Annually	18/11/19	20/1/2021		
Charging & Remissions Policy	F	Annually	18/11/19	20/1/2021		
Children with health needs who cannot attend school	F	Annually		Action		
Code Of Conduct – The Birmingham Contract (BCC Jan 2015)	F	Annually		20/1/2021		
Code of Conduct for Staff, Children and Visitors	C	Annually		20/1/2021		
Complaints Policy (BCC)	F	Annually	18/11/19	20/1/2021		
Confidentiality Policy	C	Annually		20/1/2021		
Critical Incident Management and Disaster Recovery Plan (BCC)	F	Annually		20/1/2021		
Data Protection (BCC)	F	Annually		20/1/2021		
Data Privacy Notice	C	Annually		20/1/2021		
Delegation Statement for the Executive Head teacher	C	Annually	23/09/19	20/1/2021		
Anti-Harassment and Dignity at Work Policy & Procedure (BCC Jan 2015)	F	Annually		20/1/2021		
Designated teacher for looked-after and previously looked-after children	F	Annually		20/1/2021		
Disciplinary Procedures for School (BCC)	F	Annually		20/1/2021		
Dismissal for Some Other Substantial Reason in Schools (BCC)	F	Annually		20/1/2021		
Efficiency and Value for Money Statement (BCC)	F	Annually		20/1/2021		
Emergency Closure Procedures	S	Annually		20/1/2021		
E-Safety Policy (BCC 2014)	F	Annually		20/1/2021		
E-Safety Policy Guidance	C	Annually		20/1/2021		

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Early years foundation stage (EYFS)	F	Annually		20/1/2021		
Fire Evacuation Procedures	S	Annually		20/1/2021		
Fire Safety Policy and Arrangements (BCC Mar 2017)	F	Annually		20/1/2021		
First Aid in schools	F/S	Annually		20/1/2021 F Action		
Flexible Work Procedure (BCC)	F	Annually		20/1/2021		
Freedom of Information Publication Scheme (BCC)	F	Annually		20/1/2021		
Gifts, Hospitalitys and Anti-Bribery Policy	F	Annually		20/1/2021		
Governors' allowances (schemes for paying)	F	Annually		20/1/2021		
Governor Code of Conduct (BCC)	F	Annually	21/9/20	20/1/2021		
Governor Skills Matrix	F	Annually		20/1/2021		
Governor Visits Policy and Procedures	F	Annually	18/11/19	20/1/2021		
Grievance, Procedure for School (BCC Nov 2015)	F	Annually		20/1/2021		
Guidance Document for Effective operation of the Federation Board of Governors (FGB)	F	Annually		20/1/2021		
Guidelines on The Use Of Mobile Phones, Cameras & Technology In Early Years Provision	C	Annually		20/1/2021		
Health & Safety (BCC)	F	Annually		20/1/2021		
Home School Agreement	C	Annually		20/1/2021		
Infection Control Policy	F	Annually		20/1/2021		
Information Sharing Policy	C	Annually		20/1/2021		
Informing Parents of LADO Referral	F	Annually		20/1/2021		
Instrument of Government	F	Annually		20/1/2021		
Internet Use Policy, Including Acceptable Use Policy	C	Annually		20/1/2021		
Keeping Children Safe in Education (DfE Sept 2020)	F	Annually	21/9/2020	20/1/2021		
Leave of Absence Scheme (BCC)	F	Annually		20/1/2021		
Lockdown Procedures	S	Annually		20/1/2021		
Managing Attendance Procedures (BCC)	F	Annually		20/1/2021		
Managing Attendance Toolkit (BCC)	F	Annually		20/1/2021		
Managing Incidents off School Premises (BCC)	F	Annually	18/11/2019	20/1/2021		
No Platform for Extremism Policy (BCC)	F	Annually	18/11/2019	20/1/2021		

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Newly qualified teachers (NQTs)	F	Annually		20/1/2021		
Nursery School Risk Assessment Toolkit (BCC July 2017)	F	Annually		20/1/2021		
Pay Policy (BCC)	F	Annually		20/1/2021		
Permission to Work Policy	F	Annually		20/1/2021		
Policy on Smoking in Schools	F	Annually		20/1/2021		
Position of Trust Policy and Procedures (BCC)	F	Annually		20/1/2021		
Protection of biometric information of children in schools and colleges	F	Annually		Action		
Privacy Notice staff	F	Annually		20/1/2021		
Premises management docs	F	Annually		20/1/2021		
Preventing and Managing Sickness including outbreaks	F	Annually		20/1/2021		
Redundancy Procedure (BCC 2019)	F	Annually		20/1/2021		
Safeguarding and Child Protection for Schools (BCC)	F	Annually	21/9/2020	20/1/2021		
Safeguarding Guidance and Procedures	C	Annually	23/09/19	20/1/2021		
Safer Recruitment Policy for Schools (BCC)	F	Annually		20/1/2021		
School Exclusion Policy	F	Annually		Action		
School Financial Values Standard	F	Annually		20/1/2021		
School Record Keeping Guidance (BCC)	F	Annually		20/1/2021		
Schools Prospectus	F	Annually		20/1/2021		
Section 175 Safeguarding Audit	C	Annually		20/1/2021		
Special leave (BCC)	F	Annually		20/1/2021		
Spiritual, Moral, Social and Cultural Development Policy	C	Annually		20/1/2021		
Statement Of Internal Control	C	Annually		20/1/2021		
Teachers Appraisal (Performance Management (BCC)	F	Annually		20/1/2021		
Teachers Capability Procedures/Policy (BCC Sept 2012)	F	Annually		20/1/2021		
Teachers Pay & Conditions (BCC)	F	Annually	18/11/2019	20/1/2021		
Terms of reference for Governing Board (BCC)	F	Annually	21/9/2020	20/1/2021		
Terms of reference for Local Committee (BCC)	F	Annually	21/9/2020	20/1/2021		

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Whistle blowing and Serious Misconduct Policy (BCC Nov 2016)	F	Annually	18/11/2019	20/1/2021		
Working Data Sharing Agreement	F	Annually		20/1/2021		
Workload Policy for Schools	F	Annually		20/1/2021		
Accident, Incident Near Miss Reporting Form (BCC - BESS Oct 2019)	F	2 years	20/1/2020	20/1/2021		
Allegations Against Staff or Volunteers Policy and Procedures (BSCB)	F	2 years		20/1/2021		
Anti-Fraud and Corruption Policy	F	2 years		20/1/2021		
Attendance Policy	C	2 years		20/1/2021		
British Values Statement	C	2 years		20/1/2021		
Care and Control Policy	C	2 years		20/1/2021		
CCTV Policy	C	2 years		20/1/2021		
Continued Professional Development	C	2 years		20/1/2021		
Data Sharing Agreement (BCC)	F	2 years		20/1/2021		
Defamation, Copyright and Trademark Infringement Policy	F	2 years		20/1/2021		
Door Procedure	S	2 years		20/1/2021		
Drugs Education Policy	C	2 years		20/1/2021		
EAL Policy	C	2 years		20/1/2021		
Educational Visits and Outdoor Policy (BCC - BESS 2018 - 19)	F	2 years	20/1/2020	20/1/2021		
Emergency Procedures when a child is not collected (BCC)	F	2 years		20/1/2021		
Equal Opportunities In Employment Policy (BCC)	F	2 years		20/1/2021		
Equal Opportunities Policy	F	2 years		20/1/2021		
Fire Risk Assessment	C	2 years		20/1/2021		
Food Policy	C	2 years		20/1/2021		
Freedom of Information Policy	C	2 years		20/1/2021		
Governor Allowances Policy (BCC)	F	2 years		20/1/2021		
Guidelines for Stay and Play Sessions	C	2 years		20/1/2021		
Health & Well-being policy (21/9/20)	F	2 years		20/1/2020		
Home Visit Policy	C	2 years		20/1/2021		
Information Management and Security Policy	C	2 years		20/1/2021		
International Schools Policy	C	2 years		20/1/2021		
Intimate Care and Nappy Changing Policy & Procedure	C	2 years		20/1/2021		

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Legionnaires' Disease Policy	C	2 years		20/1/2021		
Lettings Policy	C	2 years	20/1/2020	20/1/2021		
Lone Working Policy	F	2 years		20/1/2021		
Looked After Children Policy & Guidelines (BCC)	F	2 years		20/1/2021		
Supporting pupils with medical conditions		20/1/2021		Action		
Managing Medicine Policy	C	2 years		20/1/2021		
More Able Policy	C	2 years		20/1/2021		
Moving and Handling Guidance	F	2 years		20/1/2021		
Needle Stick Injury Policy	C	2 years	23/9/2019	20/1/2021		
Object and Loan Handling Risk Assessment Form	F	2 years		20/1/2021		
Peer Abuse Policy	F	2 years		20/1/2021		
Phonics Policy	C	2 years		20/1/2021		
Purchase Card Policy and Procedures	F	2 years		20/1/2021		
Recruitment and Selection Complaints Procedure	F	2 years		20/1/2021		
Resolution and Escalation Policy (BSCP June 2019)	F	2 years	20/1/2020	20/1/2021		
Safe Sleep	S	2 years		20/1/2021		
School Travel Policy	C	2 years		20/1/2021		
Special Needs & Disabilities Policy	C	2 years	18/11/2019	20/1/2021		
Staff Absence Procedures	C	2 years		20/1/2021		
Sun Protection Guidance	F	2 years		20/1/2021		
Sun Protection Policy	F	2 years		20/1/2021		
Teaching and Learning Policy	C	2 years		20/1/2021		
The Administration of Medicines in Schools and Settings	F	2 years		20/1/2021		
Transfer of Control Agreement	F	2 years		20/1/2021		
Uncollected & Missing Children Policy	C	2 years		20/1/2021		
Visitors' Personal Emergency Evacuation Plan (PEEP) (BCC v4 Apr 2016)	F	2 years		20/1/2021		
Volunteer Policy and Procedures	C	2 years		20/1/2021		
Wellbeing Policy	F	2 years		20/1/2021		
Accessibility Plan	S	3 years		20/1/2021		
Equality information and objectives (public sector equality duty) statement for publication	F	4 years		20/1/2021		

Federation Governing Board – Six meetings annually one each half term for all governors

Local Cluster Sub Committees – Six meetings annually with focused areas:

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- **First Half Term** **Curriculum & Pedagogy Scrutiny**
- **Second Half Term** **Finance & Staffing Scrutiny**

Policies in accordance with the 1989 United Nations Convention on the Rights of the Child (UNCRC) Articles

These policies are approved by the FGB on behalf of all Federation schools. Once approved a school is permitted to provide minor additional contextual information such as a name or specific location where this adds clarity to a policy but has no bearing on process or procedure. Should a school require any substantive alteration then FGB approval must be sought.

The FGB will annually review and adopt policies and procedures from Birmingham City Council.

The Birmingham Federation of Maintained Nursery Schools follows the policies and procedures from Birmingham City Council including BCC Financial Procedures Manual and Birmingham Safeguarding Children Partnership (BSCP) that includes the Governments Prevent Strategy.

DATE adopted by the board 20 January 2021

SIGNED  20/1/21

Chair of Governors

PRINT NAME S. DEANEY