

School / Department	 National Autistic Society NAS Academies Trust
Policy Name	<u>NASAT: Policy Development Policy</u>
Policy Reference Number	NASAT 001
Date of Issue	1 st Sept 2013
Date reviewed	October 2018
Date of next review	October 2021
Version Number	V5
Policy Lead	Managing Director, NAS Education and Children's Services and NAS Academies Trust
Date version approved by directors	Pending Ratification
Responsible governor	Effectiveness of Leadership & Management

Introduction

Policies procedures and guidelines are essential for providing high quality and consistent working practices across the NAS Academies Trust.

Aims

Provide a clear and logical way of developing policies and procedures using a consistent format.

Definitions

Policy: High level position statement or statement of intent made and ratified by the NAS Academies Trust Board of Directors

Procedure: Appendix to policy describing the local processes that enable the policy to put into practice within the school ratified by the LGB

Policies published on the school website should include both the NAS Academies Trust policy and schools local procedures

Roles & Responsibilities

The NAS Academies Trust Directors responsibilities

- The NAS Academies Trust Directors are responsible for developing and approving all policies while Local Governing Bodies (LGBs) will monitor policy implementation in each school.
- Develop and approve and regularly review all policies to ensure they conform with relevant law and best practice

The Local Governing Body (LGB) responsibilities

- Develop and approve local procedures to effectively implement each policy within the school
- The LGB will keep themselves informed by ensuring each policy has a governor assigned to monitor the effectiveness of it implementation through regular visits to the school
- Monitor the effectiveness of the policy and advise of NAS Academies Trust board of any necessary amendments

- To ensure that any issue that may be perceived as a potential reputational risk to the trading name of the NAS Academies Trust is referred to the board or NASAT.

The Principals responsibilities

- Ensure all relevant staff are aware of each policy (including ensuring a folder of all NAS Academies Trust policies is available in the staff room), receive appropriate professional development and local procedures are followed

Review Process

The policy lead within the NAS Academies Trust is responsible for developing and reviewing the relevant policy. The policy lead will consult with either a senior leader from a NAS Academies Trust school or a member of the Education Directorate when updating the policy. Their comments will be used as a basis to update the policy. Minor operational changes can be approved by the Managing Director, NAS Education and Children's Services and NAS Academies Trust. Major strategic changes will be submitted to the NAS Academies Trust Board for approval. Once approved the version number will be updated and the policy disseminated to schools.

Each policy is reviewed at least every two years. As a result of experience or changes in legislation it is likely that many policies will need to be updated more frequently. Principals and LGBs should not hesitate to suggest the need for any revisions to existing policies to the relevant policy lead. It is recognised that the Principal may need to update local procedure specified in the appendices at short notice. This may be done with the approval of the LGB.

Policy format

A standard format is used for all NAS Academies Trust policies. This is set out in appendix one.

Publication

PDF versions of the latest approved policies are available on the NAS Academies Trust VLE and/or NAS Academies Trust section of the NAS intranet. Notification of any updated policies will be sent to the Principals.

Implementation

The local governing body are responsible for ensuring the school's procedures are effective in implementing the policy. The principal is responsible for ensuring local procedures are followed.

Appendix One: Policy Format

All policies contain a Document Control Table that includes:

- NAS Academies Trust logo,
- Policy name, reference number,
- Date of issue,
- Date reviewed
- Date of next reviewed,
- Version number,
- Policy lead,
- Date version approved by directors,
- Responsible member of LGB.

All policies should usually contain the following sub-headings:

- Introduction / Background / Ethos
- Aims
- Roles & Responsibilities
- Policy Summary
- Success Criteria
- References and Links to other policies

- Appendices: Local school procedures approved by the LGB