**Summary of Policy and Document Changes – July 2024**

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| **Policy Name** | **Owner/Source** | **Summary of Changes/Update** | **Notes** |
| **Acceptable Use Policy & Agreement** | Director of Operations  Judicium | Addition of paragraph re use of WhatsApp - the WhatsApp paragraph from Judicium is optional to adopt as part of the policy.  It was felt that it would be beneficial to add this in, but has been altered slightly to become far more practical in terms of messaging in general, but has outlined that use MUST be limited, and that should a Subject Access request be made, what the potential outcome of that request might be  Direct users to DoO where they see content shared to be in conflict with role within Trust/setting (was CEO)  Addition of ‘trustees’ within groups that policy is applicable to | Changes are highlighted within document |
| **Capability Policy** | Director of Operations  HR Connect | This is an HR Connect template that has been adapted to dovetail with our ‘Growing Great’ appraisal policy. Please note that the adaptations have not made material changes to the processes, but it has strengthened the link between informal action undertaken within the appraisal process with the link of how that would then become a more formal process which will assist Headteachers/line managers in managing that transition. |  |
| **Code of Conduct** | Director of Operations  HR Connect | Please note this policy is an HRConnect template, which aligns and dovetails to support the Disciplinary Policy.  It is extensive and comprehensive and builds on the Everychild Partnership one, with a few new areas of note.  These are things that are implicit expectations but they have been more explicitly detailed.    Conduct outside work – expansion on previous policy  Dress and presentation - Piercings  Secondary Employment (new)  Contact with the media (new)  Part C – expansion taken from KCSIE  Part D – new but pulls together from various trust GDPR policies  Part E – new but pulls from the Finance Policy and Trust procedures in line with Academies Handbook  Personal Relationships at Work (new) setting clear guidelines.  Political activity (new)  Intellectual property (new) |  |
| **Cookie Policy** | Director of Operations  HR Connect | Removed paragraph which referenced targeted cookies |  |
| **Data Protection Policy with SAR** | Director of Operations  Judicium | Format changes/removed references to former staff members. |  |
| **Disciplinary Policy** | Director of Operations  HR Connect | Originally, this was wrapped in with capability, but the Trust has recognised that these are two very different policies and procedures.  Since moving to HR Connect, given the level of support that they provide for these more challenging procedures, we wanted to ensure that our policy aligned with theirs, as again, they are experts in their field, and as part of the SLA provide templates that can be adopted.  All of the HR Connect policies have been in consultation with Kent local Trade Union Representatives.    The policy is very strong, direct, with good example thresholds regarding gross misconduct and misconduct.  That being said, there is still clear alignment with our own policy, and does not move far away from our current procedures.  We will however be sending this policy, along with the code of conduct and the capability policy to the West Sussex and Surrey local trade union representatives as a courtesy.    Due to the direct nature of the policy, it has been a requirement to update our Scheme of Delegation to reflect the areas of responsibility in terms of panels and appeal panels. |  |
| **Growing Great Teachers** | Director of Education | Changes made to the initial concerns/informal support process which sits within the appraisal process | Changes are highlighted in green within document |
| **Special Leave Policy & Procedure** | Director of Operations | This is another of HR Connect’s suite of policies which the Trust is choosing to adopt. This has been reviewed by DoF in the DoO’s absence, and she is satisfied that it is a strong clear policy fit for purpose. |  |
| **Scheme of Delegation** | CEO | Full list of changes noted in Change Control sheet at start of document |  |