

## Summary of Varndean College Policies

### 3 year cycle to comply with the Single Equality Scheme

Revised April 2013	Impact Assessment Form (IAF) Complete	Location	Date	Next Review
Access Statement	X	Web	Sept 2006	Sept 2007
Accessing of Child Pornography	X	Intranet	Jun 2009	Jul 2014
Admission Policy 19+	✓	Intranet/Web	May 2012	May 2013
Admissions Policy 16-18	✓	Intranet/Web	May 2012	May 2013
Anti-Bribery Policy	✓	Intranet	Nov 2012	Jun 2014
Anti-Fraud & Irregularity	X	Intranet	July 2009	Oct 2012
Assessment	✓	Intranet	Jan 2012	Jan 2015
Bulling & Harassment for Staff	✓	Intranet	Nov 2011	Sep 2014
Bullying & Harassment for students	✓	Web	May 2011	May 2014
Bursary, Discretionary Learning Grant & Learner Support Fund Policy	X	Web	June 2012	May 2013
Capability	✓	Intranet	Sep 2010	Sep 2013
CCTV	X	Intranet	Sep 2007	Sep 2010
Central Collection of Coursework Policy	X	Intranet	Mar 2011	Mar 2013
Charging Students & Financial Support Policy 2012-13	X	Web	June 2012	May 2013
Child Protection	✓	Intranet/Web	May 2012	May 2013
Code Of Conduct: Staff	X	Intranet	Mar 2012	Jan 2015
Community Cohesion	✓	Intranet	Mar 2011	Mar 2014
Complaints And Appeals Students & Parents/Carers	✓	Web	Jun 2011	Jun 2014
Data Protection Staff	X	Intranet	Nov 2011	Nov 2014
Data Protection Students	✓	Web	May 2011	May 2014
Disciplinary Procedures: Senior Post Holder	X	Intranet	Mar 2012	Feb 2015
Disciplinary Procedures: Staff	X	Intranet	Mar 2012	Jan 2015
Drug & Alcohol Misuse: Staff	X	Intranet	Mar 2012	Jan 2015
Educational Visits & Off-site Activities	X	Intranet	Mar 2011	Feb 2014
Employment Protection Policy	X	Intranet	Apr 2012	Apr 2014
Environmental Policy	✓	Intranet	June 2009	Jun 2012
Equality Duty Policy	✓	Intranet/Web	Mar 2012	Mar 2013
Exam Policy	X	Intranet	Jan 2012	Nov 2014
Family Friendly (includes Emergency leave for care of dependants; flexible working; adoption, paternity & maternity leave)	X	Intranet	Mar 2011	Mar 2014
Grievance Procedures for SPH	✓	Intranet	Dec 2012	Sep 2014
Grievance Procedures for staff	✓	Intranet	Dec 2012	Sep 2014
Guidance Policy	X	Intranet	Nov 2006	Nov 2009
Health and Safety	X	Intranet	Oct 2012	Oct 2013
Induction of Newly Qualified Teachers	✓	Intranet	Jan 2013	Jan 2016
Lesson Observation	✓	Intranet	Dec 2010	Dec 2013

Plagiarism Policy	X	Intranet/Web	Jun 2014	Jun 2015
Public Interest Disclosure (Whistleblowing)	✓	Intranet	Jun 2011	Jun 2014
Quality Assurance	X	Intranet	Mar 2012	Jan 2015
Recruitment & Selection	✓	Intranet	Mar 2010	Feb 2013
Recruitment of Ex-Offenders plus Secure Storage Disclosures statement	✓	Intranet	Feb 2007	Mar 2014
Redundancy Policy	✓	Intranet	Apr 2012	Apr 2015
Retention Strategy	X	Intranet	Oct 2007	Oct 2009
Retirement	✓	Intranet	Nov 2011	Oct 2014
Risk Management	X	Intranet	Mar 2012	Mar 2015
Safeguarding Policy	✓	Intranet/Web	May 2012	Mar 2013
Senior Postholder Performance Review Scheme	X	Intranet	Mar 2010	Mar 2013
Sickness Absence Management Policy	✓	Intranet	Mar 2011	Mar 2014
Smoking Policy	X	Intranet/Web	Oct 2011	Oct 2014
Staff Appraisal Policy	✓	Intranet	Dec 2012	Dec 2014
Staff Welfare Policy	✓	Intranet	Dec 2012	Dec 2015
Stress Management Policy	✓	Intranet	Nov 2011	Feb 2014
Student Management Policy		Intranet/Web	May 2011	May 2014
Supported Introduction of Employment Policy	✓	Intranet	Dec 2010	Dec 2013
Textbook Policy	X	Intranet	Jun 2012	Jun 2017
Use of Illegal Drugs & "Legal Highs"	X	Web	Apr 2010	Apr 2013
Use of Mobile Phone & Other Electronic Devices	X	Web	Oct 2011	Oct 2014
Work-Life Balance Manager Guidelines	n/a	Intranet	Mar 2011	Mar 2014