

STAFF & VOLUNTEER COMPLIANCE

List of Policies and Signing Sheet

Hindle's School of Excellence Limited

Version	2.0	Reviewed	5 September 2026
Next review	September 2027	Address	115 Rochdale Road, Bury, BL9 7BA

Complete one sheet for each staff member, volunteer or other person required to read the policies. Initial and date each row after the current version has been read and understood. Ask the Director or Designated Safeguarding Lead if any requirement is unclear.

Name		Role / position	
Start date		Manager / supervisor	

Policy acknowledgement record

No.	Policy / document title	Read	Initials	Date
1	Anti-Bullying Policy	☐		
2	Attendance Policy	☐		
3	Behaviour Policy	☐		
4	Bullying and Harassment Policy – Staff	☐		
5	Bullying and Harassment Policy – Students	☐		
6	Business Continuity Plan	☐		
7	Child-on-Child Abuse Policy	☐		
8	Child Protection Policy	☐		
9	Child Protection and Vulnerable Adults Policy	☐		
10	Classroom Cameras Policy	☐		
11	Code of Conduct – Learners	☐		
12	Code of Conduct – Staff	☐		
13	Complaints Policy	☐		
14	Confidentiality Policy	☐		
15	Consent Form – Staff Photographs and Media	☐		
16	Consent Form – Student Photographs and Media	☐		
17	Co-operative Party Charter	☐		
18	Data Breach Plan	☐		
19	Disciplinary Policy and Procedure	☐		
20	Disposal of Records Schedule	☐		
21	Drug and Alcohol Policy	☐		
22	Emergency Management Plan	☐		
23	Environmental and Sustainability Policy	☐		
24	Equality and Diversity Policy	☐		
25	Fire and Emergency Evacuation Procedures	☐		
26	First Aid Policy	☐		
27	General Data Protection Regulation (GDPR) Policy	☐		
28	Health and Safety Policy	☐		
29	Keeping Children Safe in Education 2026	☐		
30	Lost Property Policy	☐		
31	Medication Policy	☐		
32	Mental Health and Wellbeing Policy	☐		

33	Mobile Phone Policy	☐		
34	Modern Slavery Statement	☐		
35	Online Safety Policy	☐		
36	Safeguarding and Vulnerable Children Policy	☐		
37	SEND, Disability and Inclusion Policy	☐		
38	Sharps Policy	☐		
39	Staff Training and Development Policy	☐		
40	Volunteer Consent Form	☐		
41	Volunteering Policy	☐		
42	Volunteer Training and Development Policy	☐		
43	Waste Electrical and Electronic Equipment (WEEE) Policy	☐		
44	Whistleblowing Policy	☐		

Declaration

I confirm that I have read and understood the policies and documents initialled above. I agree to follow the requirements relevant to my role, complete required training, seek clarification when needed and report safeguarding, safety, conduct or data-protection concerns through the correct procedure. I understand that policies may be updated and that I may be required to read and acknowledge revised versions.

Full name	
Signature	
Date	
Director / manager check	

Document control note When a policy is replaced or materially updated, issue the revised version and record a fresh acknowledgement. The policy register should identify the current approved version and review date.

Register review note

The following supplied titles appear potentially overlapping and should be checked during the next document-control review: "Child Protection Policy", "Child Protection and Vulnerable Adults Policy", and "Safeguarding and Vulnerable Children Policy". They have been retained as separate entries on this signing sheet unless and until Hindle's formally consolidates them.