

Summary of Policies

June 2021

Springboard have comprehensive policies, procedures and guidelines to ensure compliance with all relevant legislation and designed to offer the best possible experience for children, families, staff, and volunteers. Policies are reviewed on a regular basis and comments and suggestions are welcome. Policies can be accessed on our website www.springboardweb.org.uk or hard copies are available at Springboard centres on request.

Policies form part of the contract and conditions of employment for all staff and must be adhered to at all times.

	Policy Title	Date adopted / last reviewed
1	Accepting and Giving Gifts	25.09.18
2	Administration of Medicines	27.11.18
3	Admissions	23.04.19
4	Behaviour Management	23.04.19
5	Charging and Concessions	03.12.19
6	Capability and Disciplinary	15.03.21
7	Complaints	23.03.20
8	Confidentiality	03.12.19
9	Critical Incidents	25.09.18
10	Curriculum	02.07.19
11	Data Protection	27.11.18
12	Employment	06.10.20.
13	Environmental	14.11.17
14	Equality & Diversity	08.05.18
15	Parent Failing to Collect a Child	24.11.20
16	Financial Controls	06.10.20

17	Grievance	27.11.18
18	Health Hygiene & Safety	24.11.20
19	ICT Acceptable Use	29.01.19.
20	Managing Staff Leave and Other Absences	06.10.20
21	Missing Child	24.11.20
22	Partnership	23.4.19
23	Personal Safety and Lone Working	03.12.19
24	Retention, Storage and Security of Documents and Records	27.11.18
25	Safeguarding	15.03.21
25a	Safeguarding Flow Chart	15.03.21
26	Settling In	24.11.20
27	Social Media	24.11.20
28	Special Educational Needs & Disability	23.4.19
29	Transport	02.07.19
30	Trustee Information and Induction	25.09.18
31	Whistleblowing	26.01.21