



Unity Education Trust

POLICIES OPERATED BY THE TRUST AND ALL ITS SCHOOLS

FINANCE POLICIES
Finance Policy and Procedures including:
• Accounting policies
• Anti-fraud, corruption, gifts and hospitality
• Bad Debt
• Charging and Remission (with school-specific sections if necessary)
• Disposal of Assets/Redundant Equipment
• Lettings (with school-specific sections if necessary)
• Payment of Expenses and Allowances to Trustees and Governors
• Procurement and Tendering
• Reserves and Investments
• Retention of Financial Records
• Staff Expenses
• Purchasing Card policy

PERSONNEL POLICIES
Teacher Appraisal
Associate Staff Appraisal
Pay
Grievance Policy and Procedure
Staffing adjustments
Leave and Time Off
Code of Conduct (Disciplinary guidelines)

Disciplinary Procedures
Disciplinary, Dismissal & Appeal Procedures
Capability of staff teaching
Capability of staff - support
Allegations of abuse against staff
Bullying and Harassment (Dignity at Work)
Cyberbullying
Absence Management policy
Absence Management Procedure
Internet, social networking & email use policy
Recruitment and Selection & recruitment checklist

OTHER POLICIES
Conflicts of Interest & Privacy
Whistleblowing
Risk Policy
UET Critical Incidents and Business Continuity
Complaints
UET Admissions
Behaviour Principles
Freedom of Information
Equal Opportunities
Safeguarding & Child Protection
Data Protection/General Data Protection Regulation
Drugs
Administration of Medicines
Anti-bullying
Collective Worship
Sex & Relationships Education
Health and Safety
Communications and Appeals (between Trust Board and SOCs)

