

POLICIES AND PROCEDURES -- FOLDER CONTENTS

Policies and Procedures	SMT Responsible	Last Checked	Next Date
Admissions Policy	Cillian Logue	March 2020	March 2021
Assessment Policies and Procedures	Cillian Logue	Sept 2020	August 2021
Attendance and Punctuality Policy	Cillian Logue	August 2020	August 2021
Code of Conduct	Cillian Logue	August 2020	August 2021
Comments, Complaints, Compliments and Suggestions policy	Cillian Logue	August 2020	August 2021
Curriculum Policy	Sandra Poulton	August 2020	August 2021
Policy on Data Protection	Sandra Poulton	August 2020	August 2021
Equality and Diversity Policy	Sandra Poulton	July 2020	July 2021
Fee Policy	Cillian Logue	March 2020	March 2021
Health and Safety Policy	Sandra Poulton	July 2020	July 2021
Information Advice and Guidance Policy	Sandra Poulton	July 2020	July 2021
Handling of DBS Certificate information policy	Cillian Logue	July 2020	July 2021
LBC Mission Statement and Charter	Sandra Poulton	July 2020	July 2021
Learner Entitlement Policy	Sandra Poulton	July 2020	July 2021
Pastoral Care Plan	Cillian Logue	August 2020	August 2021
Prevention of Bullying and Harassment Policy	Cillian Logue	August 2020	August 2021
Policy on IT Security	Sandra Poulton	July 2020	July 2021
Quality Management and Enhancement	Sandra Poulton	July 2020	July 2021
Child Protection and Safeguarding	Cillian Logue	August 2020	August 2021
Policy and Procedures			
Student Handbook	Cillian Logue	July 2020	July 2021
Student Disciplinary Policy and Procedures	Sandra Poulton	July 2020	July 2021
Tutor Quality Standards and Practice 2021	Sandra Poulton	July 2020	July
Staff Handbook	Cillian Logue	August 2020	August 2021
Staff Appraisal Policy	Sandra Poulton	August 2020	August 2021
Staff Development Policy	Sandra Poulton	August 2020	August 2021
Staff Disciplinary Policy	Sandra Poulton	July 2020	July 2021
Strategy For Managing Policy	Cillian Logue	August 2020	August 2021
Policy on Staff Performance and Capability	Sandra Poulton	July 2020	July 2021
Recruitment and Selection Policy	Cillian Logue	August 2020	August 2021
College Trips Policy	Cillian Logue	August 2020	August 2021
First Aid Policy	Cillian Logue	July 2020	July 2021
Policy on Staff Grievance	Cillian Logue	August 2020	August 2021
Age Discrimination and Retirement Policy	Cillian Logue	August 2020	August 2021
Time off for Dependents Policy	Sandra Poulton	July 2020	July 2021
E-Safety Policy & Procedures	Cillian Logue	July 2020	July 2021
Visitor Mobile Phone Policy	Cillian Logue	October 2020	October 2021
Student Acceptable Use Policy	Cillian Logue	July 2020	July 2021
International Student Recruitment & Admissions	Cillian Logue	August 2020	August 2021