

exeter college



Scope and Coverage Policy

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1. Purpose

The purpose of this policy is to provide guidance to College Leadership Team members who need to determine which policies are required and to members of staff who are charged with writing policies. This policy defines those topics which are essential to the working of the College, ensuring we meet our statutory requirements and business critical needs. Additional policies may be desirable, but sponsors should satisfy themselves that the need is best addressed by a policy as opposed to alternative routes such as procedures and strategies. This policy further describes the processes by which policies are adopted and maintained and how they are made accessible to staff, learners and the public.

2. Definitions

2.1 CLT - College Leadership Team

2.2 SLT - Senior Leadership Team

2.3 Policies provide the framework within which Exeter College governs its actions and their design should be consistent and logical. Policies flow from leadership decisions and set out the scope within which routine operational decisions and actions can be taken without further reference to CLT members. They should address what is the principle, legal basis, rule, or leadership decision, but not necessarily provide the detailed practice. By contrast, procedures set out the details through which policies are executed and these are best written by specialist practitioners.

3. Policy

3.1 The topics which are essential to the running of the College and must be addressed are listed below.

Statutory protections

1. Anti-Slavery and Human Trafficking Statement
2. Business Continuity Policy
3. Child Protection and Safeguarding Policy
4. Data Protection Policy
5. Equality and Diversity Policy
6. ESFA Supply Chain Fees and Charges Policy
7. Freedom of Information Policy
8. Health and Safety Policy
9. Risk Management Policy
10. Information Security Policy

Staff and Learners

11. Admissions Policy
12. Anti-Bribery Policy
13. Anti-Bullying Policy
14. Anti-Fraud Policy
15. Assessment Policy
16. Attendance Management Policy
17. Capability Policy
18. Course Fee Policy
19. Digital Safety Policy
20. Disciplinary Policy

21. Grievance Policy
22. Information Governance Policy
23. Intimate Care Police
24. Marketing Policy
25. Pearson HN Course Extenuating Circumstances Policy
26. Plagiarism and Malpractice Policy
27. Provider Access Policy
28. Quality Policy
29. Redundancy Policy
30. Registration and Certification Policy
31. Retention and Disposition Policy
32. Review of Centre Assessed Coursework Decisions Policy
33. Room Lettings Police
34. Scope and coverage Policy
35. Substance Misuse Police
36. Supporting Learners with Health Needs Policy
37. Suspension and Dismissal Policy
38. Sustainability Policy
39. Treasury Management Policy
40. Use of Word Processors in Examination Policy
41. Whistleblowing Policy

Governors

42. Associates Policy
43. Attendance of Non-Committee Members at Committee Meetings Policy
44. Complaints against the Board Members and the Clerk Policy
45. Conflict of Interests and Register of Interests Policy
46. Expenses
47. Governor Appointment and Removal
48. Induction and Training
49. Publication of Minutes
50. Scheme of Delegation
51. Taking Independent Advice

3.2 Policies are public documents.

3.3 Policies will be reviewed every two years but must be monitored continuously by the authors as changes in the law occur and College operations change. In the latter case the policy should be reviewed and updated immediately.

3.4 Any policy more than two years and three months old will fall from the registry unless reviewed.

3.5 Policies require a named sponsor who is a member of the College Leadership Team.

3.6 Policies should be written in accordance with the guidance documents.

3.7 The authorship of a policy must be stated on the cover.

3.8 Policies must be on the College template and cover all six sections unless written by consultants.

3.9 All new policies must be adopted by Senior Leadership Team.

3.10 All of the policy topics listed in 3.1 must be adopted by the Corporation.

3.11 Sponsors should be certain the creation of a new policy flows from a valid business need.

3.12 The College needs to manage its number of policies so that members of staff can be reasonably expected to know of them.

4. Implementation

4.1 The College maintains a policies register, containing a template and guidance documents and all College policies without exception.

4.2 The policies in the policy register will be available on the website where relevant.

4.3 Authors should avoid proliferation by means such as checking for overlap with other policies, assessing if other documents are more appropriate, or merging policies.

4.4 Links to the policy register should be circulated to all Heads of Department and Faculty by email, for dissemination to all staff as appropriate, when new and reviewed policies are added.

5. Associated Documentation

5.1 [All college policies](#)

5.2 [Policy and Procedure Guidelines](#)

6. Monitoring, Review and Evaluation

6.1 The Senior Leadership team is responsible for approving the Scope and Coverage Policy.

6.2 The Board (Quality and Standards Committee) is responsible for adopting the Scope and Coverage Policy.

6.3 This policy will be reviewed every two years by the Department for Data Protection and Compliance.

6.4 The definitive version of this policy is stored in the [College Leadership SharePoint Site](#).