

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. Health and Safety Policy
8. Risk Management Policy

Staff and Learners

9. Admissions Policy
10. Anti-Bribery Policy
11. Anti-Bullying Policy
12. Anti-Fraud Policy
13. Assessment Policy
14. Attendance Management Policy
15. CCTV Policy
16. Capability Policy
17. Course Fee Policy
18. Digital Safety Policy
19. Disciplinary Policy
20. Educational Visits Policy
21. Freedom of Information Policy
22. Grievance Policy

23. Higher Education Fees Refunds and Compensation Policy
24. IB Language Policy
25. Information Governance Policy
26. Information Security Policy
27. Intimate Care Police
28. Marketing Policy
29. Pearson HN Course Extenuating Circumstances Policy
30. Plagiarism Malpractice and Maladministration Policy
31. Quality Policy
32. Redundancy Policy
33. Registration and Certification Policy
34. Retention and Disposition Policy
35. Review of Centre Assessed Coursework Decisions Policy
36. Scope and Coverage Policy
37. Special Educational Needs and Disabilities Policy
38. Substance Misuse Police
39. Supporting Learners with Health Needs Policy
40. Suspension and Dismissal Policy
41. Sustainability Policy
42. Treasury Management Policy
43. Use of Word Processors in Examination Policy
44. Whistleblowing Policy

Governors

45. Associates Policy
46. Attendance of Non-Committee Members at Committee Meetings Policy
47. Complaints against the Board - Board Members – Head of Governance Policy
48. Conflict of Interests and Register of Interests Policy
49. Governor Expenses Policy
50. Governor Appointment and Removal Policy
51. Governor Induction and Training Policy
52. Publication of Minutes Policy
53. Scheme of Delegation Policy
54. Taking Independent Advice Policy

3.2 Policies are public documents.

3.3 Policies will be reviewed every two years, unless otherwise stated, 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 Policies require a named sponsor who is a member of the College Leadership Team.

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

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

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

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

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

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

3.11 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](#).