

**WESTERFIELD COLLEGE**

LEARNING AND ENRICHMENT CENTRE

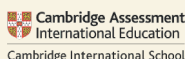
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WCLEC Policy Register

Tier 1 Essential Core Policies

Category	Policy	BC Reference	Completed By	Checked by	Review Date
1	Safeguarding and Child Protection	49	49		
WC42	Prevent Duty and Radicalisation Risk Policy	39	Centre Director		19/07/2027
WC30	Health & Safety	38, 39, 75	Centre Director		17/06/2027
WC29	Student Attendance and Absence Policy	19	Centre Director		14/06/2027
WC28	Behaviour Management and Student Discipline Policy	39	Centre Director		14/06/2027
WC46	Anti-Bullying and Anti-Harassment Policy	39	Centre Director		14/06/2027
WC31	Student Welfare and Pastoral Support Policy	54	Centre Director		14/06/2027
WC32	Student Complaints and Appeals Policy	20	Centre Director		15/06/2027
WC33	Accommodation and Residential Welfare Policy	40, 41, 42	Centre Director		15/06/2027
WC34	Activities, Excursions and Student Supervision Policy	43, 44, 46	Centre Director		15/06/2027
WC35	Critical Incident and Emergency Response Policy	46	Centre Director		15/06/2027
WC36	Equality, Diversity and Inclusion Policy	39	Centre Director		15/06/2027
WC37	Data Protection and Records Management Policy	14	Centre Director		15/06/2027
WC38	Internet, Online Safety and Acceptable Use Policy	14	Centre Director		15/06/2027

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Tier 2 Academic Policies

Category	Policy	BC Reference	Completed By	Checked by	Review Date
WC12	Learning, Teaching and Academic Quality Policy	25, 31, 53	Centre Director		15/06/2027
WC14	Assessment, Progress and Certification Policy	35, 36, 37	Centre Director		15/06/2027
WC16	Academic Staff Recruitment and Support Policy	27	Centre Director		15/06/2027
WC18	Teaching Observation and Professional Development Policy	18, 67	Centre Director		15/06/2027
WC10	Admissions, Enrolment and Placement Policy	33	Centre Director		15/06/2027

Tier 3 Staff Policies

Category	Policy	BC Reference	Completed By	Checked by	Review Date
WC21	Safer Recruitment Policy	15			
WC02	Staff Code of Conduct	Supports Safeguarding	Centre Director		17/06/2027
WC04	Staff Induction Policy	16	Centre Director		15/06/2027
WC20	Staff Appraisal and Performance Management Policy	17	Centre Director		15/06/2027
WC22	Staff Grievance Policy	20	Centre Director		15/06/2027
WC24	Staff Disciplinary Policy		Centre Director		15/06/2027
WC26	Whistleblowing Policy		Centre Director		15/06/2027

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TIER 4: Operational Documents (Not Policies)

Category	Policy	BC Reference	Completed By	Checked by	Review Date
WC40	Organisation Plan	10	Centre Director		17/06/2027
WC45	Self-Evaluation	11	Centre Director	In Progress	17/06/2027
	Staff Handbook	52			
	Student Feedback and Evaluation System (arrival questionnaire / mid-course survey / departure survey)	21			
	Staff Meeting and CPD & Quality Assurance Schedule	14			
	Risk Assessment Register				
	CPD Register				
	Recruitment Forms				
	Induction Checklist				
	Parental Consent Forms				
	Group Leader Handbook				
	Boarding Principles and Practice Statement				
WC35	Action Plan	M7	Centre Director		17/06/2027

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