

# Catch22 College Policy

## *Communication Policy Catch22 College*

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Catch22 reserves the right to amend this policy, following consultation, where appropriate.

Policy Owner:	Catch22 Colleges
Queries to:	Will Duke-Oddy
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Catch22 group, entity, hub:	Catch22 Colleges
4Policies level (all staff or managers only)	All Catch22 College Staff

## Document Version Control & Changes

Version	Last modified	By	Changes Made
1.0	7th May 2025	Will Duke-Oddy - Quality & Curriculum Manager - OSH	New Policy Created
2.0	04/11/2025	<i>Tandia Costain – Compliance &amp; Quality Manager</i>	

## 1. What is the policy about?

This policy outlines the communication protocols within Catch22 Colleges to ensure effective, professional, and consistent practices. It has been developed and agreed upon by the Senior Leadership Team (SLT) to provide clarity and guidance for all staff.

## 2. Who does this policy apply to?

This policy applies to all staff members within Catch22 Colleges.

## 3. Policy requirements

### Methods of Communication

Communication within the College may occur through a variety of methods, including:

- Face-to-face interactions
- Phone calls
- Microsoft Teams calls
- Emails
- Text messages

All communication must be professional and adhere to the Catch22 Code of Conduct Policy.

### Meetings and Key Communication Channels

#### 1. Supervisions

Frequency: Every 4-6 weeks

Format: Face-to-face or remote

Purpose: Regular check-ins with the line manager to discuss performance, wellbeing, and development.

Attendees: Staff member and Line Manager

#### 2. SLT Meetings

Frequency: Every 4-6 weeks

Format: Remote (Teams)

Purpose: To discuss high level operations, challenges & barriers to services, specific improvement plans relating to QIP/SAR, organise and discuss findings from service visits & specific agenda items.

Attendees: Senior Leadership Team members

#### 3. College Team Meetings

Frequency: Minimum once per month

Format: Face-to-face

Purpose: To share updates, discuss key issues, and foster collaboration.

Attendees: All site staff (& Senior Ops managers if applicable).

#### **4. Standardisation Meetings**

Frequency: Minimum once per year (or more frequently as required based on specific needs).

Format: Remote (Teams)

Purpose: To ensure consistent practices and standards across the College.

Attendees: Dependant on standardisation focus.

#### **5. Internal Quality Assurance (IQA)**

Frequency: As and when required, based on the rationale.

Format: Face-to-face or remote

Purpose: To support and improve quality assurance practices.

Attendees: Dependant on IQA focus.

#### **6. Compliance Meetings**

Frequency: Monthly

Format: Remote

Purpose: To support and improve compliance practices, ensuring adherence to DfE contract, funding rules and internal policy requirements.

Attendees: Compliance & Quality Manager, Lead Teachers, Recruitment & Progression Officers & Administrators.

### **Virtual Meeting Etiquette**

When attending meetings via Microsoft Teams or other virtual platforms, staff must:

- Dress professionally.
- Attend from a quiet location, free from distractions and potential eavesdropping.
- Keep cameras on during meetings.
- Use appropriate virtual backgrounds if working from home or in a shared space.

### **Attendance and Accountability**

- Attendance at relevant meetings and training is mandatory unless otherwise agreed with the line manager.
- If you are unable to attend, apologies must be sent in advance, and your line manager should be informed.

### **Meeting Records**

Meeting minutes and/or recordings will be shared within one week of the meeting date.

All records will be stored electronically in the relevant College folders on SharePoint for easy access.

## Policy Compliance

Adherence to this policy ensures effective communication and collaboration, contributing to the overall success of the Study Programme. Any breaches of this policy may be subject to review under the Catch22 Code of Conduct Policy.

## 4. Related policies

Catch22 Code of Conduct

## 5. Appendices

### Annex 1: Equality Impact Assessment

Catch22 is committed to always: avoiding the potential for unlawful discrimination, harassment and victimisation; advancing equality of opportunity between people who share a protected characteristic and those who do not; and, foster good relations between people who share a protected characteristic and those who do not.

An Equality Impact Assessment (EIA) is a tool for identifying whether or not strategies, projects, services, guidance, practices or policies have an adverse or positive impact on a particular group of people or equality group. While currently only public bodies are legally required to complete EIA's, Catch22 has adopted the process in line with its commitment to continually improve our equality performance.

### 1. Summary

<b>This EIA is for:</b>	Communication Policy Catch22 College
<b>EIA completed by:</b>	Tandia Costain – Compliance & Quality Manager - OSH
<b>Date of assessment:</b>	07/11/2025
<b>Assessment approved by:</b>	<Name>, <Position> [if required]

Objectives and intended outcomes
This EIA has been completed in order to ensure that the implications and potential impact, positive and negative, of the Communication Policy Catch22 College for all staff have been fully considered and addressed, whether or not the staff members share a protected characteristic.

## 2. Potential Impacts, positive and negative

Equality Area	Positive	Neutral	Negative	Summary
<b>Age</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of age. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their age.
<b>Disability</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of health/disability. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their disability.
<b>Pregnancy &amp; Maternity/paternity</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It's not considered that the policy positive or negatively impacts on pregnant women or on staff on maternity or paternity leave.
<b>Race</b> (incl. origin, colour and nationality)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of their race, origin, colour or nationality. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively in these respects.
<b>Gender and Gender Re-assignment</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of their gender at any given time. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of gender.
<b>Sexual Orientation</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of their sexual orientation. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because their sexual orientation.

### 3. Negative impacts and mitigations

Negative Impact	Mitigation	Owner