

Tag Taxonomy

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Every policy in this vault carries the following YAML frontmatter. Tags drive the audience views, the commissioner pack, and the Nudge platform sign-off integration.

```

1  ---
2  title: <Policy Title>
3  audience: internal | external | both
4  groups: [list of groups this policy is relevant to]
5  provision: nudge-education | neo | haven | all
6  type: core | addendum | standalone-neo | inactive-neo
7  status: live | draft | archive
8  version: <e.g. Dec 2025 or v04.26>
9  owner_role: <role responsible – DSL, DPO, Director, etc.>
10 source_file: <original filename for audit>
11 neo_addendum: true | false
12 last_reviewed: YYYY-MM-DD
13  ---

```

Field reference

audience

- **internal** — staff only; not surfaced on the public Quartz site
- **external** — commissioners, parents, carers, learners; surfaced publicly
- **both** — surfaced publicly with internal supplementary detail visible to staff via Nudge platform

groups

- **all-staff** — every Nudge Education employee
- **practitioners** — named practitioner / mentor role across all provisions
- **qualified-teachers** — subject-specialist teachers (NEO live lessons)
- **dsl-safeguarding** — DSL, DDSL, and named safeguarding team
- **slt-directors** — Senior Leadership Team and Directors

- office-staff — finance, admin, HR, operational support
- commissioners — Local Authority commissioning officers
- schools — school-based commissioners, school DSLs, AP coordinators
- parents-carers — families of learners
- learners — learners themselves

provision

- nudge-education — applies to Nudge Education Ltd parent operations
- neo — applies to Nudge Education Online specifically
- haven — applies to Haven (rare in this vault — Haven has its own)
- all — applies across all Nudge Education-operated provisions

type

- core — canonical Nudge Education policy
- addendum — NEO online overlay added to a core policy (lives within the core file as a section)
- standalone-neo — NEO-only policy (no parent equivalent)
- inactive-neo — Nudge Education policy explicitly not applicable to NEO online provision
- meta — vault meta documents (taxonomy, indexes, change logs)

status

- live — current, signed-off
- draft — in progress, awaiting sign-off (typically DSL for safeguarding)
- archive — superseded version retained for audit

neo_addendum

- true — this core policy contains an NEO Online Addendum section
- false — no NEO addendum (NEO inherits unchanged, or NEO has a standalone)