

GOVERNORS' POLICIES AND DOCUMENTS AUDIT CHECK-LIST (as of 27 June, 2019)

Policy/Document	Statutory for maintained schools?	Reviewed by <i>New Board-only structure, (from Feb 2019)</i>	Date approved by <i>Board (and/or Committees/SMT structure pre-Feb 2019)</i>	Review cycle	Next review date
Annual Scorecard		<i>Business</i>	<i>18.10.18 (GB)</i>	<i>Annual</i>	<i>Autumn 19</i>
Complaints Policy	<i>Yes</i>	<i>Business</i>	<i>02.11.16 (SMT)</i>	<i>Triennial</i>	<i>Autumn 19</i>
Data Protection Policy	<i>Yes</i>	<i>Business</i>	<i>25.01.18 (GB)</i>	<i>Biennial</i>	<i>Spring 20</i>
Freedom of Information Policy	<i>Yes</i>	<i>Business</i>	<i>25.01.18 (GB)</i>	<i>Biennial</i>	<i>Spring 20</i>
Governors' Visits Policy & Protocols		<i>Business</i>	<i>12.07.18 (GB)</i>	<i>Biennial</i>	<i>Summer 20</i>
Governor Responsible for Safeguarding Report		<i>Business</i>	<i>12.06.18 (GB)</i>	<i>Annual</i>	<i>Summer 19</i>
Headteacher's Safeguarding Audit Report		<i>Business</i>	<i>22.02.18 (GB)</i>	<i>Annual</i>	<i>Summer 19</i>
Instrument of Government	<i>Yes</i>	<i>Business</i>	<i>17.01.17 (GB)</i>	<i>Biennial</i>	<i>Autumn 19</i>
Leavers' Destinations Report		<i>Business</i>	<i>18.10.18 (GB)</i>	<i>Annual</i>	<i>Autumn 19</i>
School Offer		<i>Business</i>	<i>18.10.18 (GB)</i>	<i>Annual</i>	<i>Autumn 19</i>
Student Progress Analysis Report		<i>Business</i>	<i>18.10.18 (GB)</i>	<i>Annual</i>	<i>Autumn 19</i>
Support Staff Appraisal Report		<i>Business</i>	<i>14.02.19 (GB)</i>	<i>Annual</i>	<i>Spring 20</i>
Teachers' Appraisal Report		<i>Business</i>	<i>14.02.19 (GB)</i>	<i>Annual</i>	<i>Spring 20</i>
Team Spirit Management Report		<i>Business</i>	<i>02.07.18 (SD)</i>	<i>Annual</i>	<i>Summer 19</i>
Accessibility & Equalities Plans	<i>Yes</i>	<i>Business</i>	<i>12.06.18 (GB)</i>	<i>Biennial</i>	<i>Summer 20</i>
Anti-Bullying Policy		<i>Business</i>	<i>22.03.18 (GB)</i>	<i>Biennial</i>	<i>Spring 20</i>
Behaviour Management Policy	<i>Yes</i>	<i>Business</i>	<i>22.03.18 (GB)</i>	<i>Biennial</i>	<i>Spring 20</i>
Educational Visits Policy		<i>Business</i>	<i>14.02.19 (GB)</i>	<i>Triennial</i>	<i>Spring 22</i>
E-Safety Policy		<i>Business</i>	<i>16.05.19 (GB)</i>	<i>Biennial</i>	<i>Summer 19</i>
Medicines Policy (<i>Whittington Health adopted</i>)	<i>Yes</i>	<i>Business</i>	<i>24.11.16 (SD + GB)</i>	<i>Triennial</i>	<i>Autumn 19</i>
Safeguarding & Child Protection Policy	<i>Yes</i>	<i>Business</i>	<i>14.02.19 GB)</i>	<i>Annual</i>	<i>Spring 20</i>

Business Continuity Plan		<i>Business</i>	<i>18.03.18 (RC + GB)</i>	<i>Biennial</i>	<i>Autumn 20</i>
Financial Scheme of Delegation		<i>Business</i>	<i>14.02.19 (GB)</i>	<i>Triennial</i>	<i>Autumn 20</i>
Fire Safety Policy	<i>Yes</i>	<i>Business</i>	<i>16.05.19 (GB)</i>	<i>Triennial</i>	<i>Autumn 19</i>
Health and Safety Policy		<i>Business</i>	<i>18.05.16 (RC + GB)</i>	<i>Biennial</i>	<i>Spring 19</i>
Lone Working Policy		<i>Business</i>	<i>14.05.19 (GB)</i>	<i>Annual</i>	<i>Spring 20</i>
School Financial Values & Standards		<i>Business</i>	<i>14.02.19 (GB)</i>	<i>Annual</i>	<i>Spring 20</i>
Support Staff Pay Policy		<i>Business</i>	<i>20.06.19 (GB)</i>	<i>Annual</i>	<i>Summer 19</i>
Teachers' Pay Policy	<i>Yes</i>	<i>Business</i>	<i>20.06.19 (GB)</i>	<i>Annual</i>	<i>Summer 19</i>
Assessment, Recording & Reporting Policy		<i>Student Development</i>	<i>30.09.16 (SMT)</i>	<i>Triennial</i>	<i>Autumn 19</i>
Attendance Policy		<i>Student Development</i>	<i>13.11.18 (SD)</i>	<i>Biennial</i>	<i>Autumn 20</i>
Autism at Riverside		<i>Student Development</i>	<i>07.03.17 (SD)</i>	<i>Triennial</i>	<i>Spring 20</i>
Communication Policy		<i>Student Development</i>	<i>13.11.18 (SD)</i>	<i>Triennial</i>	<i>Autumn 21</i>
Curriculum Framework		<i>Student Development</i>	<i>14.02.19 (GB)</i>	<i>Triennial</i>	<i>Spring 22</i>
Flexibility of Thought Guidance		<i>Student Development</i>	<i>07.03.17 (SD)</i>	<i>Triennial</i>	<i>Spring 20</i>
Intimate Care Policy		<i>Student Development</i>	<i>14.02.19 (SMT + GB)</i>	<i>Triennial</i>	<i>Spring 22</i>
Manual Handling Policy		<i>Student Development</i>	<i>30.09.16 (SMT)</i>	<i>Triennial</i>	<i>Autumn 20</i>
Sensory Policy		<i>Student Development</i>	<i>30.11.18 (SD – draft...)</i>	<i>Triennial</i>	<i>Spring 19/Autumn 21</i>
Relationship & Sex Education Policy	<i>Yes</i>	<i>Student Development</i>	<i>20.06.19</i>	<i>Triennial</i>	<i>Summer 22</i>
Special Educational Needs & Disabilities (SEND) Report	<i>Yes</i>	<i>Student Development</i>	<i>04.09.18 (SMT)</i>	<i>Annual</i>	<i>Autumn 19</i>
Student Wellbeing Multi-Agency Group (MAG) Report		<i>Student Development</i>	<i>02.07.18 (SD)</i>	<i>Annual</i>	<i>Summer 20</i>
Use of Chill-Out Rooms Policy		<i>Student Development</i>	<i>18.10.17 (SMT)</i>	<i>Triennial</i>	<i>Autumn 20</i>
Year 11 Work Experience Report (Teams 1-4)		<i>Student Development</i>	<i>02.07.18 (SD)</i>	<i>Annual</i>	<i>Summer 19</i>
Asset Register Policy		<i>Resources</i>	<i>09.10.17 (RC)</i>	<i>Biennial</i>	<i>Summer 19</i>
Best Value Statement		<i>Resources</i>	<i>06.10.18 (RC)</i>	<i>Annual</i>	<i>Autumn 19</i>
Charging & Remissions Policy	<i>Yes</i>	<i>Resources</i>	<i>27.09.16 (RC)</i>	<i>Triennial</i>	<i>Autumn 19</i>
Continuing Professional Development Policy		<i>Resources</i>	<i>09.10.17 (RC)</i>	<i>Biennial</i>	<i>Autumn 19</i>
First Aid/RIDDOR Policy		<i>Resources</i>	<i>27.09.16 (RC)</i>	<i>Triennial</i>	<i>Autumn 19</i>
Hydrotherapy Pool Policy		<i>Resources</i>	<i>07.03.17 (RC)</i>	<i>Triennial</i>	<i>Spring 20</i>
Lettings & Hiring Policy		<i>Resources</i>	<i>12.03.18 (RC)</i>	<i>Annual</i>	<i>Summer 19</i>
'Out and About' Financial Audit		<i>Resources</i>	<i>23.05.18 (RC)</i>	<i>Annual</i>	<i>Summer 19</i>
Statement of Internal Control		<i>Resources</i>	<i>06.10.18 (RC)</i>	<i>Annual</i>	<i>Autumn 19</i>

HARINGEY SCHOOLS HR HANDBOOK - TABLE OF CONTENTS - 2018
THESE POLICIES & PROCEDURES ARE ADOPTED BY RIVERSIDE'S GOVERNING BOARD ANNUALLY

SECTION 1	GRIEVANCE PROCEDURES	2011
SECTION 2	USE OF ICT POLICY	2004
SECTION 3	DISCIPLINE PROCEDURES AND CODE OF CONDUCT	2011
SECTION 4 A	CAPABILITY PROCEDURE FOR SUPPORT STAFF	2014
SECTION 4 B	CAPABILITY POLICY FOR TEACHERS	2014
SECTION 5	HARASSMENT & BULLYING PROCEDURES	2004
SECTION 6	FRAUD & CORRUPTION POLICY	2004
SECTION 7	ABSENCE MANAGEMENT	2017
SECTION 8	REDEPLOYMENT & REDUNDANCY PROCEDURES	2017
SECTION 9	WHISTLEBLOWING POLICY	2017
SECTION 10	CODES OF PRACTICE FOR EMPLOYEE RELATIONS	2004
SECTION 11	<i>PAY POLICY (not adopted – Riverside have their own)</i>	2010
SECTION 12	PERFORMANCE MANAGEMENT FOR SUPPORT STAFF	2008
SECTION 13	TEACHERS APPRAISAL POLICY	2014
SECTION 14	RECRUITMENT & SELECTION PROCEDURES	2004
SECTION 15	TEMPORARY & FIXED TERM STAFF GUIDANCE	2004
SECTION 16	EQUAL OPPORTUNITIES IN EMPLOYMENT	2007
SECTION 17	CRIMINAL CONVICTION CHECKS	2004
SECTION 18	CHILD PROTECTION GUIDELINES	2004
SECTION 19	POLICY ON CARE, CONTROL & RESTRAINT	2004
SECTION 20	INDUCTION, PROBATION, SUPPORT & DEVELOPMENT	2004
SECTION 21	LAW EDUCATION & EMPLOYMENT	2007
SECTION 22	AMALGAMATING SCHOOLS STATEMENT OF INTENT	2004
SECTION 23	ACCESS TO PERSONAL FILES	2004
SECTION 24	FLEXIBLE WORKING PRACTICE	2017
SECTION 25	JOB-SHARE POLICY	2004
SECTION 26	EXPENSES & ALLOWANCES (N)	2004
SECTION 27	ANNUAL & SPECIAL LEAVE	2017

SECTION 28	MANAGING STRESS AT WORK	2004
SECTION 29	VIOLENCE AT WORK GUIDELINES	2004
SECTION 30	WORKING TIME DIRECTIVE	2004
SECTION 31	RESIGNATION & RETIREMENT PROCEDURES	2004
SECTION 32	TRADE UNIONS. TIME OFF AND CONSULTATION	2004
SECTION 33	CLASS SIZE & COVER AGREEMENT	BLANK
SECTION 34	NO SMOKING POLICY	2007
SECTION 35	SUPPORT STAFF – TEMPLATE JOB DESCRIPTIONS	2007
SECTION 36	TEACHING ROLES – TEMPLATE JOB DESCRIPTIONS	2008
SECTION 37	SECONDMENT POLICY	2008
SECTION 38	ADDITIONAL/ACTING DUTIES POLICY	2008
SECTION 39	CODIFIED TERMS AND CONDITIONS – TEACHERS	2008