

GOVERNORS' POLICIES AND DOCUMENTS AUDIT CHECK-LIST (as of Spring Term 2019)

Policy/Document	Reviewed by <i>New Board-only structure from Feb 2019</i>	Date approved by <i>Through Board, Committees & SMT structure pre-Feb 2019</i>	Review cycle	Next review date
Complaints Policy	Business	02.11.16 (SMT)	Triennial	Autumn 19
Data Protection Policy	Business	25.01.18 (GB)	Biennial	Spring 20
Freedom of Information Policy	Business	25.01.18 (GB)	Biennial	Spring 20
Governors' Visits Policy & Protocols	Business	16.03.16 (GB)	Triennial	Spring 19
Governor Responsible for Safeguarding Report	Business	12.06.18 (GB)	Annual	Summer 19
Headteacher's Safeguarding Audit Report	Business	22.02.18 (GB)	Annual	Spring 19
Instrument of Government	Business	17.01.17 (GB)	Biennial	Spring 19
Accessibility and Equalities Policy	Business	12.06.18 (SD + GB)	Biennial	Summer 20
Anti-Bullying Policy	Business	16.03.16 (SD + GB)	Biennial	Spring 20
Behaviour Management Policy	Business	22.03.18 (SD + GB)	Biennial	Spring 20
Educational Visits Policy	Business	27.01.16 (SD + GB)	Triennial	Spring 19
E-Safety Policy	Business	26.01.17 (SD + GB)	Biennial	Summer 19
Medicines Policy (<i>Whittington Health adopted</i>)	Business	24.11.16 (SD + GB)	Triennial	Autumn 19
Safeguarding & Child Protection Policy	Business	06.03.18 (SD + GB)	Annual	Spring 19
Business Continuity Plan	Business	18.03.18 (R + GB)	Biennial	Autumn 20
Financial Scheme of Delegation	Business	09.10.17 (R + GB)	Triennial	Autumn 20
Fire Safety Policy	Business	24.11.16 (R + GB)	Triennial	Autumn 19
Health and Safety Policy	Business	18.05.16 (R + GB)	Biennial	Spring 19
School Financial Values & Standards	Business	14.02.19 (R + GB)	Annual	Spring 21
Support Staff Pay Policy	Business	18.05.18 (R + GB)	Annual	Summer 19
Teachers' Pay Policy	Business	18.05.18 (R + GB)	Annual	Summer 19
Assessment, Recording & Reporting Policy	Student Development	30.09.16 (SMT)	Triennial	Autumn 19
Attendance Policy	Student Development	03.11.18 (SD)	Biennial	Autumn 20
Autism at Riverside	Student Development	07.03.17 (SD)	Triennial	Spring 20
Communication Policy	Student Development	13.11.18 (SD)	Triennial	Autumn 21

Curriculum Framework	Student Development	01.03.16 (SD)	Triennial	Spring 19
Flexibility of Thought Guidance	Student Development	07.03.17 (SD)	Triennial	Spring 20
Intimate Care Policy	Student Development	10.01.16 (SMT)	Triennial	Spring 19
Manual Handling Policy	Student Development	03.06.18 (SD)	Triennial	Summer 21
Sensory Policy	Student Development	30.11.18 (SD – draft...)	Triennial	Spring 19/Autumn 21
Sex and Relationship Education (SRE) Policy	Student Development	28.06.16 (SD)	Triennial	Summer 19
Use of Chill-Out Rooms Policy	Student Development	18.10.17 (SMT)	Triennial	Autumn 20
Asset Register Policy	Resources	09.10.17 (RC)	Biennial	Summer 19
Best Value Statement	Resources	06.10.18 (RC)	Annual	Autumn 19
Charging & Remissions Policy	Resources	27.09.16 (RC)	Triennial	Autumn 19
Continuing Professional Development Policy	Resources	09.10.17 (RC)	Biennial	Autumn 19
First Aid/RIDDOR Policy	Resources	27.09.16 (RC)	Triennial	Autumn 19
Hydrotherapy Pool Policy	Resources	13.03.17 (RC)	Triennial	Spring 20
Lettings & Hiring Policy	Resources	12.03.18 (RC)	Annual	Spring 19
Statement of Internal Control	Resources	06.10.18 (RC)	Annual	Autumn 19

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	PAY POLICY (not adopted – Riverside have their own)	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