

**GOVERNORS' POLICIES AND DOCUMENTS AUDIT CHECK-LIST** (as of 30 June, 2020)

<b>Policy/Document</b>	<b>Statutory for maintained schools?</b>	<b>Reviewed by New Board-only structure, (from Feb 2019)</b>	<b>Date approved by Board (and/or Committees/SMT structure pre-Feb 2019)</b>	<b>Review cycle</b>	<b>Next review date</b>
Accessibility & Equalities Plans	Yes	Business	22.06.18 (GB)	Biennial	Spring 20
Annual Scorecard		Business	11.12.19 (GB)	Annual	Autumn 20
Business Continuity Plan		Business	18.03.18 (RC + GB)	Biennial	Spring 20
Complaints Procedure	Yes	Business	30.01.19 (GB)	Triennial	Spring 22
Financial Scheme of Delegation		Business	26.04.20 (GB)	Triennial	Spring 23
Governor Responsible for Safeguarding Report		Business	11.06.19 (GB)	Annual	Summer 20
General Data Protection Regulation (GDPR) Report		Business	14.03.19 (GB)	Annual	Spring 20
Headteacher's Safeguarding Audit Report		Business	09.06.19 (GB)	Annual	Summer 20
Instrument of Government	Yes	Business	10.01.19 (GB)	Biennial	Autumn 20
Leavers' Destinations Report		Business	10.10.19 (GB)	Annual	Autumn 20
School Financial Values & Standards		Business	10.01.19 (GB)	Annual	Spring 21
School Offer		Business	10.10.19 (GB)	Annual	Autumn 20
Student Progress Analysis Report		Business	10.10.18 (GB)	Annual	Autumn 20
Support Staff Appraisal Report		Business	14.02.19 (GB)	Annual	Spring 20
Teachers' Appraisal Report		Business	14.02.19 (GB)	Annual	Spring 20
Team Spirit Management Report		Business	23.05.19 (SD)	Annual	Summer 20
Anti-Bullying Policy		Business	30.01.20 (GB)	Biennial	Spring 22
Behaviour Management Policy	Yes	Business	30.01.20 (GB)	Biennial	Spring 22
Data Protection Policy	Yes	Business	28.04.20 (GB)	Biennial	Spring 22
Educational Visits Policy		Business	14.02.19 (GB)	Triennial	Spring 22
E-Safety Policy		Business	16.05.19 (GB)	Biennial	Summer 21
Freedom of Information Policy	Yes	Business	28.04.20 (GB)	Biennial	Spring 22
Fire Safety Policy	Yes	Business	18.05.20 (GB)	Biennial	Summer 22
Governors' Visits Policy		Business	12.07.18 (GB)	Triennial	Summer 21

Health and Safety Policy		<i>Business</i>	<i>16.05.19 (GB)</i>	<i>Biennial</i>	<i>Spring 21</i>
Lone Working Policy		<i>Business</i>	<i>14.05.19 (GB)</i>	<i>Biennial</i>	<i>Summer 21</i>
Medicines Policy ( <i>Whittington Health adopted</i> )	<i>Yes</i>	<i>Business</i>	<i>01.11.19 (GB)</i>	<i>Triennial</i>	<i>Autumn 22 (NHS cycle)</i>
Safeguarding & Child Protection Policy	<i>Yes</i>	<i>Business</i>	<i>30.01.20 (GB)</i>	<i>Annual</i>	<i>Spring 22</i>
Students and Volunteers Policy		<i>Business</i>	<i>28.04.20 (GB)</i>	<i>Annual</i>	<i>Spring 21</i>
Support Staff Pay Policy		<i>Business</i>	<i>20.06.19 (GB)</i>	<i>Annual</i>	<i>Summer 20</i>
Teachers' Pay Policy	<i>Yes</i>	<i>Business</i>	<i>20.06.19 (GB)</i>	<i>Annual</i>	<i>Summer 20</i>
Assessment, Recording & Reporting Policy		<i>Student Development</i>	<i>11.12.19 (GB)</i>	<i>Biennial</i>	<i>Autumn 21</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 Five Statements		<i>Student Development</i>	<i>14.02.19 (GB)</i>	<i>Biennial</i>	<i>Spring 21</i>
Flexibility of Thought Guidance		<i>Student Development</i>	<i>30.01.20 (GB)</i>	<i>Triennial</i>	<i>Spring 23</i>
Intimate Care Policy		<i>Student Development</i>	<i>14.02.19 (GB)</i>	<i>Triennial</i>	<i>Spring 22</i>
Manual Handling Policy		<i>Student Development</i>	<i>11.12.19 (GB)</i>	<i>Triennial</i>	<i>Autumn 22</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 (GB)</i>	<i>Annual</i>	<i>Summer 20</i>
Special Educational Needs & Disabilities (SEND) Report	<i>Yes</i>	<i>Student Development</i>	<i>10.10.19 (SMT)</i>	<i>Annual</i>	<i>Autumn 20</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>
Work Experience Report (Year 11)		<i>Student Development</i>	<i>05.07.19 (SD)</i>	<i>Annual</i>	<i>Summer 20</i>
Asset Register Policy		<i>Resources</i>	<i>11.12.19 (GB)</i>	<i>Biennial</i>	<i>Autumn 21</i>
Best Value Statement		<i>Resources</i>	<i>10.10.18 (RC)</i>	<i>Annual</i>	<i>Autumn 20</i>
Charging & Remissions Policy	<i>Yes</i>	<i>Resources</i>	<i>11.12.19 (GB)</i>	<i>Triennial</i>	<i>Autumn 20</i>
Continuing Professional Development Policy		<i>Resources</i>	<i>08.02.18 (RC)</i>	<i>Triennial</i>	<i>Spring 21</i>
First Aid/RIDDOR Policy		<i>Resources</i>	<i>11.12.19 (GB)</i>	<i>Triennial</i>	<i>Autumn 22</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>10.07.19 (RC)</i>	<i>Annual</i>	<i>Summer 20</i>
'Out and About' Financial Report		<i>Resources</i>	<i>11.07.19 (RC)</i>	<i>Annual</i>	<i>Summer 20</i>
Statement of Internal Control		<i>Resources</i>	<i>10.07.19 (RC)</i>	<i>Annual</i>	<i>Autumn 20</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

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