

GOVERNORS' POLICIES AND DOCUMENTS AUDIT CHECK-LIST (as of 10 December, 2020)

POLICY/DOCUMENT	STATUTORY ?	BOARD SECTION	DATE APPROVED	REVIEW CYCLE	NEXT REVIEW DATE <i>Covid explanations attached</i>
Accessibility & Equalities Plans <i>(incl requirement for annual report)</i>	Yes	Business	22.06.18	Triennial	Spring 21
Annual Scorecard		Business	11.12.19	Annual	Autumn 20 <i>not produced</i>
Complaints Procedure	Yes	Business	30.01.19	Triennial	Spring 22
Governor Responsible for Safeguarding Report		Business	20.06.19	Annual	Summer 20 <i>verbal report</i>
General Data Protection Regulation (GDPR) Report		Business	14.03.19	Biennial	Spring 21
Headteacher's Safeguarding Audit Report		Business	11.06.20	Annual	Summer 21
Instrument of Government		Business	17.09.20	Triennial	Autumn 23
Leavers' Destinations Report		Business	17.09.20	Annual	Autumn 21
School Offer		Business	19.11.20	Annual	Autumn 21
Support Staff Appraisal Report		Business	19.11.20	Annual	Autumn 21
Teachers' Appraisal Report		Business	19.11.20	Annual	Autumn 21
Team Spirit Management Report		Business	23.05.19	Annual	Summer 20 <i>clubs not held</i>
Anti-Bullying Policy		Business	30.01.20	Biennial	Spring 22
Behaviour Management Policy	Yes	Business	30.01.20	Biennial	Spring 22
Data Protection Policy	Yes	Business	28.04.20	Biennial	Spring 22
Educational Visits Policy		Business	14.02.19	Triennial	Spring 22
E-Safety Policy		Business	16.05.19	Biennial	Summer 21
Freedom of Information Policy	Yes	Business	28.04.20	Biennial	Spring 22
Fire Safety Policy	Yes	Business	18.05.20	Biennial	Summer 22
Governors' Visits Policy		Business	12.07.18	Triennial	Summer 21
Health and Safety Policy		Business	16.05.19	Biennial	Spring 21
Lone Working Policy		Business	14.05.19	Biennial	Summer 21
Medicines Policy <i>(Whittington Health adopted)</i>	Yes	Business	01.11.19	Triennial	Autumn 22 <i>(NHS cycle)</i>
Safeguarding & Child Protection Policy	Yes	Business	30.01.20	Annual	Spring 21
Students and Volunteers Policy		Business	28.04.20	Annual	Spring 21
Support Staff Pay Policy		Business	17.10.20	Annual	Summer 21
Teachers' Pay Policy	Yes	Business	17.10.20	Annual	Summer 21

Assessment, Recording & Reporting (AAR) Policy		<i>Student Development</i>	11.12.19	<i>Biennial</i>	<i>Autumn 21</i>
Attendance Policy		<i>Student Development</i>	15.10.20	<i>Biennial</i>	<i>Autumn 21</i>
Autism at Riverside		<i>Student Development</i>	19.11.20	<i>Biennial</i>	<i>Autumn 22</i>
Communication Policy		<i>Student Development</i>	13.11.18	<i>Triennial</i>	<i>Autumn 21</i>
Curriculum Five Statements		<i>Student Development</i>	14.02.19	<i>Biennial</i>	<i>Spring 21</i>
Flexibility of Thought Guidance		<i>Student Development</i>	30.01.20	<i>Biennial</i>	<i>Spring 22</i>
Intimate Care Policy		<i>Student Development</i>	14.02.19	<i>Triennial</i>	<i>Spring 22</i>
Manual Handling Policy		<i>Student Development</i>	11.12.19	<i>Triennial</i>	<i>Autumn 22</i>
Sensory Policy		<i>Student Development</i>	14.03.19	<i>Biennial</i>	<i>Spring 21</i>
Relationship & Sex Education (RSE) Policy	<i>Yes</i>	<i>Student Development</i>	20.06.19	<i>Biennial</i>	<i>Summer 21</i>
Riverside/Woodside Inclusion Activities Report		<i>Student Development</i>	11.12.19	<i>Annual</i>	<i>Autumn 20 activities not held</i>
Special School Councils Consortium Report		<i>Student Development</i>	20.06.19	<i>Annual</i>	<i>Summer 20 activities not held</i>
Special Educational Needs & Disabilities (SEND) Report	<i>Yes</i>	<i>Student Development</i>	15.10.20	<i>Annual</i>	<i>Autumn 21</i>
Student Progress Analysis Report		<i>Student Development</i>	19.11.20	<i>Annual</i>	<i>Autumn 21</i>
Student Wellbeing Multi-Agency Group (MAG) Report		<i>Student Development</i>	02.07.18	<i>Annual</i>	<i>Summer 21</i>
Use of Chill-Out Rooms Policy		<i>Student Development</i>	18.10.17	<i>Quadrennial</i>	<i>Autumn 21</i>
Work Experience Report (Year 11)		<i>Student Development</i>	05.07.19	<i>Annual</i>	<i>Summer 20</i>
Asset Register Policy		<i>Resources</i>	11.12.19	<i>Biennial</i>	<i>Autumn 21</i>
Best Value Statement		<i>Resources</i>	17.09.20	<i>Annual</i>	<i>Autumn 21</i>
Business Continuity Plan		<i>Resources</i>	18.03.18	<i>Triennial</i>	<i>Spring 21</i>
Charging & Remissions Policy	<i>Yes</i>	<i>Resources</i>	11.12.19	<i>Triennial</i>	<i>Autumn 21</i>
Continuing Professional Development (CPD) Policy		<i>Resources</i>	08.02.18	<i>Triennial</i>	<i>Spring 21</i>
Financial Roles & Responsibilities - Scheme of Delegation		<i>Resources</i>	27.03.20	<i>Biennial</i>	<i>Spring 22</i>
First Aid/RIDDOR Policy		<i>Resources</i>	11.12.19	<i>Triennial</i>	<i>Autumn 22</i>
Hydrotherapy Pool Policy		<i>Resources</i>	07.03.17	<i>Quadrennial</i>	<i>Spring 21</i>
Lettings & Hiring Policy		<i>Resources</i>	10.07.19	<i>Biennial</i>	<i>Summer 21</i>
'Out and About' Financial Report		<i>Resources</i>	11.07.19	<i>Annual</i>	<i>Summer 20 activities not held</i>
School Financial Values & Standards (SFVS)		<i>Resources</i>	10.12.20	<i>Annual</i>	<i>Autumn 21</i>
Statement of Internal Control		<i>Resources</i>	17.09.20	<i>Annual</i>	<i>Autumn 21</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	<i>BLANK</i>
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