

**GOVERNORS' POLICIES AND DOCUMENTS AUDIT CHECK-LIST** (as of May, 2019)

<b>Policy/Document</b>	<b>Statutory for maintained schools?</b>	<b>Reviewed by <i>New Board-only structure, (from Feb 2019)</i></b>	<b>Date approved by <i>Board (and/or Committees/SMT structure pre-Feb 2019)</i></b>	<b>Review cycle</b>	<b>Next review date</b>
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>16.03.16 (GB)</i>	<i>Triennial</i>	<i>Spring 19</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 (SD + GB)</i>	<i>Biennial</i>	<i>Summer 20</i>
Anti-Bullying Policy		<i>Business</i>	<i>16.03.16 (SD + GB)</i>	<i>Biennial</i>	<i>Spring 20</i>
Behaviour Management Policy	<i>Yes</i>	<i>Business</i>	<i>22.03.18 (SD + 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>26.01.17 (SD + 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		Business	18.03.18 (RC + GB)	Biennial	Autumn 20
Financial Scheme of Delegation		Business	14.02.19 (GB)	Triennial	Autumn 20
Fire Safety Policy	Yes	Business	24.11.16 (RC + GB)	Triennial	Autumn 19
Health and Safety Policy		Business	18.05.16 (RC + GB)	Biennial	Spring 19
Lone Working Policy		Business	14.05.19 (GB)	Annual	Spring 20
School Financial Values & Standards		Business	14.02.19 (GB)	Annual	Spring 20
Support Staff Pay Policy		Business	18.05.18 (RC + GB)	Annual	Summer 19
Teachers' Pay Policy	Yes	Business	18.05.18 (RC + 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	14.02.19 (GB)	Triennial	Spring 22
Flexibility of Thought Guidance		Student Development	07.03.17 (SD)	Triennial	Spring 20
Intimate Care Policy		Student Development	14.02.19 (SMT + GB)	Triennial	Spring 22
Manual Handling Policy		Student Development	14.02.19 (GB)	Triennial	Spring 22
Sensory Policy		Student Development	30.11.18 (SD – draft...)	Triennial	Spring 19/Autumn 21
Sex and Relationship Education (SRE) Policy	Yes	Student Development	28.06.16 (SD)	Triennial	Summer 19
Special Educational Needs & Disabilities (SEND) Report	Yes	Student Development	04.09.18 (SMT)	Annual	Autumn 19
Student Wellbeing Multi-Agency Group (MAG) Report		Student Development	02.07.18 (SD)	Annual	Summer 20
Use of Chill-Out Rooms Policy		Student Development	18.10.17 (SMT)	Triennial	Autumn 20
Year 11 Work Experience Report (Teams 1-4)		Student Development	02.07.18 (SD)	Annual	Summer 19
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	Yes	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	Summer 19
'Out and About' Financial Audit		Resources	23.05.18 (RC)	Annual	Summer 19
Statement of Internal Control		Resources	06.10.18 (RC)	Annual	Autumn 19

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**THESE POLICIES & PROCEDURES ARE ADOPTED BY RIVERSIDE'S GOVERNING BOARD ANNUALLY**

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