

GOVERNORS' POLICIES AND DOCUMENTS AUDIT CHECK-LIST (revised at Headteacher/Chair of Governors meeting /1906/18)

<i>Policy/Document</i>	<i>Reviewed by</i>	<i>GB agreement</i>	<i>Date agreed</i>	<i>Review cycle</i>	<i>Next rev date</i>
Data Protection Policy	Board	Required	25.01.18	Biennial	Spring 20
Freedom of Information Policy	Board	Required	25.01.18	Biennial	Spring 20
Governors' Visits Policy & Protocols	Board	Required	16.03.16	Biennial	Spring 18
Governor Responsible for Safeguarding Report	Board	Required	12.06.18	Annual	Summer 19
Headteacher's Safeguarding Audit Report	Board	Required	22.02.18	Annual	Spring 19
Instrument of Government	Board	Required	17.01.17	Biennial	Spring 19
Accessibility and Equalities Policy	SD Committee	Required	12.06.18 (GB)	Biennial	Summer 20
Anti-Bullying Policy	SD Committee	Required	16.03.16 (GB)	Biennial	Spring 20
Behaviour Management Policy	SD Committee	Required	27.01.16 (GB)	Biennial	Spring 19
Educational Visits Policy	SD Committee	Required	27.01.16 (GB)	Triennial	Spring 19
E-Safety Policy	SD Committee	Required	26.01.17 (GB)	Biennial	Spring 19
Medicines Policy	SD Committee	Required	24.11.16 (GB)	Annual	Autumn 18
Safeguarding & Child Protection Policy	SD Committee	Required	06.03.18 (GB)	Annual	Spring 19
Financial Scheme of Delegation	Resources	Required	Draft RC (09.10.17)	Biennial	Summer 18
Fire Safety Policy	Resources	Required	24.11.16 (GB)	Triennial	Autumn 19
Health and Safety Policy	Resources	Required	18.05.16 (GB)	Biennial	Spring 19
School Financial Values & Standards	Resources	Required	12.03.18	Annual	Spring 19
Support Staff Pay Policy	Resources	Required	18.05.17 (GB)	Annual	Summer 18
Teachers' Pay Policy	Resources	Required	18.05.17 (GB)	Annual	Summer 18
Assessment, Recording & Reporting Policy	SD Committee	No	30.09.15 (SMT)	Triennial	Autumn 18
Attendance Policy	SD Committee	No	01.03.16 (SD)	Biennial	Autumn 18
Autism at Riverside	SD Committee	No	07.03.17 (SD)	Triennial	Spring 20
Communication Policy	SD Committee	No	18.09.14 (SMT)	Triennial	Summer 18
Curriculum Framework	SD Committee	No	01.03.16 (SD)	Triennial	Spring 19
Flexibility of Thought Guidance	SD Committee	No	07.03.17 (SD)	Triennial	Spring 20
Sensory Policy	SD Committee	No	01.10.14 (SMT)	Quadriennial	Autumn 18
Sex and Relationship Education Policy	SD Committee	No	28.06.16 (SD)	Triennial	Summer 19

Asset Register Policy	Resources	No	09.10.17 (RC)	Biennial	Summer 19
Best Value Statement	Resources	No	09.10.17 (RC)	Annual	Autumn 18
Business Continuity Plan	Resources	No	20.10.16 (GB)	Biennial	Autumn 18
Charging & Remissions Policy	Resources	No	27.09.16 (RC)	Biennial	Autumn 18
Continuing Professional Development Policy	Resources	No	09.10.17 (RC)	Biennial	Autumn 19
Gifts & Hospitality Policy	Resources	No	Draft (RC)	Biennial	Spring 18
First Aid/RIDDOR Policy	Resources	No	27.09.16 (RC)	Triennial	Autumn 19
Hydrotherapy Pool Policy	Resources	No	13.03.17 (RC)	Triennial	Spring 20
Lettings & Hiring Policy	Resources	No	12.03.18 (RC)	Annual	Spring 19
Statement of Internal Control	Resources	No	09.10.17 (RC)	Annual	Autumn 18
Community Bereavement Policy	SMT	No	22.09.14 (SMT)	Quadrennial	Autumn 18
Complaints Policy	SMT	No	02.11.14 (SMT)	Quadrennial	Autumn 18
Intimate Care Policy	SMT	No	10.01.16 (SMT)	Triennial	Spring 19
Lone Working Policy	SMT	No	12.05.15 (SMT)	Quadrennial	Spring 19
Manual Handling Policy	SMT	No	24.03.18 (SMT)	Quadrennial	Summer 22
Use of Chill-Out Rooms Policy	SMT	No	18.10.17 (SMT)	Triennial	Autumn 20

HARINGEY SCHOOLS HR HANDBOOK - TABLE OF CONTENTS - 2017
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