



Thurlaston CE (Aided) Primary School
Teaching and Living the Christian Way of Life
Building Our Lives on Jesus

Finance Policy

Approved

Date June 2022

Review date

1. INTRODUCTION

- 1.1 These financial regulations shall govern the financial arrangements relating to all of Thurlaston Church of England Primary School's finances and accounts and were approved by the full Governing Body. The policy is part of SFVS.

2. DELEGATED AUTHORITY

- 2.1 Under the Leicestershire's Scheme for Financing Schools, the Governing Body is responsible for the control of expenditure and income in accordance with the delegation of budgets and assisting Leicestershire Council in the discharge of its statutory duties.

- 2.2 The Governing Body has in turn delegated the governors' financial responsibilities to the Finance Committee comprising:

Chair of Governors, the Headteacher, the bursar and at least two other governors (only governors may vote).

The Finance Committee will follow their terms of reference which are approved annually by the full governing body.

- 2.3 The Headteacher shall be responsible for implementing agreed policies and maintaining day to day control of the school finances and accounts.

- 2.4 The Bursar shall assist the Headteacher in the discharge of financial responsibilities.

- 2.5 The following staff are designated as authorisers of

(i) Salaries Documentation:

Headteacher

Assistant Head (in the absence of the Headteacher)

(ii) Cheques

Chair of Finance Committee

Headteacher

Assistant Head

Next most senior teachers

- 2.6 However, the Governing Body will remain accountable when governors' financial responsibilities are delegated.

3. REVENUE BUDGET PREPARATION

- 3.1 The school's budget timetable for the next financial year shall be as follows:

Autumn Term

- Identify commitments and new plans; agree priorities
- Agree staffing requirements
- Cost first draft of the budget; submit to governing body

Spring Term

- Outline the budget plan, to be ready by the 31st March
- Adjust the budget to take account of the budget share notified by Leicestershire LA

- Submit to Governing Body for final approval
 - Submit final approved budget plan to the LA's Schools Finance Team by the 31st May
- 3.2 The Finance Committee shall decide on the order of priorities from the School Development Plan.
- 3.3 The Headteacher shall prepare the detailed costings and submit them for approval to the Finance Committee.
- 3.4 All plans and budgets should be regularly reviewed during the year and all significant changes will require the approval of the Finance Committee.
- 3.5 The Headteacher shall inform the Local Authority of the school's revenue budget. This information should be supplied by the beginning of the financial year and updated for changes as necessary. If the school's revenue spend falls outside its budget plan submitted to the LA, corrective action must be taken where possible and the Headteacher will formally make the LA aware of the school's financial position as soon as practicable.

4. REVENUE BUDGET CONTROL

- 4.1 The Governing Body shall decide how to use the budgets within the cash limit allocated. The Headteacher will be responsible for the control of spending against budgets. A commitment accounting system is in place to monitor current commitments and liabilities.
- 4.2 As far as possible a budget monitoring report should be prepared monthly for the Headteacher and this report should be forwarded to the LA when required. A bank reconciliation and VAT analysis should be prepared as soon as the bank statements have been received (at least on a monthly basis) and forwarded to the LA as part of the monthly BA expenditure return. These returns should be prepared by the Bursar and certified by the Headteacher.
- 4.3 The Headteacher shall prepare a termly review of the budgets (including Standards Fund) and submit them to the Governing Body for consideration.
- 4.4 Budget holders will receive a monthly SIMS financial transaction report.

5. VIREMENTS

- 5.1 Substantial virements (£1000) shall be approved and minuted by the Governing Body and should be within the agreed criteria and financial limits.
- 5.2 The Headteacher is given delegated power to vire from one budget to another and shall seek approval from the Governing Body retrospectively.
- 5.3 All virements exceeding £5,000 or 2% of the budget shall require prior approval from the Governing Body.

6. AUTHORITY TO INCUR CAPITAL EXPENDITURE

- 6.1 The Headteacher is given delegated power to incur expenditure up to £5,000 on any single item or issue within the financial year.
- 6.2 All expenditure exceeding £5,000 shall require the prior approval of the Governing Body.
- 6.3 All expenditure must be authorised by the designated staff.

- 6.4 Payment of invoices should be made through the school local payments system and from the school bank account.
- 6.5 All central charges/recharges above £1,000 to the school budgets by Leicestershire LA must be authorised by the Headteacher.
- 6.6 The Governing Body may borrow money only with the written permission from the LA and the Secretary of State (i.e. external loans or bank overdrafts). The Governing Body needs to seek the LA (Education Finance) permission to enter into any arrangement, which commits the school to payments over a period of more than twelve months that exceed £12,000. The school will look at ESPO leases where available, or seek comparable quotes from the Resources Department (Investments Section). Borrowing will include:
- Financial leases
 - Credit Arrangements
 - Hire Purchase

7. LOCAL PAYMENTS SYSTEMS

- 7.1 The Bursar shall be responsible for making all payments on behalf of the school.
- 7.2 All invoices passed for payment must be properly certified and evidenced by the relevant designated staff – payments shall be made on original invoices only.
- 7.3 Before certifying an invoice for payment, designated staff must be satisfied that for the goods and services delivered:
- An official purchase order has been raised for the purchase
 - That the delivery note has been checked
 - That it is of correct quantity, quality and price
 - That it has not been previously paid
 - That funds are available in the relevant budget
 - That the VAT chargeability on qualifying expenditure is shown
- 7.4 The Headteacher should carry out selective invoice checking termly to ensure that all sums which the designed staff have certified for payment were legally and properly payable.
- 7.5 The Governing Body is permitted to use their budget share to meet the cost of capital expenditure on the school premises. If the expected capital expenditure from the budget share exceeds £15,000 within one year, the Governing Body will notify the Local Authority and take advice from the Chief Education Officer on proposed expenditure. (As an Aided School this is dealt with by YMD Boon Ltd, Chartered Surveyors, appointed by the Diocesan Board of Education.)

8. ORDERS FOR GOODS AND SERVICES

- 8.1 Staff may order goods and services from whatever reputable source they see fit, but will be expected to take into account quality and value for money.
- 8.2 An official order must be made in writing on the school's official order form for all expenditure on goods and services initiated by the school.

8.3 Orders must be completed in accordance with the following procedures:

- Authorised by designated staff only
- Show estimated prices on the order form
- Sent to the supplier through the School Administration Officer
- If placed by telephone, written copy of order with estimated prices must be given to the School Administrative Officer
- Telephone orders should be followed up by a confirmation order by the next working day if possible

8.4 Copies of all orders should be retained in file 'Copies of Official Orders' until delivery and payment.

8.5 On receipt of authorised invoice, Delivery Notes should be attached to invoice and it is checked against the "Official Order", then filed for payment. Once payment has been made, this should be moved to the 'Paid File'.

8.6 Individual budget holders are not permitted to spend in excess of £100 without the prior approval of the Headteacher.

8.7 Where ESPO is used for procurement of goods and services it is not necessary to seek alternative tenders.

8.8 Three written quotes should normally be obtained for all goods and services in excess of £6,000, unless no other equivalent goods or services are available, or where Governors have previously committed themselves to a particular service/supplier, brand/type of goods. A sliding scale will be used as follows:

£0 - £1,000	-	one verbal quote + ESPO
£1,000 - £3,000	-	two verbal quotes
£3,000 and above	-	three verbal quotes

8.9 For building works expected to cost in excess of £10,000, three tenders will normally be obtained, usually through YMD Boon Ltd.

8.10 Where tenders have been obtained a tender form will be completed showing those invited to tender, those tendering, the successful tender and the reasons for accepting the tender (in those circumstances where the cheapest tender is not accepted). In the case of tenders obtained by YMD Boon Ltd they retain the paperwork.

8.11 Under the Authority's Constitution, all purchases estimated to exceed £50,000 should be put out to formal tender. The Education Finance Service is able to give more advice to schools on tendering procedures where required. Any proposal not to put a contract of over £50,000 out to formal tender should be authorised by the Governing Body. (Advice should be sought from the Clerk to the Governors in relation to reporting requirements, to ensure commercial confidentiality.)

8.12 Schools entering into high-value contracts should also be aware of EC procurement regulations.

9. CASH ACCOUNTS

9.1 No petty cash is held.

10. TRAVEL AND SUBSISTENCE

- 10.1 Payment shall be made in accordance with the National Scheme/school rate, as appropriate.
- 10.2 Car user allowances, both casual and essential, will be paid centrally through the school payroll provider who, in turn, will make a return to the Inland Revenue. (Home to office is taxable)
- 10.3 The Bursar shall inform the Inland Revenue of casual car user allowances for home to base, which are paid locally, at the end of each month.

11. SALARIES, WAGES AND PENSIONS

- 11.1 The Governing Body is responsible for the salary and wages costs of all teaching and support staff employed to work at the school.
- 11.2 The contract of employment is between the employee and the Governing Body (applies to Voluntary Aided Schools).
- 11.3 The Bursar must ensure that the school provides the necessary information and returns to its chosen payroll provider to effectively administer the payroll and related staffing procedures.

12. CONTRACTS

- 12.1 The school will enter into contracts for the provision of goods, services, materials and work within the procedures laid down by Leicestershire County Council's Standing Orders, as amended for schools.

13. INCOME

- 13.1 Income should be collected in advance wherever possible to improve cash flow.
- 13.2 The Bursar must maintain records of all income received/due; acknowledge receipt of income; and bank all monies promptly and intact into the School's bank account.
- 13.3 The Governing Body has delegated powers to write off debts up to £250. In the case of larger debts the school must consult with the Head of Education Finance at the Local Authority.
- 13.4 The Governing Body shall approve a charging policy for all income generation.
- 13.5 The school may retain income received from the sale of assets purchased with non-delegated funds. The sale of assets purchased with delegated funds must be decided by the LA, or if the asset concerned is land or buildings forming part of the school premises and is owned by the LA.

14. BANK ACCOUNTS

- 14.1 The Governing Body shall authorise the opening and closing of all bank accounts.

- 14.2 New bank accounts may only be opened from the approved list supplied by Leicestershire. New bank arrangements may only be made effective from the beginning of each financial year.
- 14.3 The following procedures must be followed:
- Dual signatories for all cheque payments.
 - A Governor nominated by the Finance Committee to sign cheques in excess of £5,000.
 - Cheque signatories are the Headteacher, Assistant Headteacher, Senior Teacher and Chair of Finance Committee.
 - The Bursar shall ensure that bank statements are received monthly and reconciled to accounting records.
 - The Bursar shall investigate and resolve all discrepancies.
 - The Bursar shall be responsible for cheque ordering and custody of unused cheques.
- 14.4 Under no circumstances shall private cheques, money or postal orders be cashed through the school disbursement account or voluntary funds.
- 14.5 In no case shall money, cheques, etc. belonging to the school be paid into a private bank account.
- 14.6 The Bursar must ensure, where possible, that the total amount of cash, including disbursements and voluntary funds, held on the premises shall not exceed £500.
- 14.7 Cash should be banked at least once per week during term time, and the value of the cash held on the premises should not exceed the insurance limit. (Cash will be taken to the bank by Kings.)
- 14.8 The school will follow the County Council recommended procedures if using BACS or a payment card

15. CARRY OVER OF SURPLUS/DEFICIT

- 15.1 Any surpluses at the end of the year will be carried over to the following year. The school will have plans to spend any surplus over the coming years.
- 15.2 The Governing Body must inform Leicestershire County Council immediately if a deficit is anticipated in the current year.

16. TRUST FUNDS AND INVESTMENT

- 16.1 The Governing Body shall authorise all investment of money under its control. Investment of Building Society and Bank Deposit Accounts shall be in the name of Leicestershire County Council and the school.

17. LEASING

- 17.1 Under the LA Scheme for the Financing of Schools, LA-maintained schools are prohibited from entering into any finance leases without the express approval of the Secretary of State for Education. This means that finance leases are not permitted as this constitutes borrowing.
- 17.2 School staff should be aware that leasing is a complex subject for which specialist LA advice should be sought.

- 17.3 When looking to procure assets, the School should initially consider “lease or buy” decisions. Often, substantial savings can be obtained through buying equipment outright and this option should be fully appraised beforehand. Where schools do not have the funds to buy assets outright, but where there is logic in doing so from a cost / value-for-money point of view, the LA’s Loan Scheme may provide an alternative to having to lease the assets.
- 17.4 School staff should seek to benchmark equipment costs against ESPO as a matter of course. ESPO has compiled its contracts / agreements through a process of competitive tendering to obtain value-for-money.
- 17.5 It is not School policy to purchase assets from casual sales personnel without a full option-appraisal having taken place beforehand.
- 17.6 If the School chooses to lease an asset, approval must be sought from the LA (Resources Department Investment Section) beforehand. The LA will confirm (or otherwise) that the lease doesn’t constitute borrowing (i.e. it is not a finance lease) and, if possible, will offer the School a more competitive option for its finance.
- 17.7 Only the Headteacher / Chair of Governors / Chair of Finance Committee is authorised to sign lease agreements on behalf of the School once they have been approved by the LA.
- 17.8 Lease agreements for a period exceeding three years should not be entered into without the prior approval of the governing body (contingent future liabilities) and the LA.
- 17.9 The School must not look to “pay off” an existing third-party lease agreement by having it factored into a new lease without the express approval of the Local Authority (Resources Department Investment Section). Generally, to have one lease subsumed into a new lease is poor commercial practice and fraught with risk and additional cost.
- 17.10 Devolved formula capital funding may not be used to fund lease payments in any circumstances but may be used in an outright purchase of an asset.

18. INSURANCE

- 18.1 Insurance will be required for Governing Body; third party liabilities (if delegation taken), premises and equipment; and school trips.
- 18.2 The Governing Body must ensure that all insurance cover is adequate.
- 18.3 The Governing Body will meet the excess from insurance claims or any losses not covered by insurance.
- 18.4 The Governing Body shall inform the school’s insurers of all accidents, losses and incidents that may give rise to an insurance claim. The School will maintain a register of all accidents, losses and incidents.

19. HEALTH AND SAFETY

- 19.1 The Governing Body must ensure that all staff comply with the Health and Safety regulations.
- 19.2 The Headteacher will report significant injuries to all persons, including staff/parents/pupils/visitors.

20. PROTECTION OF PRIVATE PROPERTY

- 20.1 The Headteacher must inform all persons concerned that all private property taken onto the school premises will be at the owner's risk.

21. INVENTORIES AND STOCK

- 21.1 The Headteacher is responsible for the management of the school's assets and will maintain a record of stock receipts and issues.
- 21.2 The Bursar under the direction of the Headteacher, must maintain an inventory of all non-consumable items purchased priced over £100. The inventory must be regularly updated in respect of purchases and disposals. Attractive, portable items having a value less than £100 should also be controlled/monitored.
- 21.3 The Headteacher should ensure that items that become obsolete or surplus to the school's requirements are disposed of economically.
- 21.4 A stock check is made to ensure only minimum levels of supplies are maintained. A stock book is kept in the office.
- 21.5 The Headteacher shall ensure that stock takes of inventories and stores are undertaken annually and certified by him.

22. SECURITY

- 22.1 The Headteacher is responsible for the security of the school's premises and equipment.

23. UNOFFICIAL FUNDS

- 23.1 The Governing Body shall ensure that all unofficial funds are properly controlled and audited annually, and presented to the Governing Body within 6 months of the year-end.

24. FINANCIAL IRREGULARITIES

- 24.1 The Headteacher shall inform Leicestershire County Council (Head of Education Finance or Head of Internal Audit) of any circumstances where a financial irregularity is suspected.
- 24.2 The Governing Body accepts that a suspected financial irregularity exists when:
- Leicestershire County Council's Standing Orders, Financial Regulations (as amended for schools) or the Scheme for Financing Schools are not complied with (whether or not the Council suffers a financial loss).
 - An employee gains unauthorised financial benefit from his/her association with the Council.

25. INTERNAL AUDIT

- 25.1 The Governing Body must ensure that the Council's internal auditors and external auditors are allowed access to staff, premises and documents, as necessary.
- 25.2 The Governing Body shall discuss all audit reports and agree the implementation of audit recommendations with the Headteacher.

26. DOCUMENT RETENTION

- 26.1 The Headteacher shall ensure that documents are retained for periods in accordance with the requirements of the District Auditor, the Inland Revenue and Customs and Excise.

27. GIFTS AND HOSPITALITY OFFERED BY SUPPLIERS

- 27.1 Ordinarily such gifts should be rejected, unless they are of negligible value (e.g. diaries, calendars). However, any gifts or hospitality in excess of £25 should be reported to the Headteacher in order to protect the individual receiving the gift. This is particularly important where the person receiving the gift is a budget holder, has the ability to influence purchasing decisions or regularly receives reimbursement from the school for items other than travel expenses.

28. REGISTER OF BUSINESS INTERESTS

- 28.1 A register of business interests is maintained by the school. The LA advises that this be completed by all Governors and those staff with significant financial responsibilities. It is suggested that this be cheque signatories, finance staff and those members of staff with specific budgetary responsibilities (e.g. Heads of Department, curriculum area leaders). Entries in the register should be kept up to date and, in all instances, be reviewed and amended (where relevant) on at least an annual basis. This annual review can be evidenced simply by staff re-signing and dating existing declaration forms, making any amendments necessary.

29. COMPUTER SYSTEMS AND DISASTER RECOVERY PLANS

- 29.1 Computer systems used for school management should be protected by password security to ensure that only authorised staff have access. Passwords should be changed regularly and updated for staff changes. Passwords should be changed termly.
- 29.2 The Headteacher should ensure that data is backed up regularly and that all back-ups are securely held in a fireproof location, preferably off-site.
- 29.3 The Headteacher should establish a recovery plan to ensure continuity of financial administration in the case of emergency.
- 29.4 The Headteacher should ensure that systems are in place to safeguard school software and data against computer viruses. To prevent viruses being imported, only authorised software should be used.
- 29.5 The Governing Body should ensure that the school has written descriptions of all its financial systems and procedures. These should be kept up to date and all appropriate staff should be trained in their use.
- 29.6 The Headteacher should ensure that financial control is maintained in the absence of key personnel through staff training or by arranging job shadowing.

30. WHISTLEBLOWING POLICY

See appendix / separate policy.

31. SCHOOL FINANCIAL VALUE STANDARD

- 31.1 The school will adhere to the Financial Value Standard at all times, and ensure that an annual assessment takes place in accordance with the LA timescale
- 31.2 A Statement of Internal Control and a Best Value Statement will be agreed annually by Governors in accordance with the Financial Value Standard

WHISTLEBLOWING POLICY

This policy applies to all employees, including Head Teachers/Principals, Teachers and all Support Staff regardless of whether they are permanent, fixed term, casual, agency or volunteers, this includes Governors/Trustees, consultants and contractors.

For Maintained Schools: The Local Authority has the right to be represented at any hearings and this will normally be a member of the LTS HR team acting in an advisory capacity. The panel must consider any advice offered by the Local Authority when making their decision. The school must notify both the employee and the LA of their decision where any dismissal takes place.

This policy does not form part of employees' terms and conditions of employment and therefore may be subject to change at the discretion of the Trust/Governing Body.

For the purposes of this policy Head Teachers/Principals will be referred to as Head Teacher and School/Academy will be referred to as school.

1. Purpose

- 1.1 This policy encourages and enables employees to raise promptly (disclose) any serious concerns they may have about the activities of employees, Governors, or external organisations in relation to their dealings with the School, without worrying about doing so. Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work.

This policy:

- Enables employees to raise any concerns they may have and to receive feedback about the outcome of any resulting investigation. It is important to note that the employee will not receive detailed information regarding the investigation or any actions taken,
- Allows employees to understand how and where to escalate their concerns if, following the completion of any internal processes, their concerns remain,
- Protects employees from reprisals or victimisation for 'whistleblowing' in good faith.

- 1.2 This policy is for disclosing matters other than a breach of an employee's own contract of employment. If an employee is concerned that their own contract has been, or is likely to be, broken, they should use the School's grievance procedure.

1.3 To qualify as a protected disclosure it may be one of the following that is either already happening, has happened, or is likely to happen in the future:

- A criminal offence or is potentially unlawful,
- A miscarriage of justice,
- Regarding the application of the Schools policies or operating procedures,
- An act of fraud or corruption,
- Seems likely to cause damage or harm to a member of the public, the School, employees or the pupils,
- an act creating a risk to health and safety,
- an act causing damage to the environment,
- Is a breach of any other legal obligation,

Or

- Is a deliberate attempt by an individual or group of people to conceal the any of the above.

A full list of disclosures qualifying for protection can be found in the Public Interest Disclosure Act 1998.

2. Confidentiality

2.1 The identity of employees who raise concerns will be protected as far as practicable. However, the investigation may, out of necessity, reveal the source of the information, and statements made by the employee(s) who raised the issue may comprise part of any formal process, for example if a formal process/hearing is required.

2.2 Employees are encouraged to put their name to any allegations made. Concerns expressed anonymously will be considered at the discretion of the school, taking into account:

- The seriousness of the issues raised,
- The credibility of the concern,
- The likelihood of the allegation being substantiated, and
- Whether it is considered that the allegations are untrue/false.

2.3 Employees who raise an issue in good faith under this policy are protected by the Public Interest Disclosure Act 1998 from any repercussions on their present position or future career. The Act does not protect anyone who is acting maliciously, making false allegations or who is seeking personal gain. The School does not tolerate any form of harassment or victimisation against an individual raising a concern.

3. Raising a Concern

3.1 Who can raise a concern?

Any individual who currently works for or who has previously worked for the School may raise a complaint. In addition, a complaint may also be raised under the policy by an individual who works for an organisation that provides a service to the School such as agency workers, volunteers and Governors.

3.2 **How to raise a concern:**

Concerns can be raised verbally or in writing. It is important that the employee provides as much detail as possible (including specific names, dates and places where known).

3.3 **Who to raise your complaint with:**

Employees should normally raise concerns with their Line Manager in the first instance. However, this will depend on the nature of the concern, the seriousness and sensitivity of the issue, and who is allegedly involved.

3.4 Employees who feel unable to approach their Line Manager may contact the Head Teacher. Where the concerns being raised relate to the Head Teacher, employees may contact a member of the Governing Body. Trade Union members may wish to contact their union representative for assistance or advice on raising an issue.

3.5 Where an employee is concerned that the Governing Body is acting or proposing to act unreasonably or has failed to discharge its duties, this can be raised as a whistleblowing concern. Employees who do not wish to raise their whistleblowing concern with the school directly can contact the Director of Children and Family Services at Leicestershire County Council. Alternatively, employees can contact the Secretary of State for Education via the DfE and/or Ofsted (Tel: 0300 123 3155 or via email: whistleblowing@ofsted.gov.uk).

3.6 Alternatively where concerns are of a serious nature and criminal activity is suspected, employees have the right to raise issues directly with the Police or other relevant agency as they see fit.

4. **Response**

4.1 The action taken will depend on the nature of the concern being raised. For example, the matter may:

- Be investigated internally,
- Be investigated by a third party (such as HR),
- Be referred to the School External Auditor,
- Be referred to the Police, or
- Form the subject of an independent inquiry.

4.2 To protect individuals and the School, initial enquiries will be made to determine whether an investigation is appropriate and what form it should take. Allegations which fall within the scope of specific procedures (e.g. child protection or unlawful discrimination issues) will be dealt with under relevant policies where appropriate.

4.3 Some concerns may be resolved by agreed action without the need for investigation.

4.4 The person with whom the issue was raised will write to the employee (within 10 working days of receiving the complaint) to:

- Acknowledge that the concern has been raised;
 - Indicate how it is proposed to deal with the matter;
 - Advise whether further investigations will take place and, if not, why not; and
 - Confirm, where possible, an estimate of how long it will take to provide a final response.
- 4.5 If necessary, further information will be sought from the employee regarding the concern. The employee will have the right to be accompanied at any meetings by a Trade Union representative or work colleague.

5. Outcome of the Investigation

- 5.1 If an investigation is warranted, the employee will be informed about the outcome of any investigation but not the detail of the investigation or any action taken against another employee (e.g. disciplinary action).
- 5.2 The employee who raised the concern has no right of appeal against the outcome of the investigation, however, if the employee is not satisfied with the outcome of the investigation and wishes to take the matter outside the school, they may contact:
- For safeguarding issues only, Leicestershire County Council's Allegations Manager (LADO) (Tel: 0116 3054141),
 - Their local Councillor (for employees who live in the area of the school),
 - Relevant professional bodies or regulatory organisations; (Department for Education, EFA, Ofsted, HM Revenue and Customs),
 - The Police,
 - The whistleblowing charity, Protect (Tel: 020 3117 2520),
 - The National Audit Office (Tel: 020 7798 7999).
- 5.3 When taking the matter outside of the School, the employee must ensure that they do not disclose any confidential information about the school or its employees and pupils which is not relevant to the issue.

6. Responsible Officer

- 6.1 The Chair of Governors has overall responsibility for the maintenance and operation of this policy. The Chair of Governors must maintain a record of concerns raised and their outcomes and will report, as necessary, to the Governing Body.