



**Five
Rivers®**

Education
Governance
Policy &
Procedure

'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

Policy Owner	Head Teacher
Authoriser	Head of Education
Date of Original Issue	01/09/2022
Date of Last Review	01/09/2023
Date of Next Review	01/09/2024
Version	V1

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1. Policy

1.1 Policy Statement

1.1.1 Governing bodies have a statutory responsibility to promote high standards at their schools and must monitor and evaluate their effectiveness. Five Rivers Board of Directors are responsible for all operations within the company and accountable with DfE as a proprietorial body. Through regular communications and visiting our schools, Five Rivers Board of Directors develop a good understanding of the quality of education.

1.1.2 The specific role of Governance for Five Rivers Schools is as follows:

- Set, monitor and (as necessary) revise our schools' strategy/mission/culture and ethos, as set out on each school's website and promoting British values.
- Hire, set compensation for all Headteachers/Head Teachers and senior managers based on the job descriptions appropriate to these roles. (Evaluate through performance, management meetings and staff appraisals).
- Ensure that each school has adequate resources to achieve its objectives (through business performance meetings and school development plans).
- Analysis of pupil progress
- Ensure that safeguarding runs as a core thread throughout each school (through safeguarding notifications and weekly safeguarding meetings).
- Approve major operational policies, initiatives/programs, and necessary funding.
- Evaluate each school's success and oversee improvements to enhance impact.
- Ensure the good public standing of each school.
- Approve the annual budget.
- Ensure that adequate internal controls are in place within the schools and ensure that periodic audits and reports are completed satisfactorily.
- Ensure opportunities are given to hear the voices of parents and young people, and
- Work in partnership with those funding children's education to ensure the best outcomes.

1.1.3 Responsibilities of the Chair of Five Rivers Board

1.1.3.1 Specific responsibilities of the Chair include:

- Overall responsibility for guiding the governance of the board and the school, in conjunction with the Head of Education and the Advisor to the Board.

1.2 Terms and Definitions

1.2.1 The below table sets out a number of terms and definitions used within this document:

Term	Definition
DSO	Designated Safeguarding Officer
Ofsted	Office for Standards in Education
QA	Quality Assurance
SLT	Senior Leadership Team

1.3 Data Protection

1.3.1 Five Rivers Child Care supports the objectives of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000. Five Rivers Child Care has a statutory obligation to process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

1.3.2 Every member of Five Rivers Child Care has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and the Five Rivers Child Care Data Protection Policy.

1.4 Disclosure of Information

1.4.1 Any use or disclosure of information held within Five Rivers Child Care, without there being a legitimate purpose or legal basis, will be classed as unauthorised and is a criminal offence under Section 55 of the Act Right of Access (Subject Access Requests).

1.5 Further Information

2. Governance Roles and Responsibilities and Management Oversight

Role	Responsibility
Headteacher/Head Teacher responsibilities	<p>Whole school operations.</p> <p>Ensuring all school Standards are met and the school is operating at ‘at least a Good Ofsted rating’.</p> <p>Quality of teaching and learning. Curriculum development and delivery.</p> <p>Monitoring, recording, and responding upon pupil attendance.</p> <p>Monitoring, recording, and responding upon pupil attainment.</p> <p>Performance management of staff.</p> <p>Oversee and respond to all incidents for their students within the agreed timescales.</p> <p>Safeguarding Lead for the school.</p> <p>Health and safety in school.</p>
Head of Education	<p>Operational compliance.</p> <p>School regulations and compliance Performance management of Headteachers/Head Teachers.</p> <p>Oversee Safeguarding for day pupils.</p> <p>Monitor Incidents for all pupils.</p> <p>Financial Oversight.</p>
Head of Children’s Services	<p>Operational compliance.</p> <p>Regulations and compliance.</p>
Business Coordinator	<p>Financials and budget for School.</p> <p>Training matrix maintenance & scheduling.</p>
COO	<p>Financials and budget accountability.</p>
HR Managers for Education	<p>Recruitment and staffing.</p> <p>Single Central Register.</p>
<p>School Proprietor</p> <p>David Howard Chairman of the Board of Directors</p>	<p>School compliance.</p>

Education Advisor to the Board	<p>School compliance.</p> <p>Ensuring all school standards are met and the school is operating at 'at least a Good Ofsted rating'.</p> <p>School audits.</p> <p>Representative to the Board.</p>
Senior Management Team	All matters.
L&D Manager	Training for all staff.
Facilities Manager	Premises maintenance.
Board of Directors	All matters
Head of Governance	Monitoring and reporting on Incidents, Accidents and Safeguarding.
Health and Safety Lead	Health and Safety.

3. Governance and Visit Programme

3.1 There are lots of governance processes in place for our schools. The following suggested programmes are our minimum requirements and must be adhered to.

Immediately	Safeguarding issue/reports.
Within 48 hours	Incident reports sent to residential managers, Head Teacher, Head of Education and other relevant stakeholders.
Weekly	Notifications of attendance/incidents/accidents/staffing concerns to Head of Education.
	Conference call with Area Managers, Clinical Lead and Headteachers/Head Teachers. Risk Register discussed and actioned.
	Conference call with Headteachers/Head Teachers, Head of Education, School Business Coordinator and Education Advisor to the Board and Independent Governance Advisor to the Board.
	Individual meetings with schools in relation to safeguarding and children's welfare.
Monthly	Head of Education reports to the Senior Leadership Team regarding all education matters.
	Education Compliance meetings.
	Head of Education and Education Advisor to the Board reports to the Board of Directors on all education matters.
	Head of Education reports and discusses all Health & Safety notifications with our Health & Safety Lead.
	Conference call with Head of Education, Education Advisor to the Board and our Independent Governance Advisor to the Board of incident and accident recording.

Half termly	1:1 meeting with Head of Education and Headteachers/Head Teachers.
	Compliance visit.
	QA calendar followed
	School council takes place.
	Compliance checks carried out by Headteachers and reported to Education SLT and Compliance Team.
Termly	School audit reviews carried out by Education SLT.

	School forum for all heads of school to meet, plan, review and share good practice Pupil voice considered.
	Residential and Clinical representative invited.
Half Yearly	Mid term appraisals.
Annually	Budget meetings with Head of Finance and Business Manager.
	Policy and procedure review.
	Appraisals.
	Health and Safety report by Health and Safety Lead.

4. Safeguarding

- 4.1 It is everyone’s responsibility to safeguard the wellbeing of all our children. DSO’s are in place at each school. Safeguarding is an agenda item at each meeting, supervision, forum and is scrutinised on audit visits.
- 4.2 After every incident, line managers review each incident report. Feedback, advice, and guidance is given within a predetermined time scale. Our Business Managers sends an overview of Incidents and accidents to the HofE, Education Advisor to the Board and our Independent Governance Advisor weekly, in preparation for the schools weekly safeguarding meeting. The Head of Education will oversee the incidents in preparation for their monthly report and will be informed immediately if the incident includes a safeguarding concern or may present a business risk.
- 4.3 The Board meets monthly to discuss and review all company matters. These include monthly reports from all senior managers including the Head of Governance. On a monthly basis, our Head of Education analyses, and reports on all of the incidents, accidents and near misses. This is discussed and challenged by the Compliance Team and the Head of Governance.
- 4.4 At the Board meeting, the Head of Governance reports on his findings following monthly notifications of all incident and accident reports, in addition to advising on matters relating to Health & Safety.
- 4.5 Accountable to the Board of Directors is our Senior Management Team. This team includes all senior managers within the company. On a monthly basis, the team meet, and each senior manager completes a written report to the Board, including such items as health and safety matters, safeguarding, and student and staffing information. Our Health & Safety department ensure rigorous systems and procedures are in place in all our settings.
- 4.6 Senior Managers ensure all our schools strive to achieve the highest outcomes in accordance with the Inspection Framework.

5. Teaching, Learning and Assessment/Leadership and Management

5.1 This is reported and feedback is given to the school following quality assurance visits, such as:

- School audit.
- Head of Education and Education Advisor visits.
- Supervisions.
- Quality Assurance events, such as lesson observations, work scrutiny, planning checks.

5.2 Schools are responsible for monitoring pupil attendance and attainment and for raising any issues at the weekly meetings with Senior Managers

6. Working with Parents, Pupils and Customers

6.1 We distribute pupil voice via school council and written feedback in line with our QA calendar. This allows us to review their education package, plan ahead and make changes if necessary.

6.2 We also distribute parent and carer feedback.

6.3 Annual conversations are held with local authorities, using a range of questions to gain insight with regards to the quality of our provision.

7. Learning and Development

7.1 Each term, our L&D manager is invited to our school forum to monitor training updates and plan ahead.

8. Premises regulations

8.1 Maintenance is logged daily and reported immediately. Once jobs are complete, these are signed off at feedback to school leaders.