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St James' Church of England Junior School (Voluntary Controlled)



Compliance Policy

Drawn up by	School Business Manager
Date	Autumn 2022
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Purpose

The purpose of this policy is to detail how St. James' Church of England Junior School remains compliant with all the educational legislation, statutory requirements and contractual obligations associated with the operation of state-maintained educational provision. This policy aims to provide an overview of the structure of accountability and compliance within the school.

This policy applies to all staff, governors and any relevant stakeholders.

Policy statement

At St James' Junior School, the Governors, Head Teacher and School Leaders are committed to ensuring the school meets all statutory and policy obligations. St. James' strives to not only remain compliant at all times, but to also embed a culture of 'best practice' amongst staff. Compliance not only includes statutory obligations as set out by central and local government, but also importantly:

- internal policies and procedures
- code of conduct
- vision
- ethos and values
- structure

Compliance at St. James' ensures that the school operates in accordance with established guidelines as determined by local and central government. Schools are legally required to adhere to requirements which are in place for the benefit of, and to support, good outcomes for all pupils.

At St. James' a culture of compliance is promoted in various ways; training, inductions, policy reviews and updates which are continually delivered to ensure staff and pupils are clear on expectations and are able to adhere to key requirements. This continuous cycle of promoting compliance fosters commitment to the highest standards and best practice, and it ensures ongoing improvements in the way the school delivers its obligations to pupils, staff and the wider community.

As a local authority maintained school, St. James' is supported by London Borough of Newham's various educational support services to ensure consistent compliance in every area, e.g. health & safety, safeguarding, financial management, governance and data protection. Further the school ensures its governors and school leaders possess specialist knowledge /

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skills and receive appropriate trained training to be able to fully understand, and therefore support the school to remain compliant.

The school develops and implements internal schedules to ensure that reviews and updates of policies and procedures and statutory requirements are actioned in a timely manner, and that the contents are current and relevant.

Governance and Accountability

The Full Governing Body of St. James' are accountable for governance and compliance, and have the authority and responsibility to make and agree decisions for the school. The Full Governing Body (FGB) are also responsible for the strategic direction of the school, the monitoring and evaluation of the school, its curriculum and overall pupil outcomes. In accordance with regulations, the Governing Body comprises of representatives from the local authority; elected parent governors, staff governors and individuals co-opted on to the body that have an interest in the school, education and local community.

Governors have full responsibilities for the management, efficiency, curriculum, finances and achievements of the school. The FGB delegates responsibility for specific areas to sub-committees e.g. Finance Committee and Curriculum Committee. The Senior Leadership Team are responsible for the day-to-day running of the school and are accountable to the Full Governing Body.

A schedule of governing body meetings for each academic year is agreed in advance and attendance at the meetings is required by all governing body members.

Overview of Compliance Requirements

This following list is not exhaustive, but is intended to provide an overview of some legislative, statutory and local authority compliance processes that the school is obliged to meet for local and central government:

- Safeguarding policies and effective safeguarding procedures
- End of financial year reporting
- Pupil and staff workforce census data
- Health & Safety policies and procedures (e.g. fire safety, risk assessments)
- Data protection
- Compliant school website to include specific information, e.g. complaints policy and process, governance information, pupil premium expenditure.

Guidance on the policies and documents that governing bodies and schools must have can be found on the DfE website:

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<https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts>

Further information on compliance requirements and processes can be obtained from the School Business Manager upon request.



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