



**The Tapscott  
Learning  
Trust**

*Working together,  
achieving for all*

# Scheme of Delegation

## 2024/25

Date reviewed: Summer 2024

Date approved by the Board: 21st May 2024

Date of next Review: Summer 2025

The Tapscott Learning Trust (the 'Trust') is a Multi Academy Trust with four primary schools located in East London. The Trust was founded in 2017 and all four schools are rated good or outstanding by Ofsted.

The vision of the Trust is to empower children through education, supporting healthy lifestyles and creating joyful learning environments, to set them on the path to happy, successful lives.

The Trust is a charitable company limited by guarantee. The Trust's governance structure is shown on page 4, and the key responsibilities of the governance layers are as follows:

### **Members**

Members play a limited but crucial role in safeguarding academy trust governance and upholding the charitable purpose of the organisation.

### **The Trust Board (Trustees)**

The Trust Board has collective accountability and responsibility for the running of the academy trust and assuring itself that there is compliance with regulatory, contractual, and statutory requirements.

The academy trust board delivers the following core functions:

- Strategic leadership of the academy trust: the board defines the trust vision for high quality and inclusive education in line with its charitable objects. It establishes and fosters the trust's culture and sets and champions the trust strategy including determining what, if any, governance functions are delegated to the local tier
- Accountability and assurance: the board has robust effective oversight of the operations and performance of the academy trust, including the provision of education, pupil welfare, overseeing and ensuring appropriate use of funding and effective financial performance and keeping their estate safe and well-maintained
- Engagement: the board has strategic oversight of relationships with stakeholders. The board involves parents, schools and communities so that decision-making is supported by meaningful engagement.

The Trust Board has four sub-committees: Safeguarding, Standards and Curriculum, Finance, Operations and Resources, Audit and Risk and Remuneration. Their delegated duties can be found in the Committee's Terms of Reference.

### **Local Advisory Boards**

Each of the schools in the Trust has a Local Advisory Board (LAB) which includes parent governors. The LABs have an important role in providing local oversight and stakeholder engagement in each school. The trust board can vary items delegated to the LAB, as the trust board deems necessary.

## **Scheme of Delegation**

The Scheme of Delegation (SoD) defines the powers delegated by the Trust Board to other sub-committees or executive officers within the Trust to facilitate the day to day running of the organisation, ensuring compliance with the Academy Trust Handbook. While the SoD seeks to offer clarity on decision making powers and includes specific authorities, it cannot provide a definitive and exhaustive guide to decision making across every area of Trust business. To that end TTLT and its officers should seek to operate within the spirit of the framework holding to the culture of governance, as defined by high levels of transparency and strong trust. The Trustees recognise that, whilst they are able to delegate down decision making and responsibility, the ultimate accountability remains with them.

## **Chair's Action between Trustee Meetings**

No individual trustee is empowered to make decisions on behalf of the Trust outside any specific authority set out in this scheme of delegation. However, as an exception, the Chair of Trustees can make a decisions as a single trustee when a delay in doing so would be

- Seriously detrimental to the interest of the trust of any of its schools, staff or pupils, and
- It would not be possible to postpone the decision to a meeting of trustees (which the Chair can convene with less than seven days notice if necessary, provided trustees will have sufficient time to receive and give due consideration to relevant documents relating to the decision)

## **Key**

LAB - Local Advisory Board

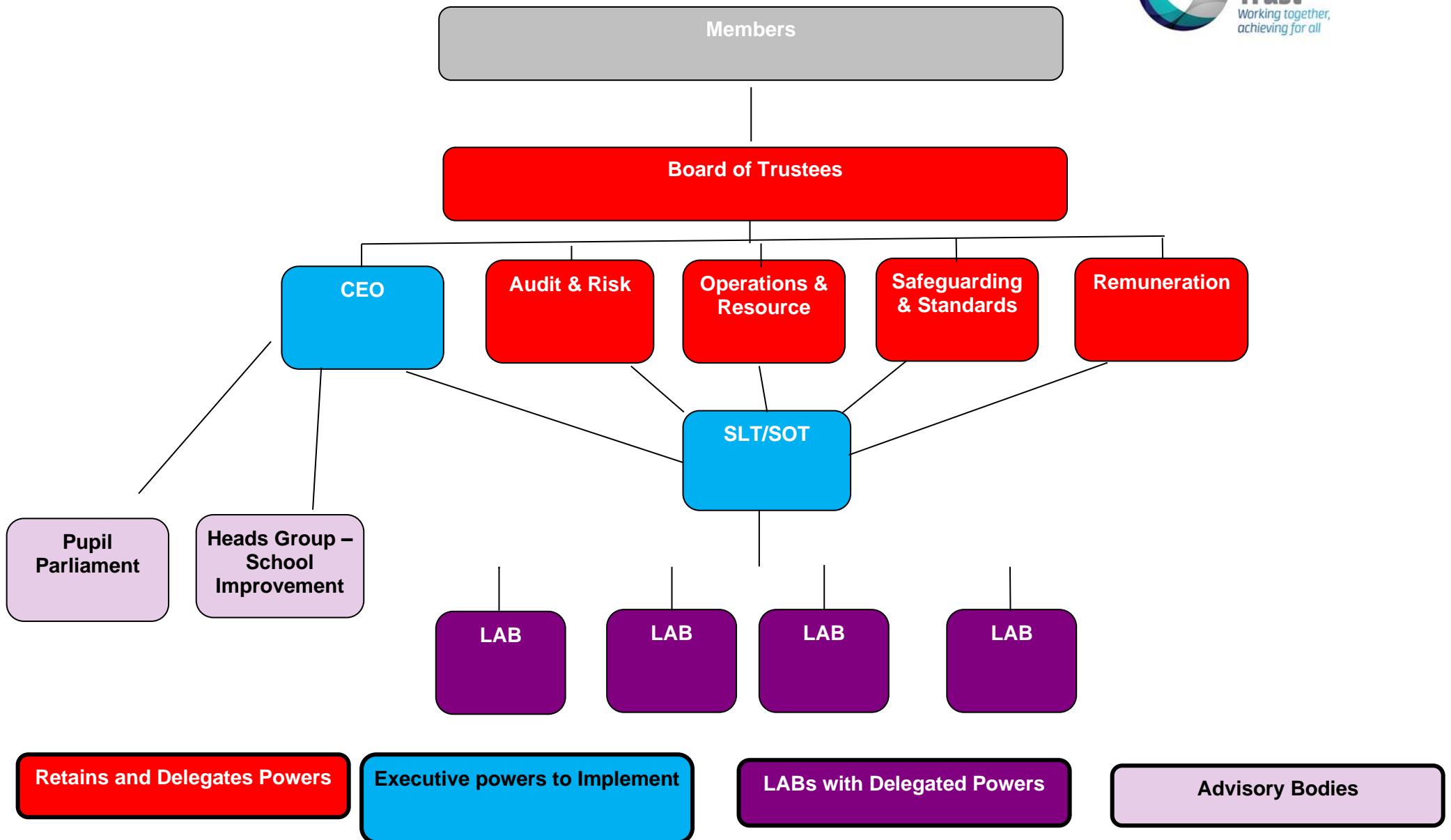
F- Fully Delegated

P- Partially Delegated to a Board Committee

N- Not delegated

Exec Team – CEO, CFO, Executive Headteachers, Head of Governance & Compliance, Head of Operations, EDI Officer, Training Hub Manager

The green shaded boxes indicate where the final decision-making authority sits.



## Organisational Scheme of Delegation

Members' Governance	Members	Trustees	CEO
Amend and adopt the articles of association	N	Recommend to members	Consulted and implement
Change the name of the Academy Trust	N	Recommend to members	Consulted and implement
Appoint new CEO as ex-officio trustee	N		
Wind up the Academy Trust	N	Recommend to members	Consulted and implement
Appoint and remove members in line with the Articles of Association	N	Recommend to members	
Appoint and remove trustees to the Board in line with the articles of association.	N	Recommend to members	Consulted and implement
High level monitoring of the effectiveness of the Trust Board to deliver the charitable objects	N	Provide members with information to allow them to fully understand the high-level effectiveness of the Trust	Provide members with information to allow them to fully understand the high-level effectiveness of the Trust
Appoint external auditors	N	Recommend to members	Advise the trustees and implement
To consider joining another existing Trust	N	Recommend to members	Consulted and implement
Consider requests from other schools or Trusts to join the Trust	F	Trustee decision	Make recommendations to the Trust Board
To consider requests from schools to leave our Trust	F	Trustee decision	Consulted and implement

### Organisational Scheme of Delegation - Strategy

STRATEGY	Trustees Delegated authority?	CEO	Appropriate member(s) of SLT/SOT	LAB	Executive Head/Head of School
Determine overall vision, ethos and strategic priorities	N	Responsible for advising trustees and delivering strategy	CFO Provides advice and assistance in developing strategy	Consulted during vision, ethos and strategy development	Consulted during vision, ethos and strategy development
Approval and monitoring of Trust strategic development plan	N	Responsible for proposing and delivering Trust strategic development plan	Reporting specific area of responsibility to CEO	Monitoring strategic priorities in individual academies	Delivering strategic priorities in individual school
Setting and reviewing KPIs	N	Proposing and delivering KPIs	Recommend to CEO	Monitors local KPIs	Provides information for LAB to monitor
Ensure compliance with equalities legislation	N	Can make recommendations to the Board	Responsible for proposing and delivering equalities plan and policy	Monitoring adherence to policy and approve local objectives	Delivering and implementing policy and local objectives.
Admission of new academies	N	Can make recommendations to the Board	CFO provides due diligence advice in relation to potential new academies		
Entering into funding agreements	N	Can make recommendations to the Board	CFO actions		
Approval of 'Significant Change' proposals for academies.	N	Can make recommendations to the Board		Recommend to the Board	Recommend to the Board
Engagement with stakeholders	Ensure engagement with students, staff, parents and community	Engagement with students, staff, parents and community		Deliver engagement with students, staff, parents and community	Deliver engagement with students, staff, parents and community

### Organisational Scheme of Delegation - Governance

GOVERNANCE	Trustees Delegated authority?	CEO	Appropriate member(s) of SLT/SOT	LAB	Executive Head/Head of School
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Establishing and appointing board committees	<b>N</b>	Recommend to Board	Recommend to Board		
Approval of terms of reference for committees	<b>N</b>	Recommend to Board	Recommend to Board		
Approval of terms of reference of LABs	<b>N</b>	Recommend to Board	Recommend to Board	Recommend to Board	
Appoint and remove Chair of LABs	<b>N</b>	Recommendations to the Board	Recommend to Board	Recommend to Board	
Appoint and remove LAB governors	Full delegation unless performance requires improvement		Recommend to Board	Appoint and remove LAB governors	
Appoint Link Roles in Safeguarding, SEND, Finance and other areas deemed beneficial	<b>P</b> - LABs to appoint their own link roles			Appoint local link governors	
Appoint and remove Clerk to the Board of Trustees	<b>N</b>	Recommend to Board	Recommend to Board		
Appoint and Remove Clerk to the LABs	<b>N</b>			Recommend to Board	
Maintenance of register of interests	<b>P</b> - Responsibility of Head of Governance			Responsibility of Head of Governance	
Ensuring the accuracy and suitability of the Risk Register	<b>N</b>	Maintains oversight of the Risk Register	Operations Manager responsible for development, ongoing management, and presentation of the Risk Register	Monitors and agrees own school Risk Register	Developed for own school with significant risk escalated to Audit and Risk via Operations Manager
Maintenance of risk management processes	<b>N</b>	Maintains oversight of risk management processes	Operations Manager responsible for development and application of Risk Management Strategy including Trust-wide and local	Monitors school risks	Responsible for ensuring school risk management process in line with Trust strategy

			processes		
Approval of policies not specifically referenced elsewhere within this document, in accordance with the TTLT Master Policy List	<b>N</b> Policy list specifies if full board or sub-committee	Recommend to Board	Recommend to Board		
Approval of individual school policies not specifically referenced elsewhere within this document, in accordance with the TTLT Master Policy list	F	Provision of professional advice to Academies	Provision of professional advice to Academies	Delegated authority for approval and monitoring of local school policies and procedures in accordance with policies lists	Recommend and report to LAB

### Organisational Scheme of Delegation - Education

EDUCATION	Trustees Delegated authority?	CEO	Appropriate member(s) of SLT/SOT	LAB	Executive Head/Head of School
Approval and monitoring of Trust and school targets, including for pupil achievement, progress and attendance	<b>P</b>	Provides appropriate reporting to the Board	Reporting specific area of responsibility to CEO	Review of local target setting and monitoring of progress	Proposing school targets to CEO
Approval of school improvement plans in line with Trust policies	<b>F</b>	Final approval	To be consulted during development	To be consulted during development and monitor delivery	Development and delivery of school improvement plans
Post-Ofsted Action Plan	<b>F</b>	Approval and sign off		Monitoring of progress being made	Development and delivery of the Plan
Setting Trust approach to curriculum and assessment	<b>P</b>	Development and reporting to the Board	To be consulted during development	To monitor delivery	To be consulted during development and deliver
Curriculum and assessment in individual academies	<b>F</b>	Final approval		Monitors effectiveness of curriculum plans	Development and delivery
Set term dates	<b>F</b> Board to be informed	Authorise term dates		Consulted	Recommend to CEO
Set Length/ organisation of school day	<b>F</b>	Consulted		Consulted	Development and decision

Set behaviour and welfare policies	<b>N</b>	Recommend to Board		Consulted	Implementation at local level
Ensures compliance with SEND Code of Practice	<b>P</b>		Reporting specific area of responsibility		
Issues a suspension	<b>F</b>	Notified by the Head of School as soon as possible and may review		Notified as soon as possible by the Head of School	Authorised and should notify CEO, LAB and Local Authority as soon as possible

<b>EDUCATION</b>	<b>Trustees Delegated authority?</b>	<b>CEO</b>	<b>Appropriate member(s) of SLT/SOT</b>	<b>LAB</b>	<b>Executive Head/Head of School</b>
Issues permanent exclusions	<b>F</b>	Notified by the Head of School as soon as possible and may review		Notified as soon as possible by the Head of School. Convenes hearing to review Headteacher's decision.  This panel will consist of 2 LAB governors and a Trustee (if a Trustee is not available, the Board may nominate a third LAB member)	Authorised and should notify CEO, LAB and Local Authority as soon as possible
Admissions policy approval where no change is proposed	<b>N</b>	Recommend to Board			
Admissions policy approval where change is proposed	<b>N</b>	Recommend to Board			Consulted
Admission appeals	<b>F</b>			Consulted	Attend admissions appeals
Maintain a register of pupils' admission to school and attendance.	<b>F</b>				

## Organisational Scheme of Delegation - Finance

FINANCE	Trustees Delegated authority?	CEO	Appropriate member(s) of SLT/SOT	LAB	Executive Head/Head of School
<b>STATUTORY REPORTING</b>					
Appointment of Accounting Officer	<b>N</b>				
Appointment of Chief Finance Officer	<b>N</b>	Recommend to Board			
Completion and approval of annual accounts and reports to funding and regulatory bodies	<b>N</b>	Recommend to Board	Recommendation to CEO and Board		
Completion and submission of other accounting returns	<b>F</b>		CFO		
Completing annual and periodic financial reports to the Board and/or DfE and ESFA (including income/ expenditure, cash flow, projections etc.).	<b>F</b>		CFO		
Authorised to complete PAYE returns	<b>F</b>		CFO		
Authorised to complete VAT returns	<b>F</b>		CFO		
Signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House	<b>F</b>		CFO		

<b>FINANCE</b>	<b>Trustees Delegated authority?</b>	<b>CEO</b>	<b>Appropriate member(s) of SLT/SOT</b>	<b>LAB</b>	<b>Executive Head/Head of School</b>
<b>SYSTEMS OF INTERNAL FINANCIAL CONTROL</b>					
Assurance over adequacy of systems of internal financial control	<b>N</b>	Provides assurance to EFA as Accounting Officer	CFO provides assurance to CEO and Board		
Development of Scheme of Delegation and relevant financial policy	<b>N</b>	Recommend to Board	Recommend to CEO and Board		
Approval of financial regulations	<b>N</b>		CFO recommendation to Board		
Appointment of internal auditors	<b>N</b>	CEO to recommend to Board	CFO responsible for delivery of appointment process with CEO		
<b>BUDGET &amp; MANAGEMENT REPORTING</b>					
Approval of annual budget(s)	<b>N</b>	Endorsement as Accounting Officer	Oversight of preparation, review of budget plans, recommendation to the Board	Consulted but do not approve the budget	Preparation of detailed school financial budget
Receipt and review of management accounts	<b>N</b>	Oversight of management accounts	CFO to review academy management accounts and prepare a summary report to the Board		Accountable for local school financial position
Approval of Central budget and school contributions	<b>N</b>	Recommend to Board	Recommend to Board		Consulted

Authority to make budget virements	<b>F</b>	Authorised to make budget virements and report to the Board within financial SoD	CFO to advise on budget virements and report to the Board within financial SoD		
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<b>FINANCE</b>	<b>Trustees Delegated authority?</b>	<b>CEO</b>	<b>Appropriate member(s) of SLT/SOT</b>	<b>LAB</b>	<b>Executive Head/Head of School</b>
<b>RESERVES REQUESTS</b>					
Authority to approve reserves requests	<p><b>N</b> – where proposed expenditure reduces reserves below 5% of total Trust income or &gt;£100k</p> <p><b>F</b> – where proposed expenditure results in reserves figure remaining at or above 5% of Trust total income or &lt;£100k</p>	CEO/CFO jointly authorised where proposed expenditure results in reserves figure remaining at or above 5% of Trust total income or <£100k	Recommend to CEO	Consulted	Submit requests for schools to CEO in first instance who will review sign-off requirements.
<b>PURCHASING &amp; PROCUREMENT</b>					
Setting procurement policy in accordance with funding agreement and Academies Financial Handbook	<b>N</b>	CEO to advise	CFO to advise CEO and Board		Heads to write individual procurement policies for schools in-line with Trust policy
Placing orders for goods and services, entering into contracts	<p><b>N</b> – where value is &gt;£250k</p> <p><b>F</b> – where value is &lt;£250k</p>	CEO/CFO Jointly authorised up to £250K	Recommend to CEO		Authorised up to £5K within agreed budget
Waiver of financial regulations in respect of purchasing	<b>F</b>		Yes, reported to Finance Committee		Responsibility for local school management
Ensuring compliance with tendering processes	<b>F</b>		Yes, reported to the Board		Responsibility for local School management

Entering into leases or other legal arrangements (excluding purchasing contracts)	<b>N</b> – where value is >£100k <b>F</b> - where value is <100K and risk is low	Authorised where value is <£100k	Consulted and provides advice		
<b>BANKING AUTHORITY &amp; CASH MANAGEMENT</b>					
Approval to borrow money	<b>N</b>	Recommend approval by the Board			

<b>FINANCE</b>	<b>Trustees Delegated authority?</b>	<b>CEO</b>	<b>Appropriate member(s) of SLT/SOT</b>	<b>LAB</b>	<b>Executive Head/Head of School</b>
Cashflow Management, Treasury & Investment policy	<b>F</b>	Authorised to review and approve. Investment details to be informed to the Finance & Resources Committee			
Open a bank account and approve signatories	<b>P</b>	CEO/CFO Can be approved signatories			

<b>TRANSACTION PROCESSING</b>					
Payroll – Administration starters, leavers and amendments	<b>F</b>	Authorises significant changes and all changes outside of approved budget	Oversees systems of internal control and approves payroll		Authorises changes (within budget)
Purchasing - Authorised to create vendors on accounting system	<b>F</b>		Authorised		Authorised for local school
Authorises income including special grants and contracts under £100k	<b>F</b>		Authorised		Authorised for local school
Authorisation of expense claims (cannot authorise own expenses)	<b>F</b>		Authorised		Authorised for local school
Control account reconciliation	<b>F</b>		Authorised		Authorised for local school

Write-off bad debts	<b>N</b> – where value is >£45k <b>F</b> – where value is <£45k		Authorised up to £45k – all debt will be reported to Finance and Resources		Authorised up to £1k
<b>FIXED ASSETS</b>					
Developing estates strategy in line with strategic plan	<b>F</b> - but to be kept informed. Planned expenditure approved as part of financial planning		CFO to develop plan		Heads to support development of plan
Management of capital funding	<b>F</b>		Ensures management and governance arrangements are appropriate		Authorised for local school

<b>FINANCE</b>	<b>Trustees Delegated authority?</b>	<b>CEO</b>	<b>Appropriate member(s) of SLT/SOT</b>	<b>LAB</b>	<b>Executive Head/Head of School</b>
<b>FIXED ASSETS</b>					
Asset Register	<b>F</b>		Authorised to review and approve		
Security of Assets	<b>F</b>		Oversight and must report to the Board by exception		Responsible for local security arrangements
Disposal of Assets	<b>N</b> – where value is >£50k <b>F</b> – where value is <£50k		Authorised to review and approve up to £50k		
Loan of Assets	<b>F</b>		Authorised to review and approve		
<b>INSURANCES</b>					
Annual Risk Review & Premium Renewal	<b>F</b>		Authorised to review and approve		

## Organisational Scheme of Delegation - Human Resources

HUMAN RESOURCES	Trustees Delegated authority?	CEO	Appropriate member(s) of SLT/SOT	LAB	Executive Head/Head of School
Authorised to increase academy/organisational headcount (not including the Central Team)	F	Authorised to review and approve	Consult with CEO		Can authorise replacement posts within existing staffing budget. Must consult with CEO on increases
Authorised to increase the Central Team	N	Propose to the Board	Consulted		Consulted
Job Description sign off of Executive Team	N	Propose to the Board	Develop and propose to Board and CEO		
Authorised to evaluate jobs and grades	F		Responsible for oversight and cross-organisational grading		Submits information to allow evaluation process
Authorised to agree/vary basic employment Terms and Conditions	F		Ensures consistent application of T&Cs		

HUMAN RESOURCES	Trustees Delegated authority?	CEO	Appropriate member(s) of SLT/SOT	LAB	Executive Head/Head of School
Establishing Trust-wide HR policy in accordance with law and best practice	N	Propose to the Board	Produced by external provider and managed by the CFO		
Recruitment and appointment of CEO	N		Involved in process		Involved in process
Recruitment and appointment of permanent Executive Team Members and Heads	P	Appoints Executive Team jointly with Board and LABs		Fully involved in the process	

Recruitment and appointment of other Senior Leaders	F	Consulted in all senior appointments	Leads process for own teams and provides support for Heads	Involved in the process at discretion of the Head	Leads process in own local School in line with agreed HR policy and procedure
Recruitment and appointment of other staff	F	Consulted for new roles or change of roles with budgetary implications	Appointment of staff – replacement of existing roles	Involved in the process at discretion of the Head	Appointment of staff – replacement of existing roles in line with agreed HR policy and procedure
Signing of employment contracts	F (but Chair must sign CEO contract)	Signs contracts of Exec Team and heads	Authorised to sign contracts of staff within own teams		Signs contracts of members in team
Annual approval of pay policy including pay awards, pay point values, etc.	Responsible for Trust wide pay policy, including cost of living values and CEO pay award delegated to Remuneration Committee	Recommend to the Remuneration Committee	CFO produce a draft policy for review by the CEO and the Remuneration Committee		
Determination of pay ranges	F (except CEO)	Determines pay ranges for leadership staff	Consults and advises with CEO		Determines pay ranges within individual School based on Executive recommendations
Appointment outside range in salary structure	F	Approval	Approves and reports to Finance and Resources Committee		Proposal for new range to CEO

HUMAN RESOURCES	Trustees Delegated authority?	CEO	Appropriate member(s) of SLT/SOT	LAB	Executive Head/Head of School
Allocation of TLR / SEN values	F	Approves if exceeds total budget			Proposal for new posts within framework of pay policy in budget
Value of other discretionary allowances	F (except CEO)	Approval of discretionary allowances	Reviews proposal and recommends to CEO		Proposals for other allowances
Annual Pay Progression	F	Approval of annual pay progression	Ensures Trust-wide consistency	Involved in process for Head of School	Oversight of appraisal and recommendation to CEO

Handling of all pension matters (teachers and support staff)	F	Approve and inform Board			
Approval of use of discretions	F	Approval			
Objective setting and performance appraisal	F (except CEO)	Appraises Heads and Exec Team with Trustees as appropriate	Appraisal arrangements for own team in line with agreed HR policy and procedure	Assists in Heads' appraisals in line with agreed HR policy and procedure	Appraisal arrangements for own team in line with agreed HR policy and procedure
Approval of formal restructure plans	P+	Recommend to Board	Recommend to Board	Consulted	Decisions on internal School restructure in consultation with Executive Team
Approval of severance or redundancy agreements	F	Final Approval	Consult with CEO		Consult with Exec Team
Authority to issue warnings or other disciplinary measures except dismissal*	P (except CEO/CFO)	May issue warnings in own teams	May issue warnings in own teams. HR should keep records of disciplinary issues across Trust	May form part of panel	May issue warnings in own teams but should include/inform HR
Authorisation of settlement agreements*	P+ - where value > £50k or 1 yr salary (whichever lowest) F- where value is < £50k or 1 yr salary (whichever lowest)	Final decisions	May negotiate and make recommendations to CEO and Board		Decisions made for staff but must seek approval from CEO for senior leaders and head. <b>Decision to authorise settlement agreement should always sit with CEO for all staff</b>

HUMAN RESOURCES	Trustees Delegated authority?	CEO	Appropriate member(s) of SLT/SOT	LAB	Executive Head/Head of School
Suspension*	F (except CEO)	Final decision for (Exec teams and Principals)			Decisions within own school, must inform CEO/CFO/HR
Potential Dismissal*	F (except CEO)	CEO or other Exec Team member must be involved in all dismissal panels	CEO or other Exec Team member must be involved in dismissal panels	May form part of panel	Part of formal panel

Dismissal of CEO	N		Informed		Informed
Appeals*	N	CEO or other Exec Team member must be involved in all appeal panels		May form part of panel	
Maintain a Single Central Record of recruitment checks for central team staff, trustees and members	F				
Maintain a Single Central Record of recruitment checks for school staff, volunteers and governors	F				

- *Subject to the correct procedures and in line with Trust policies and current legislation where applicable.*

INFORMATION MANAGEMENT	Trustees Delegated authority?	CEO	Appropriate member(s) of SLT/SOT	LAB	Executive Head/Head of School
Adopting and following policies for information security and compliance	F		Acts as DPO for the Trust		Report issues, near misses and breaches to DPO. Responsible for adherence to policy and maintaining accurate records
Management of Trust websites, ensuring accuracy and compliance	F		Audits websites for accuracy and compliance		

### Organisational Scheme of Delegation - Health & Safety

HEALTH AND SAFETY	Trustees' Delegated authority?	CEO	Appropriate member(s) of SLT/SOT	LAB	Executive Head/Head of School
Health and Safety Policy	N		Recommend to Board		Implementation and local policy
Critical incident planning	F		Holds Trust and School critical incident plans and reviews as appropriate	Involved in the development of critical incident plans	Implementation and local policy

Health and Safety RIDDOR reporting	F		Ensures RIDDOR reporting is in place		Implementation and local policy
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HEALTH AND SAFETY	Trustees' Delegated authority?	CEO	Appropriate member(s) of SLT/SOT	LAB	Executive Head/Head of School
Health and Safety Accident reporting	F		Ensures accident reporting arrangements are in place. Monitoring and reporting of exceptions		Ensures accidents are reported
Statutory training	F		Ensures there are arrangements for statutory training for H&S and monitors statutory training for H&S. Reports to the Board		Ensures statutory training for H&S is complete
Statutory compliance testing	F		Implements, monitors statutory compliance testing and reports concerns to the Board		Monitors local statutory compliance testing (ABM)
School health and safety arrangements, including use of risk assessments	F		Responsible to ensure arrangements are in place		Delivery and local responsibility
Fire risk assessment	F		Ensures all schools have valid risk assessments in place		
Asbestos risk assessment	F		Ensures all schools have valid risk assessments in place		
General monitoring and action plans in relation to safety of sites including buildings conditions	P		Drafts action plans from audits, reports to the Board. Reviews progress against action plans		Implements action plans

## Organisational Scheme of Delegation - Safeguarding

SAFEGUARDING	Trustees Delegated authority?	CEO	TTLT Executive Safeguarding Lead	LAB	Executive Head/Head of School	School Designated Safeguarding Lead (DSL)
Ensure suitable Safeguarding Policy and associated procedures are in place across the Trust	<b>N</b>	Contributes to the production and implementation of the Safeguarding Policy and procedures	Develop policies	Monitors Safeguarding Policy and procedures at School level	<b>Local responsibility for safeguarding</b>	Adopts Safeguarding Policy and procedures and ensures they are communicated to and implemented by all staff
Monitor the effectiveness of the Safeguarding Policy	<b>P</b>	Ensures annual review of Safeguarding Policy takes place	Monitors effectiveness and ensures annual reviews take place Reports to the Board	Monitors Safeguarding Policy and procedures at School level	Reviews effectiveness of the Safeguarding Policy and makes recommendations for change where appropriate	Reports recommendations for changes to the Safeguarding Policy to Head
Produce an annual report on the Trust's Safeguarding policy and procedures	<b>N</b>		Provides annual report to the Board			Provides data and other feedback to the Trust lead to assist with producing annual report
Produce a termly report on the School Safeguarding policy and procedures	<b>F</b>	Receives collated termly Safeguarding report	Receives individual termly Safeguarding reports from schools and collates for CEO and Board	Receives and approves termly Safeguarding report	Meets DSL and ensures termly school Safeguarding report produced	<b>Produces termly School Safeguarding report</b>
Ensure Annual Safeguarding audits take place and are appropriately reported to the Board	<b>N</b>	Commissions Safeguarding checklist and receive reports	Ensures annual LA safeguarding audits take place and reports received by the Board	Assists in the development of the S157 audit	Reviews audit and checklist and ensures next steps are implemented	<b>Complete LA safeguarding audit and provide initial next steps</b>

Attend all relevant training and ensure all staff are trained	<b>N</b>	Attends all relevant training and reads KCSIE	Attends all relevant training and reads KCSIE	Attends all relevant training and reads KCSIE	Attends all relevant training and reads KCSIE	Attends all relevant training and reads KCSIE
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<b>SAFEGUARDING</b>	<b>Trustees Delegated authority?</b>	<b>CEO</b>	<b>TTLT Executive Safeguarding Lead</b>	<b>LAB</b>	<b>Executive Head/Head of School</b>	<b>School Designated Safeguarding Lead (DSL)</b>
Ensure the Trust Board and each LAB appoints a Safeguarding Link	<b>N</b>			Appoint a Safeguarding link		
Ensure Safer Recruitment procedures are implemented and adhered to, including DBS checks	<b>F</b>		Monitors and ensures the Safer Recruitment processes	Monitors Safer Recruitment processes	Adheres to Safer Recruitment processes	
Ensure Prevent agenda is implemented	<b>F</b>		Receives report on Prevent Agenda in safeguarding reporting	Monitors Prevent awareness and training	Monitors performance	May act as school lead for the Prevent agenda and ensures full compliance
Confidential Safeguarding issues reported to LADO where appropriate	<b>F (unless CEO)</b>		Reports safeguarding issues to LADO (if concerns are about executive team or Heads), ensures Heads' compliance	Monitors safeguarding in school	Reports safeguarding issues to LADO as appropriate	Notifies head of concerns or referrals to LADO
Delivering support to looked after children	<b>F</b>		Monitors and ensures support is available and provided		Implements support and reports to lead where applicable	Implements support and reports to lead where applicable
Operation of Safeguarding investigations	<b>F (unless CEO)</b>	Overall responsibility	Ensures policies are followed	Involved according to the Trust policies	Commissions Safeguarding Investigations	Advises Head