

## **SCHEME OF DELEGATION – Academic Year 2018 - 19**

<b>KEY</b>	
N	Not delegated
F	Fully delegated
P	Partially delegated

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## Scheme of Delegation 2018-19

Strategy	Is authority delegated from the Board of Trustees?	CEO	Executive Team	Chairs of LGB (COLGB)	Local Governing Body (LGB)	Principal
<i>location &gt;&gt;&gt;</i>		<i>Central</i>	<i>Central</i>	<i>Central</i>	<i>Academy</i>	<i>Academy</i>
<b>Approves overall strategy of NAT</b>	N	Responsible for setting strategy	FD Provides financial advice and assistance in developing strategy	Consulted during strategy development	Consulted during strategy development	Consulted during strategy development
<b>Admission of new academies to NAT</b>	N	Can make recommendations to the Board	Provides due diligence advice in relation to potential new academies			
<b>Admission of new sponsors to NAT</b>	N	Can make recommendations to the Board				
<b>Entering into Funding Agreements</b>	N					
<b>Entering into leases or other legal arrangements (excluding purchasing contracts)</b>	N but where the value is less than £100k AND the agreement is low- risk this can be delegated	Can sign (some cases)	Can sign (some cases)			
<b>Approval of academy improvement plans based on Self Evaluation Framework (SEF) or other assessment</b>	F		SID quality assures Academy Improvement Plans and approves SEF	Responsible for monitoring performance of academy improvement plans and reporting exceptions to the Board	Delegated authority for approval and monitoring of academy improvement plans, reporting exceptions to the Chair of Local Governing Body	Responsible for development and delivery of academy improvement plans based on SEF

## Scheme of Delegation 2018-19

Governance	Delegated authority?	CEO	FD/ Executive Team	External Clerking support service	Chairs of LGB (COLGB)	Local Governing Body	Principal
<i>Location &gt;&gt;&gt;</i>	<i>Central</i>	<i>Central</i>	<i>Central</i>	<i>Central</i>	<i>Central</i>	<i>Academy</i>	<i>Academy</i>
<b>Review Articles of Association</b>	Members	Recommendations to Board					
<b>Appointment and Removal of Trustees</b>	As per Articles	Recommendations to Board					
<b>Appoint Chair and Vice Chair of Trust Board (Annually)</b>	N						
<b>Approval of Sub - Committee Structure Inc LGB's</b>	N	Recommendations to Board	Recommendations to Board	Recommendations to Board			
<b>Approval of terms of reference for Sub-Committees, LGB's and Executive Working Groups</b>	N	Recommendations to Board		Recommendations to Board			
<b>Appoint or Remove Chair of Sub Committees</b>	N	Recommendations to Board					
<b>Appoint and remove Chair of Local Governing Body</b>	N	Recommendations to Board	Recommendations to Board	Recommendations to Board		Recommendations to Board	Recommendations to Board
<b>Appointment and removal of Governors (other than the Chair)</b>	P	Recommendations to COLGB			Approve appointment and removal of Governors and report to Board	Recommendations to COLGB	Recommendations to COLGB
<b>Appoint &amp; Remove Clerk to the Board of Directors</b>	N	Recommendations to Board		Appointment of clerk			
<b>Appoint &amp; Remove Clerk to the Local Governing Body</b>	N	Recommendation to Board		Appointment of clerks			Recommendations to Local Governing Body

## Scheme of Delegation 2018-19

Governance	Delegated authority?	CEO	FD/ Executive Team	External Clerking support service	Chairs of Local Governing Body (COLGB)	Local Governing Body	Principal
<b>Annual Review of Scheme of Delegation</b>	N	Recommendations to Board	Recommendations to Board	Recommendations to Board			
<b>Decision on level of delegation for each Academy</b>	N	Recommendations to Board	Recommendations to Board				
<b>Take out Trustee Indemnity Insurance Cover</b>	F		FD Responsible for making adequate arrangements				
<b>Acquisition and disposal of legal entities</b>	N	Recommendations to Board	Provision of professional advice with Executive	Provision of professional advice			
<b>Maintenance of register of interests</b>	F			Responsible for ensuring register is maintained			
<b>Ensuring the accuracy and suitability of the Risk Register</b>	N	Review termly with Executive Team	Review termly with Executive Team	Support for CEO		Ensures appropriate processes are in place for school risk register and feedback to Board Audit and Risk Committee	
<b>Maintenance of Risk Management processes</b>	F	Responsible for ensuring NAT risk register is maintained - report to audit committee	Contributes to risk management processes	Responsible for managing risk register and risk management processes and reports in to the Audit Committee	Reviews relevant risks and contributes to process	Reviews relevant Academy Risk Register	Responsible for ensuring Academy risk register is maintained
<b>Approval of NAT policies not specifically referenced elsewhere within this document, in accordance with the NAT Master Policies list</b>	N	Makes recommendations to Board/ Committee - audit committee to check compliance	Makes recommendations to Board / Committees	Responsibility for notifying Board of relevant policies via policy schedule Makes recommendations to Board/ Committees/ CEO	Delegated authority for approval of any policies specifically delegated to COLGB		

## Scheme of Delegation 2018-19

Education/Curriculum	Delegated authority?	CEO	Chairs of Local Governing Body	Scrutiny Group	Local Governing Body	Principal
<i>Location &gt;&gt;&gt;</i>	<i>Central</i>	<i>Central</i>	<i>Central</i>	<i>Central</i>	<i>Academy</i>	<i>Academy</i>
<b>Approval and monitoring of NAT and academy targets including for student achievement, progress and attendance</b>	N	Responsible for proposing NAT and local targets to the Board and providing appropriate reporting	Review of local target setting processes and reporting to Board	Makes recommendations to Board	Review of local target setting and responsible for holding Principal to account	Reports to LGB and Board via subcommittees
<b>Approval of academy improvement plans based on Self Evaluation Framework (SEF) or other assessment</b>	F	SIDs quality assure Academy Improvement Plans and approves SEF	Responsible for monitoring process of academy improvement planning		Delegated authority for approval and monitoring of academy improvement plans, reporting exceptions to the Chair of LGB	Responsible for development and delivery of academy improvement plans based on SEF
<b>Post-Ofsted Trust Action Plan sign off</b>	F	Makes recommendation to Scrutiny Group		Delegated authority for approval and monitoring of NAT post-OFSTED planning		
<b>Post-Ofsted Academy Action Plan sign off</b>	F		Review feedback and plans		Delegated authority for approval and monitoring of academy post-OFSTED planning	Makes recommendations and reports to Local Governing Body
<b>Curriculum and assessment: Planning, implementation and review</b>	F	Oversees development and delivery of effective curriculum plans			Monitors effectiveness of curriculum plans	Develops and delivers curriculum plans
<b>Sign off of NAT educational policies in accordance with the NAT Master Policies list</b>	N	Makes recommendations to Board with Executive				
<b>Sign off of local academy educational policies and procedures in accordance with the NAT Master Policies list</b>	F		Delegated Authority		Delegated authority for approval and monitoring of local academy policies and procedures	Makes recommendations and reports to Local Governing Body

## Scheme of Delegation 2018-19

Education/Curriculum	Delegated authority?	CEO	Chairs of Local Governing Body	Scrutiny Group	Local Governing Body	Principal
Set term dates	F	Authorises term dates				
Set Length/ organisation of Academy day	F	Authorises organisation and Academy day			Consulted	Makes recommendations to CEO
Issues fixed term exclusions	F		Receives report termly and reviews		Receives report	Authorised, report to Local Governing Body
Issues permanent exclusions	F		Receives report annually and reviews		Convenes hearing to review Principal decision. This panel will consist of 3 Governors who may be drawn from across the Trust	Authorised, report to Local Governing Body
Holds exclusion appeals	F				Authorised	Supports exclusion appeals as required.
Admissions policy approval where no change is proposed	F	Makes recommendations to Local Governing Body			Authorised	Recommendation to Local Governing Body
Admissions policy approval where change is proposed	P	Makes recommendations to Board	Makes recommendations to Board		Recommendation to board via COLGB	Recommendation to board via Local Governing Body
Admission appeals	F				Consulted	Authorised to attend admissions appeals

## Scheme of Delegation 2018-19

Finance	Delegated authority?	CEO	FD and SBD	HR Director & Director of Estates and Facilities	Audit and Risk Committee/Finance Committee	Local Governing Body	Principal
<i>Location &gt;&gt;&gt;</i>		<i>Central</i>	<i>Central</i>	<i>Central</i>	<i>Academy</i>	<i>Academy</i>	<i>Academy</i>
<b>STATUTORY REPORTING</b>							
Completion and approval of annual accounts and reports to funding and regulatory bodies	N	Oversight	Recommendation to CEO and Board		F&R Oversight		
Completion and submission of other accounting returns	F	Oversight	Authorised				
Completing annual & periodic financial reports to Board and/or DfE and EFA (including income/expenditure, cash flow, projections etc.).	F	Oversight	Authorised				
Authorised to complete PAYE returns	F		Authorised				
Authorised to complete VAT returns.	F		Authorised				
<b>SYSTEMS OF INTERNAL FINANCIAL CONTROL</b>							
Assurance over adequacy of systems of internal financial control	N	Provides assurance to EFA as AO	Provides assurance to CEO and Board	Supports Internal Audit programme	A&R Receives reports from internal audit and makes recommendations to Board		
Approval of financial regulations	N		Recommendation to Board				
Appointment of internal auditors	F * to Members		Management of appointment process				
<b>BUDGET &amp; MANAGEMENT REPORTING</b>							
Approval of annual budget(s)	N	Endorsement as Accounting Officer	Oversight of preparation, review of budget plans, recommendation to Board		F&R Review of detailed academy financial plans	Review of academy financial plans	Preparation of detailed academy financial plans

## Scheme of Delegation 2018-19

Finance	Delegated authority?	CEO	FD and SBD	HR Director & Director of Estates and Facilities	Audit and Risk Committee/Finance Committee	Local Governing Body	Principal
Receipt and review of management accounts	N		Review of academy management accounts and preparation of summary report to Board		Both: Review of academy financial position	Review of academy financial position	Accountable for local academy financial position
Approval of NAT Central budget and academy contributions	N	Recommendation to Board	Recommendation to Board		Recommendation to Board		Consulted
Authority to make budget virements	F		Authorised to make budget virements up to £20,000: and report to Finance / Audit committee		Audit to ensure proper processes F&R oversight		
<b>RESERVES REQUESTS</b>							
Authority to approve reserves requests	N - where value > £100k F- where value is < £100k	Jointly authorised up to £100K;	Authorised Up to £25k and jointly with CEO to £100k		Chair of F&R informed; F&R Review decisions A&R reviews		Submits requests for Academies
<b>PURCHASING &amp; PROCUREMENT</b>							
Placing orders for goods and services, entering into contracts	N - where value > £50k F- where value is < £50k	Jointly authorised £50k;	Authorised Up to £50k jointly				Authorised Up to £10K within agreed budget (IT/Trust central purchases excepted)
Waiver of NAT financial regulations in respect of purchasing	F		Yes, reported to Audit Committee before purchase agreed to		Receives reports from CFO		
Ensuring compliance with tendering processes	F		Yes, reported to Audit Committee	Responsibility for procurement activities			
<b>BANKING AUTHORITY &amp; CASH MANAGEMENT</b>							
Approval to borrow money	N		Recommend approval by Board				



## Scheme of Delegation 2018-19

Finance	Delegated authority?	CEO	FD and SBD	HR Director & Director of Estates and Facilities	Audit and Risk Committee/Finance Committee	Local Governing Body	Principal
Cashflow Management, Treasury & Investment policy	F		Authorised to Review and approve. Investment details to be informed to Audit /F&R committee				
Open a bank account and approve signatories	P	Can be approved signatory	Can be approved signatory				Can be approved signatory
<b>TRANSACTION PROCESSING</b>							
Payroll - Starters, leavers and amendments	F	Authorises changes	Oversees systems of internal control and approves payroll	Can authorise payroll			Authorises changes
Payroll - Administration	F			HRD Authorised - Utilisation of Payroll Bureau			
Purchasing - Authorised to create vendors on accounting system	F		Authorised		A&R awareness/oversight		
Authorises income including special grants and contracts under £100k	F		Authorised				
Authorisation of expense claims (cannot authorise one's own expenses)	F	Authorised	Authorised	Authorised			Authorised
Control account reconciliation	F		Authorised				
Write-off bad debts	N - where value > £10k F- where value is < £10k		Authorised up to £10k - reported to A&R and F&R		Review decisions		Authorised up to £1k

Finance	Delegated authority?	CEO	FD and SBD	HR Director & Director of Estates and Facilities	Audit and Risk Committee/Finance Committee	Local Governing Body	Principal
<b>FIXED ASSETS</b>							
<b>Management of capital funding</b>	F (subject to plans scrutinised by F&R and A&R committees)		Ensures management and governance arrangements are appropriate and reports to Board	E&F D Responsible for centrally run project management activity including capital projects			
<b>Asset Register</b>	F		Authorised to Review and approve				
<b>Security Of Assets</b>	F		Oversight and must report to Board by exception	E&FD Oversight and must report to Board by exception			Responsible for local security arrangements
<b>Disposal of Assets</b>	N - where value > £50k F- where value is < £50k		Authorised to Review and approve up to £50k				
<b>Loan of Assets</b>	F		Authorised to Review and approve				
<b>INSURANCES</b>							
<b>Annual Risk Review &amp; Premium Renewal</b>	F		Authorised to Review and approve	Supports review and associated activities			

## Scheme of Delegation 2018-19

Human Resources	Delegated from Board	CEO	FD	Personnel Committee	HRD	Local Governing Body	Principal
<i>Location &gt;&gt;&gt;</i>		<i>Central</i>	<i>Central</i>	<i>Central</i>	<i>Central</i>	<i>Academy</i>	<i>Academy</i>
<b>Staff Structure</b>							
<b>Authorised to Increase Academy/Organisational Headcount (Establishment) within existing staffing budget</b>	F	Can authorise (with FD) changes beyond overall budget (follow reserves process)	Can authorise changes within overall budget; reports changes in headcount to personnel committee				Can authorise replacement posts within existing staffing budget
<b>Job Description sign off</b>	F				Approves JDs		Agrees JD
<b>Grade of posts (teaching &amp; support staff)</b>							
<b>Job evaluation policy &amp; procedures</b>	P				Implements JE procedures		
<b>Authorised to evaluate jobs and grades</b>	F				Responsible for oversight and cross-organisational grading		Submits information to allow evaluation process
<b>Authorised to agree/vary basic employment Terms &amp; Conditions</b>	P			Authorised responsibility	Ensures consistent application of T&Cs		
<b>Recruitment</b>							
<b>Recruitment and appointment of CEO</b>	N		Involved in process	Key involvement in process	Involved in process	Involved in process	Involved in process
<b>Recruitment and appointment of Permanent Executive Team Members and Principals</b>	P	Appoints Executive Team and Principals jointly with Board		Involved in process	Involved in process	Involved in process of Principal appointment	
<b>Recruitment and appointment of other Senior Leaders</b>	F	Authorised to appoint other Senior leaders	Leads process for own teams	Oversees and receives information on process	Leads process for own teams	Involved in process	Leads process for own teams

## Scheme of Delegation 2018-19

Human Resources	Delegated authority?	CEO	FD and SBD	HR Director & Director of Estates and Facilities	Audit and Risk Committee/Finance Committee	Local Governing Body	Principal
Recruitment and appointment of other staff	F		Authorised to appoint staff within own teams		Authorised to appoint staff within own teams	Can be involved in process	Authorised to appoint staff within own teams subject to safer recruitment training
Recruitment processes	F			Reviews recruitment processes	Ensures legislative and best practice compliance in safe recruitment processes		
Signing of employment contracts	F (but Chair must sign CEO contract)	Signs contracts of Exec team and Principals			NAT HR team sign other employment contracts		
<b>Pay Policy</b>							
Annual approval of pay policy for teaching and leadership, including pay awards, pay point values, etc.	P – delegate to Personnel Committee		Makes recommendation to Board	Approval of pay policy	Contributes to recommendation made by FD		
Annual approval of pay policy for other staff, including Cost of living awards and pay progression.	P – as above		Makes recommendation to Board	Approval of pay policy	Contributes to recommendation made by FD		
Determination of pay ranges	F (except CEO)	Determines pay ranges for Leadership staff		Agreement of pay ranges	Responsible for oversight and cross-organisational grading and Job Evaluation		
Appointment outside range in salary structure	F		Receives report from Personnel and approves	Approves and reports to F&R and A&R committees	Recommendation to FD and CEO		Proposal for new range

## Scheme of Delegation 2018-19

Human Resources	Delegated authority?	CEO	FD and SBD	HR Director & Director of Estates and Facilities	Audit and Risk Committee/Finance Committee	Local Governing Body	Principal
Allocation of TLR / SEN values	F		Approves if exceeds total budget	Responsible for oversight	Recommendations to PC		Proposal for new posts within framework of pay policy in budget
Value of other discretionary allowances	F (except CEO)	Approval of discretionary allowances – report to audit/remuneration	Reviews proposal and makes recommendation to CEO		Proposals and advice on other allowances		Proposals for other allowances
Annual Pay Progression	P	Report to Remuneration committee re Principals' progression and Executive team progression	Ensures consistency	Ensures consistency	Ensures consistency		Oversight of appraisal in school
<b>Pension Policy &amp; Discretions</b>							
Handling of all pension matters (teachers and support staff)	F	Oversight		Oversight	Makes appropriate pension arrangements and ensures proper administration		
Approval of use of discretions	N			PC makes recommendation to Board	Makes recommendation to PC		
<b>Operation of policies</b>							
Approval of NAT employment policies	F – to personnel committee	Oversight			Makes recommendations to Board		
Objective setting and performance appraisal	F (except CEO)	Appraises Principals, CFO and Exec team with Board / Council as appropriate	Appraisal arrangements for own team		Oversight of process	Assists in Principal appraisals, and SLT appraisals	Appraisal arrangements for own team

## Scheme of Delegation 2018-19

Human Resources	Delegated authority?	CEO	FD and SBD	HR Director & Director of Estates and Facilities	Audit and Risk Committee/Finance Committee	Local Governing Body	Principal
<b>Approval of formal restructure plans</b>	P - personnel committee	Makes recommendations to Board	Makes recommendations to Board		Makes recommendations to Board with CFO		Part of Process
<b>Approval of severance or redundancy agreements</b>	P	Makes recommendations to Board	Makes recommendation to Board		Makes recommendations to Board with CFO		Part of Process
<b>Authority to issue warnings or other disciplinary measures except dismissal</b>	F	May issue warnings in own teams	May issue warnings in own teams		May issue warnings in own teams	Part of formal panel	May issue warnings in own teams
<b>Authorisation of settlement agreements</b>	P - where value > £50k or 1 yr. Salary (whichever lowest) F- where value is < £50k or 1 yr. Salary (whichever lowest)	May negotiate and make recommendation to Board	May negotiate and make recommendation to Board		Makes recommendations to Board with FD		
<b>Suspension</b>	F (except CEO, FD – full Board)	Yes (Exec teams and Principals)	Yes (own team)		Yes (own team)	Informed as appropriate	Yes (own team)
<b>Dismissal</b>	F (except CEO/FD- full Board)	CEO or other executive team member must be involved in dismissal panels	CEO or other executive team member must be involved in dismissal panels		CEO or other executive team member must be involved in dismissal panels	Part of formal panel	Part of formal panel
<b>Appeals</b>	P – to personnel						

Health & Safety	Delegated?	CEO	Estates & Facilities Director	Local Governing Body	Principal
<i>location &gt;&gt;&gt;</i>		<i>Central</i>	<i>Central</i>	<i>Academy</i>	<i>Academy</i>
<b>Health and Safety Policy</b>	F – F&R		Makes recommendation to Board	Responsible for implementation of local policy	Responsible for implementing policy/adhere to in practice
<b>Ensuring the adequacy of health and safety practice throughout NAT</b>	N		Oversees NAT arrangements and reports to Board	Ensures Academy arrangements are adequate	Reports to Local Governing Body
<b>Critical incident planning</b>	Y		Holds NAT and Academy Critical incident plans and reviews as appropriate	Ensures critical incident plans are adequate and in place	Reports to Local Governing Body
<b>Health and Safety RIDDOR reporting</b>	Y		Ensures RIDDOR reporting is in place		
<b>Health and Safety Accident reporting</b>	Y		Monitoring and reporting of exceptions	Ensures that accident reporting arrangements are in place	Ensures that accident reporting arrangements are in place
<b>Statutory training</b>	Y		Monitors NAT statutory training for H&S and reports to Board	Monitors Academy statutory training for H&S	Ensures that there are arrangements for statutory training for H&S
<b>Statutory compliance testing</b>	Y		Implements and monitors NAT statutory compliance testing and reports concerns to Board		Monitors local statutory compliance testing (ABM)
<b>Academy health and safety arrangements including committee and use of risk assessments</b>	Y			Receives reports of H&S committee	Ensures the H&S committee is in place and reports to Local Governing Body
<b>Fire risk assessment</b>	N		Ensures all academies have valid risk assessments in place	information only	
<b>Asbestos risk assessment</b>	N		Ensures all academies have valid risk assessments in place		
<b>General monitoring and action plans in relation to safety of sites including buildings conditions</b>	P+		Drafts action plans from audits, reporting to Board	Reviews progress against action plans	Implements action plans

## Scheme of Delegation 2018-19

Safeguarding	Delegated?	Designated Trustee for Safeguarding	Strategic Safeguarding Lead (CEO)	Chairs of LGBs(CLGB)	LGB	LGB Safeguarding Representative	Principal	NAT Designated Safeguarding Lead (DSL) SID	Designated Safeguarding Lead (DSL)	HRD
<i>location &gt;&gt;&gt;</i>		<i>Central</i>	<i>Central</i>	<i>Central</i>	<i>Academy</i>	<i>Academy</i>	<i>Academy</i>	<i>Central</i>	<i>Academy</i>	<i>Central</i>
<b>Policies and Procedures</b>										
<b>Ensure suitable Safeguarding Policy and associated procedures are in place across the Trust</b>	N	Assists CEO in formation of policy documents	Responsible for implementation of Safeguarding Policy, strategy and procedures with Trust DSLs	Safeguarding concerns escalated to board	Monitoring implementation of Safeguarding Policy and procedures at Academy level.	Ensures LGB approves the Safeguarding Policy	Adopts Safeguarding Policy and procedures and ensures they are communicated to, and implemented by, all staff	Contributes to the production and implementation of the Safeguarding Policy and procedures		
<b>Monitor the effectiveness of the NAT Safeguarding Policy</b>	Y	Monitors the effectiveness of the NAT Safeguarding Policy and reports concerns to the board	Ensures annual review of Safeguarding Policy takes place with Trust DSLs		Reviews the Safeguarding Policy annually	Provide advice to the Local Governing Body for the review of the Safeguarding Policy	Reviews effectiveness of the Safeguarding policy and makes recommendations for change where appropriate	Reviews effectiveness of the Safeguarding policy and makes recommendations for change where appropriate	Reports recommendations for changes to the Safeguarding policy to Principal	



<b>Safeguarding</b>	<b>Delegated authority?</b>	<b>CEO</b>	<b>FD and SBD</b>	<b>HR Director &amp; Director of Estates and Facilities</b>	<b>Audit and Risk Committee/ Finance Committee</b>	<b>Local Governing Body</b>	<b>Principal</b>	<b>Human Resources</b>	<b>Delegated authority?</b>	<b>CEO</b>
<b>Receive an annual report on the Trust's Safeguarding policy and procedures</b>	N	Receives annual report and shares with board	Provides annual report to the Designated Director for Safeguarding, with Trust DSLs			Provides feedback to the DSO to assist with producing Trust Safeguarding annual report		Assists Strategic Safeguarding Lead in producing annual report on Safeguarding	Provides data and other feedback to the DSO to assist with producing annual report	
<b>Receive a termly report on the Academy Safeguarding policy and procedures</b>	N		Receives collated termly Safeguarding report		Receives and signs termly Safeguarding report	Ensures a termly Safeguarding report is produced and presented to AC	Meets DSL and ensures termly Academy Safeguarding report produced	Reviews reports and collates for Safeguarding Lead	Produces termly Academy Safeguarding report	
<b>Audits</b>										
<b>Ensure Annual Safeguarding audits take place and are appropriately reported to the board</b>	Y	Ensures annual LA safeguarding audits take place and reports received by the board	Commissions NAT Safeguarding checklist and receive reports			Ensure annual LA safeguarding audit takes place and that Academy completes NAT checklist and next steps are agreed	Reviews audit and checklist and ensures next steps are implemented	Ensure annual LA/external safeguarding audit takes place and that Academy completes NAT checklist and next steps are agreed	Complete LA safeguarding audit and NAT checklist and provide initial next steps	

## Scheme of Delegation 2018-19

Safeguarding	Delegated authority?	CEO	FD and SBD	HR Director & Director of Estates and Facilities	Audit and Risk Committee/ Finance Committee	Local Governing Body	Principal	Human Resources	Delegated authority?	CEO
<b>Training</b>										
Attend all relevant training	Y	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	Attends all relevant training and reads KCSIE		
Ensure all Designated Safeguarding Leads and their deputies receive appropriate training	Y	Ensures up to date records are kept of all DSL training	Ensures all Designated Safeguarding Leads and their deputies receive appropriate training			Attends all required safeguarding training Monitors training records for Academy Staff and reports issues	Ensures all Academy Designated Safeguarding Leads and deputies receive appropriate training	Develops and implements DSL training and ensures deputies are adequately trained	Attends all required training to meet with legislative and NAT requirements	
Ensure all central and academy staff receive required training	Y		Ensures all staff receive appropriate training and records of this kept		Monitors training records	Monitors training records	Ensures all academy staff receive required training and records of this kept	Supports development and delivery of training		
Ensures each Local Governing Body appoints a Safeguarding Councillor representative	Y			Ensures each Academy has a Safeguarding Governor identified	Appoints a Safeguarding Governor representative.					

## Scheme of Delegation 2018-19

Safeguarding	Delegated authority?	CEO	FD and SBD	HR Director & Director of Estates and Facilities	Audit and Risk Committee/ Finance Committee	Local Governing Body	Principal	Human Resources	Delegated authority?	CEO
Ensure Safer Recruitment procedures are implemented and adhered to	Y	Monitors the NAT Safer Recruitment processes	Ensures all senior leadership teams adhere to Safer Recruitment processes		Monitors Safer Recruitment processes	Monitors Safer Recruitment processes	Adheres to Safer Recruitment processes			Ensure recruitment policy is in place. Ensures a Safer Recruitment process is in place and understood by all academies.
Ensure Prevent agenda is implemented and adhered to	Y	Receives report on Prevent Agenda in safeguarding reporting	Monitors Prevent Agenda at NAT level			Monitors Prevent Agenda has been implemented in Academy	Ensures lead for the Prevent agenda is identified, trained and documented in Academy policy	Acts as NAT lead (SIDS) for the Prevent agenda	May act as Academy lead for the Prevent agenda	

## Scheme of Delegation 2018-19

Safeguarding	Delegated authority?	CEO	FD and SBD	HR Director & Director of Estates and Facilities	Audit and Risk Committee/ Finance Committee	Local Governing Body	Principal	Human Resources	Delegated authority?	CEO
<b>Confidential Safeguarding issues reported to LADO where appropriate</b>	Y	Reports safeguarding issues to LADO (if concerns are about CEO, Chair of Board will report concerns to LADO)	Is notified of referrals			Is notified of referrals	Reports safeguarding issues to LADO as appropriate	Reports safeguarding issues to LADO as appropriate	Notifies Principal or DSO of concerns or referrals to LADO	
<b>Operation of Safeguarding investigations</b>	Y	Reviews process for Commissioning Safeguarding Investigations	Supports safeguarding investigations				Commissions Safeguarding Investigations	Supports safeguarding investigations	Supports safeguarding investigations	Commissions Safeguarding Investigations