



**SCHEME OF DELEGATION – Academic Year 2018 - 19**  
**Version date: Monday, 28 January 2019**

KEY	
N	Not delegated
F	Fully delegated
P	Partially delegated

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Strategy	Is authority delegated from the Board of Trustees?	CEO	Executive Team	Chairs of LGB (COLGB)	Local Governing Body (LGB)	Principal
<b>Approves overall strategy of SUMMIT</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 SUMMIT</b>	N	Can make recommendations to the Board	Provides due diligence advice in relation to potential new academies			
<b>Admission of new sponsors to SUMMIT</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 school improvement plans based on Self Evaluation Framework (SEF) or other assessment</b>	F		SID quality assures School Improvement Plans and approves SEF	Responsible for monitoring performance of school improvement plans and reporting exceptions to the Board	Delegated authority for approval and monitoring of school improvement plans, reporting exceptions to the Chair of Local Governing Body	Responsible for development and delivery of school improvement plans based on SEF

Governance	Delegated authority?	CEO	FD/ Executive Team	External Clerking support service	Chairs of LGB (COLGB)	Local Governing Body	Principal
<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

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 School</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 SUMMIT 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 School Risk Register	Responsible for ensuring School risk register is maintained

<p><b>Approval of SUMMIT policies not specifically referenced elsewhere within this document, in accordance with the SUMMIT Master Policies list</b></p>	<p>N</p>	<p>Makes recommendations to Board/ Committee - audit committee to check compliance</p>		<p>Makes recommendations to Board / Committees</p>	<p>Responsibility for notifying Board of relevant policies via policy schedule</p> <p>Makes recommendations to Board/ Committees/ CEO</p>	<p>Delegated authority for approval of any policies specifically delegated to COLGB</p>	
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Education/Curriculum	Delegated authority?	CEO	SIDs	Chairs of Local Governing Body	Scrutiny Group	Local Governing Body	Principal
<b>Approval and monitoring of Trust and school targets including for student achievement, progress and attendance</b>	N	Final approval of targets – recommendations to the Board	Responsible for proposing Summit and local targets to the Board and providing appropriate reporting	Review of local target setting processes and reporting to Board	Reviews progress towards targets	Review of local target setting and responsible for holding Principal to account	Reports to LGB and Board via subcommittees
<b>Approval of school improvement plans based on Self Evaluation Framework (SEF) or other assessment</b>	F	Final approval of SIPs/SEFs	Quality assure School Improvement Plans and approve SEFs	Responsible for monitoring process of school improvement planning		Delegated authority for approval and monitoring of school improvement plans, reporting exceptions to the Chair of LGB	Responsible for development and delivery of school improvement plans based on SEF
<b>Post-Ofsted <u>Trust</u> Action Plan - POTAP</b>	F	Approves POTAP	Writes and implements POTAP		Reviews impact of POTAP	Reviews impact of POTAP	
<b>Post-Ofsted <u>School</u> Action Plan sign off - POSAP</b>	F		Approves POSAP and supports LGB in monitoring	Reviews POSAP and impact on standards		Delegated authority for approval and monitoring of school post-OFSTED planning	Writes and implements with POSAP with reports to LGB and SID
<b>Curriculum and assessment: Planning, implementation and review</b>	F	Approves	Oversees development of phase curriculum and delivery of effective curriculum plans			Monitors effectiveness and impact of curriculum plans	Develops and delivers curriculum plans

Education/Curriculum	Delegated authority?	CEO	SIDs	Chairs of Local Governing Body	Scrutiny Group	Local Governing Body	Principal
<b>Sign off <u>Summit</u> educational policies in accordance with the Summit Master Policies list</b>	N	Makes recommendations to Board with Executive	Amendments to Summit Policies as required				Ensure consultation takes place within timescales as required
<b>Sign off <u>school</u> educational policies and procedures in accordance with the SUMMIT Master Policies list</b>	F			Delegated Authority – oversees updates to policies		Delegated authority for approval and monitoring of local school policies and procedures	Makes recommendations and reports to Local Governing Body
<b>Set term dates</b>	F	Authorises term dates	Propose term dates				
<b>Set Length/organisation of School day</b>	F	Authorises organisation and School day	Propose organisation of school day			Consulted	Makes recommendations to CEO
<b>Issues fixed term exclusions</b>	F	Receives termly reports	Receives termly reports	Receives report termly and reviews		Receives report	Authorised, report to Local Governing Body
<b>Issues permanent exclusions</b>	F		Support and advice with process	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
<b>Holds exclusion appeals</b>	F		Support and advice with process	Takes part in exclusion appeals		Authorised	Supports exclusion appeals as required.
<b>Admissions policy approval where no change is proposed</b>	F		Makes recommendations to Local Governing Body			Authorised	Recommendation to Local Governing Body

<b>Admissions policy approval where change is proposed</b>	P	Makes recommendations to Board		Makes recommendations to Board		Recommendation to board via COLGB	Recommendation to board via Local Governing Body
<b>Admission appeals</b>	F					Consulted	Authorised to attend admissions appeals



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>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				

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>BUDGET &amp; MANAGEMENT REPORTING</b>							
<b>Approval of annual budget(s)</b>	N	Endorsement as Accounting Officer	Oversight of preparation, review of budget plans, recommendation to Board		F&R Review of detailed school financial plans	Review of school financial plans	Preparation of detailed school financial plans
<b>Receipt and review of management accounts</b>	N		Review of school management accounts and preparation of summary report to Board		Both: Review of school financial position	Review of school financial position	Accountable for local school financial position
<b>Approval of SUMMIT Central budget and school contributions</b>	N	Recommendation to Board	Recommendation to Board		Recommendation to Board		Consulted
<b>Authority to make budget virements</b>	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>							
<b>Authority to approve reserves requests</b>	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>							
<b>Placing orders for goods and services, entering into contracts</b>	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)

Finance	Delegated authority?	CEO	FD and SBD	HR Director & Director of Estates and Facilities	Audit and Risk Committee/Finance Committee	Local Governing Body	Principal
Signing of contracts (i.e. where the proposal to enter a contract has already been approved via the scheme of delegation)			Procurement Manager up to £50k, SBD > £50k				
Waiver of SUMMIT 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				
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				

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>Authorisation of expense claims (cannot authorise one's own expenses)</b>	F	Authorised	Authorised	Authorised			Authorised
<b>Control account reconciliation</b>	F		Authorised				
<b>Write-off bad debts</b>	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
<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			

Human Resources	Delegated from Board	CEO	FD	People and Resources Committee	HRD	Local Governing Body	Principal
<b>Staff Structure</b>							
<b>Authorised to Increase School/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>	F			Oversees policy and procedures	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

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

Human Resources	Delegated authority?	CEO	FD	People and Resources Committee	HRD	Local Governing Body	Principal
<b>Allocation of TLR / SEN values</b>	F		Approves if exceeds total budget	Responsible for oversight	Recommendations to PC		Proposal for new posts within framework of pay policy in budget
<b>Value of other discretionary allowances</b>	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
<b>Annual Pay Progression</b>	P	Report to Remuneration Committee and P&R re Principals' progression and Executive team progression	Ensures consistency	Reviews consistency	Ensures consistency		Oversight of appraisal in school
<b>Pension Policy &amp; Discretions</b>							
<b>Handling of all pension matters (teachers and support staff)</b>	F	Oversight		Oversight	Makes appropriate pension arrangements and ensures proper administration		
<b>Approval of use of discretions</b>	N	Oversight		Approves discretions	Makes recommendation to P&R		
<b>Operation of policies</b>							
<b>Approval of SUMMIT employment policies</b>	F	Oversight		Approval of policies	Makes recommendations to Board		Consultation on policies

Human Resources	Delegated authority?	CEO	FD	People and Resources Committee	HRD	Local Governing Body	Principal
<b>Objective setting and performance appraisal</b>	F (except CEO)	SID do performance review of Principals, CEO does PR of Exec team with attached Trustees	Appraisal arrangements for own team	Receive report of process	Oversight of process		Appraisal arrangements for own team
<b>Approval of formal restructure plans</b>	P - P&R Committee	Makes recommendations to Board	Makes recommendations to Board	Approves re-structure plans	Makes recommendations to Board with FD		Part of Process
<b>Approval of severance or redundancy agreements</b>	P	Makes recommendations to P&R	Advises HRD	Approves agreements	Makes recommendations to P&R with FD		Part of Process
<b>Authority to issue warnings or other disciplinary measures except dismissal</b>	F	May issue warnings in own teams			Supports with process; reviews overall warnings/disciplinary and reports to P&R	Part of formal panel	May issue warnings in own teams
<b>Authorisation of settlement agreements</b>	N - where value > £50k or 1 yr. salary (whichever lowest) F to P&R - where value is < £50k or 1 yr. Salary (whichever lowest)	May negotiate and make recommendation to Board	Liaison with HRD; recommendations to the Board	Approves (via email if required) where value < £50k or 1 yr. Salary (whichever lowest)	Ensures due process is followed; 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)



Human Resources	Delegated authority?	CEO	FD	People and Resources Committee	HRD	Local Governing Body	Principal
<b>Dismissal</b>	F (except CEO/FD-full Board);	CEO or other executive team member – usually SID - must be involved in dismissal panels				Part of formal panel	Part of formal panel (in another school)
<b>Appeals</b>	P – to P&R Committee; involvement in appeals as required	Oversight of process		Oversight of appeals process	Support with and oversight of Appeals Process		

Health & Safety	Delegated?	CEO	Estates & Facilities Director	Local Governing Body	Principal	Finance and Resources Committee
<b>Health and Safety Policy</b>	P	Oversight	Proposing policy to F&R group	Monitors implementation of policy	Responsible for implementing policy	Reports to the Board
<b>Ensuring the adequacy of health and safety practice throughout SUMMIT</b>	P	Oversight	Oversees SUMMIT arrangements and reports to F&R	Monitors School arrangements are adequate	Responsible for ensuring adequacy of practice	Reports to the Board
<b>Critical incident planning</b>	F		Holds SUMMIT and School Critical incident plans and reviews as appropriate		Delegated authority to ensure emergency plans are in place, communicated and reviewed	Receives reports
<b>Health and Safety RIDDOR reporting</b>	P		Proposes First aid policy. Monitoring and reporting of accidents and first aid risk assessments. Reports to F&R		Responsible for implementing first aid policy and accident reporting	Receives report on accidents and reports to the Board
<b>Health and Safety Accident reporting</b>	F		Monitors SUMMIT statutory training for H&S and reports to F&R		Ensures that there are arrangements for statutory training for H&S	Receives reports
<b>Statutory training</b>	F		Communicates and monitors SUMMIT statutory compliance testing and reports concerns to F&R		Ensures that statutory compliance testing is undertaken	Receives report on compliance
<b>Statutory compliance testing</b>	P	Oversight	Proposing policy to F&R group	Monitors implementation of policy	Responsible for implementing policy	Reports to the Board
<b>Academy health and safety arrangements including H+S committee and risk assessments</b>	F		Monitors health and safety arrangements including H&S committees and risk assessments.	Receive reports from H&S committee	Ensures the H&S committee is in place and Risk assessments are in place and reviewed	

<b>Health &amp; Safety</b>	<b>Delegated?</b>	<b>CEO</b>	<b>Estates &amp; Facilities Director</b>	<b>Local Governing Body</b>	<b>Principal</b>	<b>Finance and Resources Committee</b>
<b>Fire risk assessment</b>	P	Oversight	Produces Fire Policy and ensures Fire risk assessments are undertaken. Reports to F&R		Responsible for implementing policy	Receives report
<b>Asbestos Management</b>	P	Oversight	Produces Asbestos policy and ensures asbestos surveys are undertaken. Reports to F&R		Responsible for implementing policy	Receives report
<b>General monitoring and action plans in relation to safety of sites including buildings conditions</b>	P		Produces property strategy and action plans from condition surveys and audits, Reports to F+R Committee.		maintains site in safe condition reports hazards	Receives reports
<b>GDPR</b>	P	Oversight	Produces GDPR policy Appoints DPO, provides guidance and training.  Reports to F+R		Responsible for implementing policy	Reports to the Board

Safeguarding	Delegated?	Designated Trustee for Safeguarding	Strategic Safeguarding Lead (CEO)	LGB	Principal	SUMMIT Designated Safeguarding Lead (DSL) SID	HRD
<b>Ensure suitable Safeguarding Policy and associated procedures are in place across the Trust</b>	N	Ensures all policy documents are up to date and published appropriately	Responsible for implementation of Safeguarding Policy, strategy and procedures with Trust DSLs	Driven by LGB safeguarding rep, monitors implementation of Safeguarding Policy and procedures at School level.	Adopts Safeguarding Policy and procedures and ensures they are communicated to, and implemented by, all staff	Production and oversight of implementation of the Safeguarding Policy and procedures	
<b>Monitor the effectiveness of the SUMMIT Safeguarding Policy</b>	Y	Monitors the effectiveness of the SUMMIT Safeguarding Policy and reports concerns to the board	Ensures annual review of Safeguarding Policy takes place with Trust DSLs	Reviews the Safeguarding Policy annually on advice from LGB Safeguarding rep	Reviews effectiveness of the Safeguarding policy (with school DSL) and makes recommendations for change where appropriate	Reviews effectiveness of the Safeguarding policy and makes recommendations for change where appropriate	
<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	Via Safeguarding rep, provides feedback to the Trust DSL to assist with producing annual report	Information, via School DSLs, to Trust DSL for annual report	Assists Strategic Safeguarding Lead in producing annual report on Safeguarding	
<b>Receive a termly report on the School Safeguarding policy and procedures</b>	N		Receives collated termly Safeguarding report	Receives and signs termly Safeguarding Report	Meets DSL and ensures termly School Safeguarding report produced	Reviews reports and with DIA, collates for Safeguarding Lead	

Safeguarding	Delegated authority?	Designated Trustee for Safeguarding	Strategic Safeguarding Lead (CEO)	LGB	Principal	SUMMIT Designated Safeguarding Lead (DSL) SID	HRD
<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 SUMMIT Safeguarding audit and receives reports	Ensure annual LA safeguarding audit takes place and that School completes SUMMIT 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 School completes SUMMIT checklist and next steps are agreed	
<b>Attend all relevant training</b>	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	
<b>Ensure all Designated Safeguarding Leads and their deputies receive appropriate training</b>	Y		Ensures all Designated Safeguarding Leads and their deputies receive appropriate training	Safeguarding rep attends all required safeguarding training Monitors training records for School Staff and reports issues to LGB	Ensures all School Designated Safeguarding Leads and deputies receive appropriate training to meet with legislative and SUMMIT requirements	Ensures all training is up to date and oversight of training records in schools	
<b>Ensure all central and school staff receive required training</b>	Y		Through SIDs oversight of training	Monitors training records	Ensures all school staff receive required training and records of this kept	Ensures all training is up to date and oversight of training records in schools	Procures training as required and maintains central Trust records
<b>Ensures each Local Governing Body appoints a Safeguarding Governor Representative</b>	Y			Appoints a Safeguarding Governor representative.			

Safeguarding	Delegated authority?	Designated Trustee for Safeguarding	Strategic Safeguarding Lead (CEO)	LGB	Principal	SUMMIT Designated Safeguarding Lead (DSL) SID	HRD
<b>Ensure Safer Recruitment procedures are implemented and adhered to</b>	Y	Monitors the SUMMIT Safer Recruitment processes	Ensures all senior leadership teams adhere to Safer Recruitment processes	Monitors Safer Recruitment processes in place	Adheres to Safer Recruitment processes	Oversight of safer recruitment processes in schools (sample checking)	Ensures a Safer Recruitment process is in place and understood by all schools.
<b>Ensure Prevent agenda is implemented and adhered to</b>	Y	Receives report on Prevent Agenda in safeguarding reporting	Monitors Prevent Agenda at SUMMIT level	Monitors Prevent Agenda has been implemented in School – school DSL as Prevent coordinator	Ensures lead for the Prevent agenda is identified, trained Ensures implementation of Prevent policy	Acts as SUMMIT lead (SIDS) for the Prevent agenda	
<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; if concerns about Executive Team, will report to LADO	Is notified of referrals via Safeguarding rep	Reports safeguarding issues to LADO as appropriate – notified by school DSL	Reports safeguarding issues to LADO as appropriate when concerning Principals – notified by school DSL	Offers advice to Trust DSL as appropriate
<b>Operation of Safeguarding investigations</b>	Y	Reviews process for Commissioning Safeguarding Investigations	Supports safeguarding investigations		Commissions Safeguarding Investigations	Supports safeguarding investigations	Commissions Safeguarding Investigations