**Head Teacher Handover Document List**

1. **Safeguarding details:**

|  |  |
| --- | --- |
| Document/ Focus | Location/ Details |
| Waltham Forest Children’s Services (for Urgent Child Protection Referral)  Priority line/s, email address, main contact |  |
| Children Safeguarding Team / LADO (Local Authority Designated Officer) |  |
| SCR  (Location and person responsible) |  |
| Risk assessments  (Location and person responsible) |  |
| Safeguarding and Child Protection Policies:  e-safety  positive handling  attendance  medical needs  intimate care  educational visits  sex education  (Location and person responsible) |  |
| Child Protection Files  (Location and person responsible) |  |
| Record of Safeguarding Training:  Safer Recruitment  L1 – L3 training (including governors)  (Location and person responsible) |  |
| First Aid:   * List of First Aiders * Paediatric First Aiders * List of children with allergies and medical plans |  |
| Behaviour and Anti-Bullying Policies |  |
| Details of Exclusions |  |
| Behaviour Records (including bullying and racism) |  |
| Home/School Agreement Records |  |

1. **Security and safety information:**

|  |  |  |
| --- | --- | --- |
| **Document** | **Person Responsible** | **Where Located/Notes** |
| Critical Incident Plan, including evacuation, invacuation (lock down) and school closure plans |  |  |
| Data Protection/Freedom of Information |  |  |
| Records of fire drills, alarm testing and H and S inspections |  |  |
| H and S policy and certificates |  |  |
| Details of key holders |  |  |

1. **Inclusion:**

|  |  |  |
| --- | --- | --- |
| **Document** | **Person Responsible** | **Where Located/Notes** |
| Statement of  SEND policy |  |  |
| Details of children with EHCP  Details of children with additional support (K) |  |  |

1. **Staffing Information:**

|  |  |  |
| --- | --- | --- |
| **Document** | **Person Responsible** | **Where Located/Notes** |
| Staffing Structure, including list of roles and responsibilities  (updated for September) |  |  |
| Personnel Files  (contracts, up to date job descriptions and references) |  |  |
| Performance Management:  Performance Management and Pay Policies  Annual report to Governors  Records of Performance  Management for teaching and support staff  Induction and mentoring arrangements  CPD records |  |  |
| Confidential details of any disciplinary/capability issues |  |  |
| Up to date staff code of conduct and staff handbook |  |  |
| Staff attendance/absence policy |  |  |

1. **Finance and Premises**

|  |  |  |
| --- | --- | --- |
| **Document** | **Person Responsible** | **Where Located/Notes** |
| Report of Pupil Premium allocation, spend and impact |  |  |
| Report of SEND spend |  |  |
| Signatories |  |  |

1. **Governing Body and SLT information**

|  |  |  |
| --- | --- | --- |
| **Document** | **Person Responsible** | **Where Located/Notes** |
| List of Governing Body, designation and term of office |  |  |
| Headteacher Report to Governors (most recent) |  |  |
| Full Governing Body Minutes (for 2018-19 academic year) |  |  |
| Governing Body Training |  |  |
| Register of business interests of governing body (including headteacher and all staff with financial responsibility eg SBM & Budget Holders) |  |  |
| Minutes of SLT Meetings |  |  |

1. **Teaching and Learning/ Evidence for SEF**

|  |  |  |
| --- | --- | --- |
| **Document** | **Person**  **Responsible** | **Where Located/Notes** |
| ASP online reports (including Inspector Dashboard) |  |  |
| Schools own internal data – including in-year data and for vulnerable groups (including provision for disadvantaged children) |  |  |
| School Data from LA |  |  |
| Curriculum Map |  |  |
| Transition arrangements |  |  |
| Parent/staff/pupil questionnaire information |  |  |
| Reports of School Improvement Visits  Documents from LA + planned visits |  |  |

1. **Partnerships:**

|  |  |
| --- | --- |
| Details of local school partnership, with contact details |  |

1. **Promotional:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Website  (Company name and contact details) | |  | |  |
| School Prospectus  (Template location and company name) | |  | |  |
| Home/School Agreement Records |  | |  | |

1. **Passwords and Access Codes**

|  |  |
| --- | --- |
| **Document** |  |
| Key to Success password |  |
| DfE Secure Access (ASP) |  |
| Get Information About Schools |  |

1. **Other Essential Policies**

|  |  |  |
| --- | --- | --- |
| **Document** | **Person Responsible** | **Where Located/Notes** |
| Complaints (including any current parental complaints) |  |  |
| Admissions Arrangements (where LA delegates) |  |  |

1. **School Systems and Routines**

|  |  |  |
| --- | --- | --- |
| **Document** | **Person Responsible** | **Where Located/Notes** |
| School Calendar |  |  |
| Timetables (Teaching staff) |  |  |

1. **School Community**

|  |  |  |
| --- | --- | --- |
| **Document** | **Personal Responsible** | **Where Located/Notes** |
| Details of Next PTA Event/Meeting? |  |  |
| Contact Details for PTA Committee |  |  |