# **Leadership**

# **Handover and Emergency**

# **Information Pack**

**CONFIDENTIAL**

|  |  |
| --- | --- |
| **Headteacher:** |  |
| **Senior Teachers:** |  |
| **Chair of Governors:** |  |
| **SEP / SIP:** |  |

*to be completed by the Headteacher and Deputy/ Assistant Head or Senior Teacher(s) of the School*

Completion Date:

Date for Review:

|  |  |
| --- | --- |
| **SAFEGUARDING** | |
| Child Protection  (bound book and individual files) | *location* |
| Single Central Register |  |
| Governor Safeguarding Audit |  |
| Causes for concern |  |
| Designated Safeguarding Lead (school) |  |
| County Safeguarding Adviser |  |

**Useful Contacts**

|  |  |  |  |
| --- | --- | --- | --- |
| Social Care | | |  |
| Local Authority Designated Officer (LADO) | | |  |
| Community Police Officer | | |  |
| School Improvement Advisory Team | | |  |
| School Technical Support Service | | |  |
| Governance Servicesor alternative | | |  |
| Finance | | |  |
| HR Advisory Service | | |  |
| Health & Safety | | |  |
| SEND | Education Psychologist | |  |
|  | Learning Support Service | |  |
|  | Medical | |  |
| Admissions and Appeals | | |  |
| Property Services | | |  |
| Press Office | | County |  |
|  | | Local |  |
| Legal | | |  |
| Headteacher Support Service Co-ordinators | | |  |
| MAT or CEO, Federation Lead | | |  |
| Clerk to the Governors | | |  |
| Supply Cover | | |  |
| After School Clubs / Breakfast Club | | |  |
| School Meals Provider | | |  |
| Transport co-ordinator | | |  |
| Caretaker/Cleaner in charge | | |  |
| Heating Controls | | |  |
| Administrator/Finance/Bursar | | |  |
| Church/Diocese contacts | | |  |
| Joint activities/projects/links | | |  |
| Local contractors, eg: plumber, electrician | | |  |
| CLP Co-ordinator | | |  |
| School closure instructions | | |  |

|  |  |
| --- | --- |
| **Local Primary / Secondary Heads** | |
| **Name** | **Email/number** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |



Julie Norman Version 1 05 01 2020

**House Keeping**

***Consider data protection and holding passwords securely in sealed envelope in safe or alternative***

|  |  |
| --- | --- |
| Security alarms Procedures/central monitoring and Codes |  |
| Fire alarms Procedures and Codes |  |
| Physical keys |  |
| Passwords |  |
| SIMS, SPTO or alternative login |  |
| SATS/NCA tools name and password |  |
| Analyse School Performance (ASP), FFT, Data Dashboard |  |
| School Mailbox |  |
| The Key |  |
| Communication systems, e.g. Phone, texting, website admin/provider, social media |  |
| School wifi code |  |

**Appendices to attach or links to electronic files/website**

|  |  |
| --- | --- |
| Staff List and Contacts  (telephone and email) |  |
| Fire Marshall |  |
| CPD overview / current roles and responsibilities |  |
| First Aiders and level, eg: Epipen trained |  |
| PFSA |  |
| Medical information |  |
| EHA referrals |  |
| SEF |  |
| School Development Plan |  |
| Calendar of significant / statutory deadlines and tasks |  |
| Most recent Ofsted |  |
| Critical Incident Policy  Lock Down Policy (must be specific to individual school) |  |

|  |  |
| --- | --- |
| Evacuation Plan |  |
| Governors |  |
| Parent Association |  |
| Supply List |  |
| Access to boiler, stopcocks / water tanks / fuse box / electricity, gas and water meters |  | |
| Awards and Grants |  | |

**Where can I find?**

|  |  |  |
| --- | --- | --- |
| **Financial Documents** | | **Location** |
| **1.** | The school finance policy – current budget statement, monthly statements of finance, details of insurance cover in force (supply cover, vandalism, etc) most recent internal audit report |  |
|  | Financial Benchmarking site reference: |  |
| **2.** | Minutes of the finance committee (previous two terms) |  |
| **3.** | Stock and stores book/computer file |  |
| **4.** | Details of any private fund account which should be up-to-date and audited |  |

| **General Documents** | | **Location/Link** |
| --- | --- | --- |
| **1.** | Buildings Plan, School Development Plan including: current action plans and arrangements for monitoring/ evaluation (English Plan, Maths Plan) |  |
| **2.** | Minutes of the governors' meetings |  |
| **3.** | Copies of the Headteacher's reports to governors |  |
| **4.** | Details and terms of reference of all governors' committees/re-constitution of Governing Body |  |
| **5.** | Job descriptions – teaching staff, classroom assistants, administration, others |  |
| **6.** | SEND register, including IHCPs and medical care plans |  |
|  | a) Pupil Premium Register  b) Children Looked After |  |
|  | **Data** |  |
| **7.** | Assessment |  |
|  | a) Foundation Stage Profile data sets |  |
|  | b) Key Stage 1 data sets |  |
|  | c) Year 1 Phonics |  |
|  | d) QCA optionals data sets |  |
|  | e) Key Stage 2 data sets |  |
|  | f) Tracking information/Value Added data sets |  |
| **8.** | ASP (was Raise online) access details |  |
| **9.** | Performance management |  |
| **10.** | Monitoring and evaluation file |  |
| **11.** | Workforce reform implementation |  |
| **12.** | Pay and grading review |  |
| **13.** | A list of current school policies and details of Schemes of Work |  |
| **14.** | Health and Safety policy |  |
| **15.** | Asbestos/Legionella Register |  |
| **16.** | Staff handbook |  |
| **17.** | School prospectus |  |
| **18.** | Details of building projects in progress or planned |  |
| **19.** | Schools Financial Value Standard (SFVS) |  |
| **20.** | School website  Access and host details |  |