

Trust Notification Policy



St Francis of Assisi Catholic Academy Trust

Signed off by: Trust Board

Date from: November 2024

Review Date: November 2025

This document relates to Policy matters only. The Trust should always be notified of important business, and this document does not attempt to list every eventuality of when to notify the Trust. For example, any event that could significantly impact upon the Trust should be passed to the CEO without delay.

However, this document in respect of policies, although matters are often dealt with at Local Board Level, the Trust must be notified of certain key 'trigger' events. The following list is not exhaustive, but hopefully exemplifies a common sense approach to understand when the employer needs to be aware. As a rule of thumb, if the Governing Body as employer used to need to know, then the Trust will almost certainly now need to know. Notification is through the CEO, except for when contact needs to be made directly with the Chair through the 'Clerk'.

Particularly relevant policies include:

1. Child Protection Policy
2. Behaviour Policy
3. Health and Safety Policy
4. Disciplinary Policy (including all possible code of conduct breaches)
5. Grievance Policy
6. Capability Policy
7. Sickness Absence Policy
8. Complaints Policy
9. Whistleblowing
10. Staff Code of Conduct

Trigger Events that should be reported to the CEO

1. Any suspected cases of Child Sexual Exploitation or Child Criminal Exploitation.
2. Any suspected Child Abuse.
3. Any confirmed cases of Radicalisation.
4. Allegations against Staff.
5. The initiation of any CES policies such as Disciplinary, Attendance, Grievance, Capability or Complaints.
6. Any event which may lead to the final stages of any CES policies i.e. Disciplinary, Grievance, Sickness, Capability or Complaints.
7. Any significant Health and Safety issues, breaches of policy or incidents reportable under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) before the report is made.
8. Any communication from school to parents, staff or the wider community about any element of school finance. Such communications need to be sent to the Executive Team for approval prior to sending. This is to ensure consistency of message and a fit with the Trust Strategic plan on Finance.

9. Any communication from school to parents, staff or the wider community about decisions, positions or matters that the Trust (individuals or as an organisation) has determined or decided. Such communications need to be sent to the Executive Team for approval prior to sending. This is to ensure the Trust is being represented correctly.

In respect of CES policies, although the Trust is the employer, this Trust allows the Headteachers and local Board to continue to operate as they used to – acting as managers and formal reviewers. At the point at which the Trust are asked to execute a function that only the employer can, e.g. termination of employment, the Trust Board will ensure that function is discharged by the Company. An example of this would be a move to dismiss on disciplinary grounds. The local governing body would proceed along all the steps described in the disciplinary policy, and having notified the Trust at the outset, the Trust will ensure that the local Board are supported in their process and decision making such that when the Trust comes to ratify and execute the terminal decision, the Trust is able to confidently do so.