

Standards for voluntary schools

Maintaining basic records to ensure children are safe

1. Do you have a completed registration form for each pupil attending your school which includes a data protection statement, parent/carer contact details, an alternative contact in case of emergency, details of any medical issues you should be aware of, and GP details?
2. Do you have class registers which show pupil attendance, absence and lateness?
3. Do you have a Safeguarding Policy Statement stating your commitment to safeguarding and including names and contact numbers for those people responsible for child protection and health and safety?
4. Do you ask parents/carers, volunteers and staff to sign a code of conduct which includes information on who to contact with suggestions, concerns and complaints?

Appointing suitable staff and supervising teaching

1. Do you have a commitment to promoting equality and diversity and a written Statement that declares this?
2. Do you have a staffing and volunteer policy? Does it include recruitment and induction procedures?
3. Do you have a list of staff and volunteers showing roles within your school, management structures, hours and pay where relevant, training attended, and DBS check details where appropriate?
4. Do you have job descriptions for each staff member and role descriptions for volunteers?

Accommodating children in premises that are safe

1. Do you have a health & safety policy, which includes what to do if someone is injured, or sick, and what to do in case of a fire or other emergency?
2. Do you undertake regular risk assessments?
3. Do you have a policy on internet safety?
4. Do you have procedures for taking children off-site?
5. Do you have a list of your management committee showing each member's full name, address, contact phone number, role, and DBS check details where appropriate?
6. Do you have appropriate insurance?

Creating an effective learning environment

1. Do you have clear aims and objectives, a commitment to promote equality, individual liberty, respect for diversity and the rule of law?
2. Do you have a 'Welcome Pack' for parents?
3. Do you have a child protection policy and clear procedures?
4. Do you have financial rules that include rules for the handling of cash?