



## Management File Checklist

**Your school's Management File is a living document and should be available and up-to-date at all times. A copy of the file should be held at the school premises.**

Log in to your NRCSE account. On the right-hand side of the screen, go to 'My Account' and select the 'Code of Practice Quiz. Go through the 17 questions.

You can leave the self-assessment form, sign out and come back another day. The questions will be as you've done them last.

If you want to look at templates, examples of good practice from other schools, then answer NO. You will see extra guidance and downloadable templates

**All policies must be signed on behalf of the management committee with dates of adoption and review.**

Once you have adapted the templates to your own circumstances and your policies have been agreed at a management committee meeting. Return to the 'My Account' and select 'Quality Mark self-assessment'.

When you have answered YES to all 10 questions you will be given the opportunity to upload electronic copies of all your policies and procedures for a member of the NRCSE Quality Development Advice team to look through. They can give you support and can also help you to identify an appropriate person to visit your school.

If you do not have access to the online self-assessment you should answer the questions in the manual (pages 59-60) and complete the attached Management File checklist.

To present your school for the NRCSE Quality Mark, an 'appropriate person' must visit your school and prepare a witness statement which includes their observation of learning environment, teaching, partnership and community engagement as well as the implementation of policies and procedures.

The appropriate person will make a recommendation to NRCSE for you to attend a recognition meeting and will work with you to prepare for that.

\* an appropriate person is a qualified teacher, a registered mentor, a local authority officer able to visit your school and complete a statement detailing the good practice they have observed.

<b>Requirements</b>	<b>Key elements to look for</b>
Description of supplementary school	Use the standard form available from the NRCSE <a href="http://www.supplementaryeducation.org.uk">www.supplementaryeducation.org.uk</a> , or include flyer or web page. If a registered charity or company ltd by guarantee put number here.
Statement of aims	This could be in your school's constitution or memorandum and articles of association (governing document).
Registration form for children	A copy of your school registration form, on visit record keeping will be checked, ie. do you have completed forms for each child present.
Parent/School agreement	Including complaints procedure, code of conduct, parental consent. Parent pack should also include a policy on E-Safety/Internet use – both for the school and for parent information.
Safeguarding policy statement	A separate, brief, Safeguarding Policy Statement for parents should link in to Child Protection, Equalities, Staff & Volunteer, Health & Safety, School Code, Parent/School agreement
List of staff and volunteers	Standard forms available on the website, include DBS (formerly known as CRB) number at date of issue. Also good practice to include information on role, line management and training. On visit the mentor will check that the list reflects those teachers and volunteers that are present and spot check DBS taken for staff present.
Job descriptions and role descriptions	Job Descriptions are expected for paid staff and Role Descriptions for volunteer positions. See <i>How to select and support staff and volunteers</i> and <i>How to follow employment law</i> chapters.
Staffing and volunteer policy	Should link into Health & Safety, Equal Opportunities and Child Protection Policy. Include: Recruitment, selection, training and support to staff and volunteers, whistleblowing, grievance and disciplinary procedures, references, requirement for DBS check, role/job description, induction, expenses or salary structure. See <i>How to select and support staff and volunteers</i> and <i>How to follow employment law</i> chapters.
Code of conduct for staff	This should be part of the staffing and volunteer policy. Include details of how you expect teachers to manage behaviour, any dress code.
Child protection policy	Child Protection Policy must include: designated person & deputy, local contact numbers incl. social services, police and NSPCC and Childline emergency numbers. Should cover outings and trips, safe recruitment (staff and volunteers), e-safety and include information on responding to allegations of abuse, recognising abuse (incl. vulnerability to violent extremism and gang violence) and report forms. On visit staff will be asked whether they have read and understand it.
Health and safety policy and safety advice	Should include, general statement, organisation and responsibilities, general arrangements, for safety and personal safety. On visit mentor may ask staff/pupils/parents what happens if child or staff member has accident? do children know exactly what do to in case of fire? Etc.
Offsite procedures	Link to risk assessment - Main activity, travel arrangements, permissions, emergency procedures, number of staff to children, site specific hazards, Plan B. See <i>How to make sure children are safe</i> .
Registers of attendance	These are registering attendance on each day, each class. An example of one of your registers should be in file, on visit registers will be looked at to see that they are being completed daily.
List of Management Committee	Standard forms available on the website. See also <i>How to plan and develop your organisation</i> chapter. For small schools management committee and volunteers may be just one list.
Equalities statement	Should cover the commitment to equal opportunities in all aspects of school including recruitment, should also refer to duties under the Equalities Act.
Risk assessments	Completed risk assessment for the building in which they operate, on visit check relevance. See <i>How to make sure that children are safe</i> chapter.
Financial rules/ financial control policy	This should cover the following key points: Bank account and signatories, Authorisation of expenditure, Cash expenditure, Banking, budgets, reports accounts and records. Also include expenses and allowances. See <i>How to manage finances</i> chapter.
Petty cash rules	Sometimes these are included within the financial rules. They should match the actual procedures being followed. If all fees are paid by cheque and there is no petty cash, state this.
Accounts	If you are a new organisation complete a financial projection for the first year. Examples can be found on the website. See <i>How to manage finances</i> chapter.
Appropriate insurance	This must include Public Liability Insurance, if employing staff Employers Liability Insurance is a legal requirement. Check <a href="http://www.supplementaryeducation.org.uk">www.supplementaryeducation.org.uk</a> for further information and suggestions.
Witness statement by mentor	This will be provided by your mentor following their visit. Must include date of visit(s) and date of recommendation

<b>File contents</b>	<b>Document in file?</b>	<b>Verified on visit?</b>	<b>Any further action needed?</b>
<b>Intro</b>	School Details		
	Statement of aims		
<b>Welcome pack for parents</b>	Registration form		
	Parent/School agreement		
	Consent forms – for trips, photos, etc.		
	Safeguarding policy statement		
	Code of behaviour		
	E-safety policy		
<b>Staff/ Volunteer handbook</b>	List of staff /volunteers (+DBS)		
	Job descriptions (Paid Staff)		
	Role descriptions (Volunteers)		
	Code of conduct for staff		
	Staff/volunteer Policy		
	Child Protection Policy		
	Health and Safety Policy		
	Safety advice for staff/volunteers		
	Procedures for offsite visits		
	Example of register of attendance		
<b>Management committee guide</b>	List of management committee		
	Equalities policy		
	Risk assessment		
	Financial control policy (incl. policy for petty cash)		
	Public liability insurance		
<b>Visit to school by 'appropriate person'</b>	Date of visit		
	Report on visit to the school		



**The NRCSE Quality Mark is a voluntary quality recognition scheme tailor-made for the sector. Managed by the National Resource Centre for Supplementary Education (NRCSE), it is run for and by supplementary schools and those who support them. It aims to recognise, promote, celebrate, record the achievements of supplementary schools and support their improvement.**

The NRCSE Quality Mark builds on Section 11 of the Children's Act 2004 and addresses ten standards in educational provision:

1. Environment,
2. Teaching and learning,
3. Recording and celebrating achievement,
4. Resources,
5. Planning, incl. stakeholder consultation, monitoring and evaluation,
6. Staff and volunteer management,
7. Safeguarding, *and*
8. Financial management.

The NRCSE provides self-evaluation resources, online guidance and downloadable templates to every supplementary school upon joining the NRCSE. Contact details for agencies providing support in the school's local authority area are also provided. Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children. You can contact your local safeguarding children board to obtain details of the support provided in your area to meet these standards.

In order to apply for an NRCSE Quality Mark a supplementary school must meet Section 11 requirements, provide up-to-date information on the services it provides and have received a visit from an appropriate person\*. Following a Recognition Meeting the school will receive a detailed report highlighting good practice and containing recommendations for development. This information is publicly available on the NRCSE Online Directory of Supplementary Schools unless the supplementary school has provided a written request not to be publicly listed.

Further information about the NRCSE Quality Mark including guidance on preparing a portfolio of evidence is available online <http://www.supplementaryeducation.org.uk/>

**Demonstrate the quality, safety and effectiveness of your supplementary school.**

**Apply for the NRCSE Quality Mark today!**

[www.supplementaryeducation.org.uk](http://www.supplementaryeducation.org.uk)