### Aide Memoire for Heads when Checking Compliance

1. Follow the guidance in the Regulatory Handbook closely in relation to required policies and procedures, paying special attention to:
   * + - Safeguarding/child protection
       - Recruitment
       - Single Central Register

In reviewing the SCR be certain who should be included and the checks they need, be clear about checks required for regulated and unregulated activity and for different categories (e.g. gap students, volunteers, governors, casual staff, agency staff, sports coaches and contractors). Ensure entries are consistent with information in staff files and make sure that a full copy of the register is available in school for checking by inspectors

* + - * Admissions and attendance
      * Anti-bullying
      * Complaints
      * Policy requirements for boarders under NMS

1. Make sure that there are no additional clauses or caveats included in policies that undermine or weaken the required elements.
2. Ensure that policies and procedures make clear where they include any additional requirements for EYFS and/or boarders
3. Use the SCR checking process that inspectors use (given as an appendix in the Regulatory Handbook) - if you find gaps in the required checks correct them immediately if possible and/or seek advice from ISI.
4. Avoid the most common compliance failings:

Adults starting at the school before DBS (previously CRB) and other checks (list 99, references etc.) have been completed, taking account of requirements for supervision where applicable

Incomplete checks for non-permanent staff

Additional requirements for EYFS and/or boarders are missing from policies

Delay in contacting LADO or social services for advice when concerns are raised

Failure to refer individuals suspected of posing a risk or potential risk to children to relevant agencies as required and within the proper timescales

Safeguarding policies not in accordance with the requirements and/or not implemented effectively

Complaints not handled in accordance with a compliant complaints policy

Complaints appeals panel not properly constructed

Not following statutory guidance, especially in relation to safeguarding and child protection

Governors/proprietors not exercising proper oversight of compliance, including the annual review of child protection policy and practice

ISI can advise on any of the points above

(Email:support@isi.net)