



Hawkswood Group

Finance and Admin Policy and Procedures for all Staff 2021-2022

CONTACT DETAILS

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School Business Manager: Elaine Clark elaine.clark@hawkswoodgroup.org.uk

PAYROLL

All timesheets (see appendix 1.1) must be submitted to the relevant Administrator/admin staff member who will pass on to the Director of Business, by last day of the month for payment on the following month.

Any timesheets submitted after this time will be paid the next month.

Any paid overtime completed **must** be agreed before being undertaken, by your line manager and this must be written at the top of the timesheet. All timesheets will need to be signed off by your line manager before submission. Any unsigned timesheets will be returned and this could result in a delay of payment.

If the overtime is for a different rate of pay from your normal rate of pay, then this must be indicated on the timesheet and an explanation added.

Please ensure that timesheets are submitted each month so that they can be accurately checked and processed within the correct budget months.

HR

DBS checks

All visitors undertaking **unsupervised** activity at the school are **prohibited** from entering the school site, unless an acceptable DBS certificate has been viewed at the main school office. It is the role of the Administrative Team to ensure that this is requested upon arrival and access to the site is not granted, unless we have received sufficient evidence that states the individual holds an acceptable DBS check.

An acceptable DBS check is as below:

- An enhanced DBS, with a children's barred list check.
- The date of issue is within **3** years
- The original certificate is presented – copies cannot be accepted, unless the details of the DBS certificate are verified in writing by the individual's place of work.

If the DBS certificate shows that the adults barred list check has not been recorded, this is sufficient, as the individual is not expected to work with Adults. All other sections should state "**none recorded**", unless there is a disclosure. This means that the check under these sections have been requested, but there are no disclosures.

In the event of a disclosure, under any of the sections, or any other queries in relation to the contents of the certificate, please seek guidance from the **Head of School**, in the first instance.

Please see overleaf, an example of a DBS Record Sheet.

FAQ's

What do we do if the individual has not brought their certificate with them and they are scheduled to undertake unsupervised activity?

We are unable to grant them access, unless their employer is able to confirm the following in writing:

- *Individual's full name*
- *The individual holds and enhanced DBS with children's barred list check*
- *Certificate Issue Date and Certificate Number*
- *Certificate is clear of convictions.*

What do we do if the individual has brought their certificate with them but would prefer the school not to take down their details?

*Under Data Protection, the individual does have a right to decline that we take down their details and keep them on file. In this case, please take down the **Full Name, DBS number, DBS date of Issue** and confirm in writing on the DBS record sheet that it is an enhanced DBS with a Children's Barred List check and that the certificate does not contain any disclosures. In this case, the Date of Birth and address **should not** be recorded.*

What do we do if the individual has not brought their certificate with them, but has issued the school with their DBS number and issue date.

We are unable to grant them access, unless their employer is able to confirm the following in writing:

- *Individual's full name*
- *The individual holds and enhanced DBS with children's barred list check*

What do we do if the individual has not brought their original certificate with them, but has a copy of the certificate.

We are unable to grant them access, unless their employer is able to confirm the following in writing:

- *Individual's full name*
- *The individual holds and enhanced DBS with children's barred list check*
- *Certificate Issue Date and Certificate Number*
- *Certificate is clear of convictions.*

What do we do if the individual has brought their certificate, but it is outside of the 3-year timeframe?

Please explain the school and Local Authority procedure in relation to the "3 year rule" and seek advice from the Head of School, in the first instance. On this occasion, we would be unable to grant them unsupervised access.

What do we do if the individual is refusing to issue the school with their DBS certificate and is becoming confrontational?

Please do not engage in a contentious conversation and ask the Head of School or another member of the Leadership Team, in their absence, to intervene.

The above scenarios are just some of the FAQ's. Please note that every situation is different and will need to be assessed on an independent basis.

Please be reminded that all issues/concerns and queries related to Human Resources, must be kept confidential. Once DBS record Sheets have been completed, please ensure these are filed away in a locked cabinet.

APPLICATION FOR SPECIAL/MEDICAL LEAVE

All applications for leave of absence should be made to the Headteacher apart from applications for leave of absence from the Headteacher which should be made to the Chair of Governors.

Leave requests are considered and authorised at weekly meetings with the individual Head of Schools. All requests of leave may be referred to the Headteacher for authorisation. Decisions in relation to the requests will then be relayed back to the employee.

Requests should be submitted by completing an Absence Request (annual/medical or special leave) form. Medical leave must be accompanied by a hospital letter detailing the time, dates and reasons for the appointment.

The employee must give as much information as possible when considering the request and indicate whether they are requesting paid or unpaid leave to assist in considering the request and making a decision.

Specific notice periods are mandatory for some types of leave (e.g. maternity, paternity leave) and these are indicated below (see appendix 1.2a for full details).

For all other leave, employees should request a leave of absence with as much notice as possible, and in any case in accordance with the following timescales. In emergency circumstances the employee should speak directly with the Headteacher (via telephone)

For leave requested at the start of a new term, at least 2 weeks' notice prior to the end of term is required.

<i>Length of leave of absence requested</i>	<i>Minimum Notice required</i>
<i>Up to 5 days</i>	<i>2 weeks</i>
<i>5 days and over</i>	<i>1 month</i>

PURCHASE ORDERS

All orders must be submitted on the approved internal order form (see appendix 1.3). An order form must contain the following information: employee name, date, product name, description, catalogue number/website, quantity required, why the item is being purchased.

Completed forms must be signed off by the appropriate Manager (Headteacher). This needs to be completed each week. The Admin Officers will then load the order on the electronic system for the electronic approval process. Purchase orders that are not signed off will not be processed and the order will be delayed.

If the order causes the budget to go overspent, then the order will need to be authorised by the Headteacher and may mean that the order could be delayed. The Headteacher will review all purchase orders that exceed budget limits at the weekly business strategy meetings.

Please allow a minimum of 2 weeks for an order to be processed (may be longer for certain items). If there are any urgent items, please direct this to Business Manager who will seek approval from the Leadership Team. This will only be granted in extreme circumstances.

The Headteacher from each school should complete a stock item order for each school at the end of each term, this needs to be filled out with quantities and processed through the purchase order system. Any stock item ordered at any other time other than the end of the term will not be authorised.

The school office will keep a stock of paper and will place this order on a termly basis at the end of each term in line with the curriculum stock order. All other items will need to be ordered at the end of each term.

Termly orders for class items will be placed by your Headteacher at the end of each term. Please notify the relevant Headteacher following your planning days to allow sufficient time for stock to arrive before the new term starts. Please note this includes dry wipe markers, glue sticks, specialised paper, backing paper etc.

Stock items such as A4/ A3 paper, pencils, printer cartridges should be placed as a joint order for the Hawkswood Group to enable best value for money these orders can be based centrally by the finance team on a termly basis.

Orders which are not placed in accordance with the above procedures are NOT considered to be official orders and cannot be paid from the school budget.

FINANCE

Please ensure that all finance items are sent through to the Headteacher clearly stating your school. All emails will go directly to the Finance Officers based at the management centre and the Business Manager.

It is not appropriate to direct the work of the finance staff in person. All requests must be submitted electronically to ensure issues are prioritised and work directed by the Business Manager where appropriate.

If there is an urgent request, in regards to Finance, please call the Business Manager on 0208 289 4651.

PETTY CASH

The schools hold a very limited fund of petty cash; this is therefore not a method which should be relied upon to reimburse purchase payments. All orders should be made via the schools' ordering system using the order form.

In exceptional circumstances purchases may need to be made using petty cash funds. All goods required must be authorised by the headteacher prior to purchase. Petty cash purchases must be below £20. The petty cash claim form must be completed by the purchaser and a receipt attached then signed off by the headteacher. Staff must not use their personal debit card for these transactions. Any transaction made on a debit card will need to be claimed via payroll with the payroll reimbursement for petty cash expenditure for and valid receipt.

Staff expenses items that can be claimed through petty cash are:

- Previously authorised travel, if cash was paid for the travel
- Provision for meetings, if approved by the Headteacher in advance
- Unexpected resources, that have been pre-approved by the Headteacher in advance

Items that cannot be claimed back through petty cash:

- Purchases through debit or credit card transactions
- Personal items
- Lesson or learning resources as these should go through procurement process
- Cab payments
- Pupil rewards or gifts
- Staff gifts

STAFF TRAVEL

Staff members who are required to travel for school business (e.g. to attend a social services or medical appointment with a child) should, wherever possible, use the schools' Oyster cards for transport. If other modes of transport are required staff members must seek agreement from Headteacher and authorisation from the Business Manager before travel commences. If authorisation is not gained before travel, reimbursement may be denied. Please ensure that all tickets are retained and that you obtain a VAT receipt for the purchase required for the school records.

SUPPLY STAFF/TIMESHEETS

The Headteacher and Deputy Headteacher may authorise the booking of any supply teachers. Please inform the School Business Manager if a supply is needed and has been authorised. When there is a member of staff absent and a full financial risk has been assessed. The decision to call in an agency staff will be made **ONLY** by the Headteacher when all other options have been explored. This is essential and non-negotiable as unrestrained supply costs are the main reason why we have gone into a deficit over the last two years.

All timesheets must be signed and approved by the Headteacher or their Deputies. No teachers or support staff are authorised to approve timesheets.

IT

Please ensure that all requests for IT technical support are sent recorded and go through to the Headteacher. All emails will go directly to the IT technician onsite and the School Business Manager.

It is not appropriate to direct the work of the IT technician in person. All requests must be submitted electronically to ensure issues are prioritised and work directed by the Headteacher.

If there is an urgent request, in regards to infrastructure of the IT system, please call the Business Manager on 0208 289 4651.

PREMISES

Please ensure that all premises requests are recorded in the book located in the school office. All emails will go directly to the Site Service Officers onsite, and the School Business Manager.

It is not appropriate to direct the work of the premises staff in person. All requests must be submitted electronically to ensure issues are prioritised and work directed by the Business Manager where appropriate.

If there is an urgent request, in regards to Health and Safety, please call the Business Manager on 0208 289 4651.

Approved by: 

Chair of Governors: Hannah Glossop

Date: 08.12.2021

Last reviewed on:

Date: 08.12.2021

Next review due by:

Date: 08.12.2022