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**ESSEX COUNTY COUNCIL**

**Essex Handover Checklist for a new Headteacher**

**A Toolkit for Governing Bodies**

**Summer 2022**

**HEADTEACHER HANDOVER CHECKLIST**

It is very important that schools establish well planned, effective procedures and systems for handover to a new headteacher. This toolkit is offered to school governors as an example of good practice to ensure the smooth transition from one headteacher to another.

The governing body’s role in managing a smooth transition is crucial. The aim of this toolkit is to ensure that the new headteacher rapidly learns about the key documents (including financial accounts), policies and procedures of their new school and has all the necessary information required in order to fulfil their responsibilities effectively.

**Suggested Procedures:**

1. The outgoing headteacher should ensure that all the information contained in these handover procedures are up to date, accurate and completed before the leaving date. This should be in collaboration with the Chair of Governors. The information should be organised so that it is easily accessible.
2. There should be a formal handover meeting, ideally convened by the Chair. This should take place at a mutually agreed time, before the departure of the outgoing headteacher and prior to the new headteacher taking up post. The School’s Effectiveness Partner will support the school in this process, if required.
3. At this meeting, the incoming headteacher should ensure that the checklist is complete and documents identified. If there is anything missing or incomplete, then this should be rectified before the outgoing headteacher leaves. The Chair should ensure that this is done.
4. A copy of the checklist should be retained by the school and a copy given to the Chair of Governors

**Possible Adjustments to the Process:**

1. It is recommended that this toolkit is used to support an interim/acting headteacher. It should also be used even if the incoming headteacher is the current deputy in the school.
2. If a headteacher is absent from the school for a sustained period of time, possibly as a result of long term sick leave, and this then results in a change of leadership, the Chair, together with the Senior Leadership Team, should draw together the required information.
3. Some governing bodies may well decide to choose to lengthen the period of handover and there may well be a sequence of handover meetings. The benefit of this approach is to give a good amount of time allocated to each significant element/theme.

**Section 1: Important School Information**

|  |  |
| --- | --- |
| School name, address, email (office and head’s own) and telephone number |  |
| School DfE Number |  |
| SLT, their roles and contact details |  |
| Office Manager and contact details |  |
| School Business Manager and contact details |  |
| Site Manager/Caretaker and contact details |  |
| SENDCo (if not on SLT) and school’s Designated Safeguarding Officer and contact details  Safeguarding Governor and contact details |  |
| Chair of Governors and contact details |  |
| Vice Chair of Governors and contact details |  |

**Section 2: Contact Details for External ‘First Point of Contact’**

|  |  |
| --- | --- |
| School Effectiveness Partner (at the LA) and contact details |  |
| Clerk to Governors and contact details |  |
| Details of new Headteacher’s Mentor (if allocated) |  |
| HR Provider Details |  |
| Finance Officer Details |  |
| Children and Families Hub (for Urgent Child Protection Referral) | Where a child is at immediate risk of significant harm, call the Children and Families Hub on **0345 603 7627** and ask for the 'Priority Line' or call the Police.  ​(Out of Hours: [Mon-Thurs 5:00pm-9am. Fri & Bank Holidays 4:30pm-9am) ***0345 606 1212*** or Email: [*Emergency.DutyTeamOutOfHours@essex.gov.uk*](mailto:Emergency.DutyTeamOutOfHours@essex.gov.uk))  <https://schools.essex.gov.uk/pupils/Safeguarding/Child_Protection_Referrals/Pages/Safeguarding-Key-Service-Contact-Infomation.aspx> |
| Children Safeguarding Team / LADO (Local Authority Designated Officer)  The LADO deals with allegations against a member of staff or volunteer within the children’s workforce in Essex. There are 4 LADOs in Essex and they operate on a Duty system | **03330 139 797**  **Childrens.Safeguarding@essex.gov.uk**  <https://schools.essex.gov.uk/pupils/Safeguarding/Managing_allegations_in_the_Childrens_Workforce/Pages/ManagingAllegationsInTheChildrensWorkforce.aspx> |
| Safeguarding Manager for Schools and Early Years  Jo Barclay | [jo.barclay@essex.gov.uk](mailto:jane.morris@barnet.gov.uk)  07775030021 |
| Any External Consultant working with the school: |  |

**Section 3: Other Useful Contacts**

1. **LA Contacts**

|  |  |
| --- | --- |
| Clare Kershaw – Director of Education | 033301 36580  [Clare.kershaw@essex.gov.uk](mailto:Clare.kershaw@essex.gov.uk) |
| Philippa Holliday  Assistant Director – North East | 07584151460  [Philippa.holliday@essex.gov.uk](mailto:Philippa.holliday@essex.gov.uk) |
| Catherine Hutley  Assistant Director – Mid | 07921397116  [catherine.hutley@essex.gov.uk](mailto:catherine.hutley@essex.gov.uk) |
| Lisa Fergus  Assistant Director – South | 07557167962  [lisa.fergus@essex.gov.uk](mailto:lisa.fergus@essex.gov.uk) |
| Nicola Woolf  Assistant Director – West | 07872 869522  [Nicola.woolf@essex.gov.uk](mailto:Nicola.woolf@essex.gov.uk) |
| Stephen Chynoweth  Head of Education – North East | 07585889307  [stephen.chynoweth@essex.gov.uk](mailto:stephen.chynoweth@essex.gov.uk) |
| Alison Fiala  Head of Education – Mid | 07768537487  [alison.fiala@essex.gov.uk](mailto:alison.fiala@essex.gov.uk) |
| Maz Norman  Head of Education – South | 34343  [Maz.Norman@essex.gov.uk](mailto:Maz.Norman@essex.gov.uk) |
| Ashley Milum (appointed 1.9.22)  Head of Education - West | tbc  [ashley.milum@essex.gov.uk](mailto:ashley.milum@essex.gov.uk) |
| SEND Quadrant Manager – Mid | Tony Sale  [Tony.Sale@essex.gov.uk](mailto:Tony.Sale@essex.gov.uk) |
| SEND Quadrant Manager – South | Kerry Howard  [Kerry.Howard@essex.gov.uk](mailto:Kerry.Howard@essex.gov.uk) |
| SEND Quadrant Manager – West | Chris O’Nions  Chris.O’Nions@essex.gov.uk |
| SEND Quadrant Manager – North East | Janine Hanson  [janine.hanson@essex.gov.uk](mailto:janine.hanson@essex.gov.uk) |
| Press/Media Office | 033301 32800  07717867525 (out of hours) |
| School Communications | 01245 434745  07894963922  [schools.communication@essex.gov.uk](mailto:schools.communication@essex.gov.uk) |
| Essex Primary Heads Association (EPHA)  Professional Officer – Pam Langmead | [pam@langmead.me.uk](mailto:pam@langmead.me.uk)  <https://essexprimaryheads.co.uk/> |
| Association of Secondary Heads in Essex (ASHE) | <http://ashe-essex.org/>  [philip@nullashe-essex.org](mailto:philip@ashe-essex.org) 07989868815 |
| Essex Special Schools Trust | <http://esset.org.uk/> |

1. **Useful websites: Essex Schools Infolink**

[**https://schools-secure.essex.gov.uk**](https://schools-secure.essex.gov.uk)

1. **Partnerships:**

|  |  |
| --- | --- |
| Details of local school partnership, with contact details |  |
| Details of Diocesan Adviser (if appropriate) |  |

**Section 4: Strategic School Documents**

|  |  |  |
| --- | --- | --- |
| **Document** | **Person Responsible** | **Where Located/Notes** |
| Mission Statement/Vision/  Aims |  |  |
| SEF |  |  |
| School Improvement Plan and RAG rating of key priorities |  |  |
| Latest Ofsted Report |  |  |
| Latest External Review Report |  |  |
| Latest Faith Based Report |  |  |
| Website – pupil premium report and sports premium, SEN Information report (including link to the local offer) + fully compliant (change HT name) |  |  |
| School Prospectus |  |  |
| Reports of School Improvement Visits /Monitoring and Challenge Documents from LA + planned visits |  |  |
| List of initiatives with LA |  |  |
| CPD plan (internal and external) |  |  |
| Minutes of SLT Meetings |  |  |

**Section 5: Safeguarding, Welfare and Behaviour Documents**

|  |  |  |
| --- | --- | --- |
| **Document** | **Person Responsible** | **Where Located/Notes** |
| SCR |  |  |
| Keeping Children Safe in Education (2018) |  |  |
| SET procedures (2018) |  |  |
| Working Together (2018) |  |  |
| Effective Support for Children and Families in Essex (2017) |  |  |
| Risk Assessments (including residential trips – using Evolve) |  |  |
| Safeguarding and Child Protection Policies:  e-safety  positive handling  attendance  medical needs  intimate care  educational visits  sex education |  |  |
| Child Protection Files |  |  |
| Record of Safeguarding Training:  Safer Recruitment  L1 – L3 training (including governors) |  |  |
| Children Missing in Education documents |  |  |
| First Aid:   * List of First Aiders * Paediatric First Aiders * List of children with allergies and medical plans |  |  |
| Behaviour and Anti-Bullying Policies |  |  |
| Details of Exclusions |  |  |
| Behaviour Records (including bullying and racism) |  |  |
| Home/School Agreement Records |  |  |

**Section 6: Security and Safety Information**

|  |  |  |
| --- | --- | --- |
| **Document** | **Person Responsible** | **Where Located/Notes** |
| Critical Incident Plan, including evacuation, invacuation and school closure plans |  |  |
| Data Protection/Freedom of Information |  |  |
| Records of fire drills, alarm testing and H and S inspections |  |  |
| H and S policy and certificates |  |  |
| Details of key holders |  |  |
| Door passcodes |  |  |
| Fire and intruder alarm codes |  |  |
| HT Laptop/PC   * Delete personal * Agree handover date * Secure method to pass on password |  |  |

**Section 7: Passwords and Access Codes**

|  |  |  |
| --- | --- | --- |
| **Document** | **Person Responsible** | **Where Located/Notes** |
| Fischer Family Trust Aspire (FFT) |  |  |
| Essex Schools Infolink ‘My School’s page’ |  |  |
| Key to Success password |  |  |
| DfE Secure Access (ASP) |  |  |
| Get Information About Schools |  |  |
| Perspective Lite |  |  |
| The Key (if school subscribe) |  |  |
| School Bus (if school subscribe) |  |  |

**Section 8: Teaching and Learning/ Evidence for SEF**

|  |  |  |
| --- | --- | --- |
| **Document** | **Person**  **Responsible** | **Where Located/Notes** |
| ASP online reports (including Inspector Dashboard) |  |  |
| Schools own internal data – including in-year data and for vulnerable groups (including provision for disadvantaged children) |  |  |
| School Data from LA |  |  |
| Results Information:  EYFS  Phonics  KS1  KS2  Disadvantaged children  Other groups |  |  |
| Details of pupil progress meetings |  |  |
| Records of lesson observations/’teacher on a page’ information/learning walks |  |  |
| Records of book scrutiny |  |  |
| Records of subject leader reports and action plans |  |  |
| Curriculum Map |  |  |
| School Self-Evaluation Timeline (including assessment timeline) |  |  |
| Transition arrangements between key stages and classes |  |  |
| Parent/staff/pupil questionnaire information |  |  |
| Details of parent workshops |  |  |
| Notes from external consultant visits |  |  |

**Section 9: Inclusion**

|  |  |  |
| --- | --- | --- |
| **Document** | **Person Responsible** | **Where Located/Notes** |
| Equalities Information and Objectives (public sector equality duty) statement for publication  SEN policy |  |  |
| Accessibility Plan |  |  |
| Provision Map |  |  |
| Details of children with EHCP  Details of children at School Support |  |  |
| Annual Review Timetable |  |  |

**Section 10: Staffing Information**

|  |  |  |
| --- | --- | --- |
| **Document** | **Person Responsible** | **Where Located/Notes** |
| Staffing Structure, including list of roles and responsibilities |  |  |
| Personnel Files (contracts, up to date job descriptions and references) |  |  |
| Performance Management:  Performance Management and Pay Policies  Annual report to Governors  Records of Performance Management for teaching and support staff  Induction and mentoring arrangements  CPD records |  |  |
| Confidential details of any disciplinary/capability issues |  |  |
| Up to date staff code of conduct and staff handbook |  |  |
| Staff attendance policy |  |  |
| Supply Agency Contacts |  |  |

**Section 11: Finance and Premises**

|  |  |  |
| --- | --- | --- |
| **Document** | **Person Responsible** | **Where Located/Notes** |
| 3 year budget plan, including 3 year salary plan |  |  |
| Report of Pupil Premium allocation, spend and impact |  |  |
| Report of SEN spend |  |  |
| Report of Sports Premium spend |  |  |
| Monthly monitoring returns |  |  |
| Signatories |  |  |
| Details of last Audit |  |  |
| Asbestos Reports |  |  |
| Premises Management Documents: eg suitability survey, condition survey, maintenance and develop plan, asset management strategy |  |  |
| Charging and Remissions Policy |  |  |
| Any Commitment to Local Delivery Groups (LDGs)/ School Led Partnerships/Academy Trusts |  |  |

**Section 12: Governing Body Information**

|  |  |  |
| --- | --- | --- |
| **Document** | **Person Responsible** | **Where Located/Notes** |
| List of Governing Body, designation and term of office |  |  |
| Headteacher Report to Governors |  |  |
| Full Governing Body Minutes |  |  |
| Committee Minutes  (state the governing body committees) |  |  |
| Terms of Reference for Committees and Details of Chairs of Committees |  |  |
| Governing Body Training |  |  |
| Governing Body Audit |  |  |
| Governing Body Review (If school have had one) |  |  |
| Register of business interests of governing body (including headteacher and all staff with financial responsibility eg SBM & Budget Holders) |  |  |

**Section 13: Other Essential Policies**

|  |  |  |
| --- | --- | --- |
| **Document** | **Person Responsible** | **Where Located/Notes** |
| Complaints (including any current parental complaints) |  |  |
| Admissions Arrangements (where LA delegates) |  |  |
| EYFS |  |  |

**Section 14: School Systems and Routines**

|  |  |  |
| --- | --- | --- |
| **Document** | **Person Responsible** | **Where Located/Notes** |
| School Calendar, including visits and visitors |  |  |
| Timetables |  |  |
| Visits and Visitors |  |  |
| Class Lists |  |  |

**Section 15: School Community**

|  |  |  |
| --- | --- | --- |
| **Document** | **Personal Responsible** | **Where Located/Notes** |
| Minutes of PTA |  |  |
| Details of Next PTA Event/Meeting |  |  |
| Contact Details for PTA Committee |  |  |

**Appendix A – Useful Information**

Traded Service

The School Effectiveness Team also delivers a number of traded activities for schools which are beyond their core workplan. Details of what schools can expect to still receive as part of a School Effectiveness Partner's core work is listed below:

* ​Schools Communications (Education Essex, School closures, critical incidents, business continuity, etc.)
* Data and intelligence
* Media support
* Schools Infolink
* Informal support for Headteachers / school leaders (email/telephone/quick drop in visits)
* One day advice and support for Governors in Headteacher recruitment (maintained schools) (additional support is traded activity)
* Support for structural solutions – federations, amalgamations and support to the development of multi-academy trusts

Schools can also expect to receive support with the following as applicable:

* ​Investigating safeguarding complaints
* Attending OFSTED inspections / feedback
* Undertaking an additional responsibility by agreement and dependant on knowledge and experience
* Bespoke visits to red and amber and yellow schools
* Work with Improvement Boards, Strategic Intervention Boards and Interim Executive Boards

The SEP Team are able to offer a range of traded activities which schools may find of use. Traded work will be classed as anything which is not part of a SEPs core work plan. Examples of such traded activities could include:

* Headteacher performance management
* Deputy Headteacher / Leader recruitment
* Reviews of Governance
* Collaborative reviews
* SEN Reviews
* Safeguarding Audits
* Quality Assurance of self-evaluation / school action plans
* Conferences

Any schools/partnerships wishing to discuss traded work beyond the above list, please contact your allocated SEP who will be able to advise on costs and the skills needed for this work.

Further details can be found at:

<https://schools.essex.gov.uk/data/saes/Traded_Activity/Pages/default.aspx>