

## 1. Scope

All employees of Expanse Learning

## 2. Background

Our current members of staff come from a variety of backgrounds (e.g. local authority, commercial, legal) and as such through their shared knowledge are able to ensure that the business complies with all applicable legislation.

Expanse Learning must use a variety of methods to keep up to date with current legislation and quickly identify areas where specialist help may be required. Expanse Learning staff must undergo a variety of training in order to enable the business to fulfil its duties.

## 3. Complying with current legislation

- Staff at Expanse Learning should ensure that they receive regular updates from an assortment of government agencies to guarantee that they are aware of the changes in legislation and make sure that those changes are flagged to the relevant members of staff. See below for highlighted areas

<i>Area</i>	<i>Expanse Learning The School</i>	<i>Expanse Learning The College</i>	<i>Expanse Learning Adult Social Care</i>
Health and Safety:	Head of Corporate Services <i>Supported b: Site Officer</i>	Head of Corporate Services <i>Supported by College SLT</i>	Head of Corporate Services <i>Supported by SLT</i>
Safeguarding and Pastoral:	Pastoral, Behaviour & Att Officer <i>Supported by: Head of Care</i>	Head of Care	Head of Care
Human Resources (Incl Employment Law):	Head of Corporate Services <i>Supported b: HR Administrator</i>	Head of Corporate Services <i>Supported by HR Administrator</i>	Head of Corporate Services <i>Supported by HR Administrator</i>
Funding and Compliance:	Data & Compliance Manager <i>Supported by: Director of Schools</i>	Data & Compliance Manager	Data & Compliance Manager
Qualifications:	Data & Compliance Manager	Data & Compliance Manager	Data & Compliance Manager

- Policies should be updated on an annual basis and as part of that update consideration should be made to any changes to legislation. Following any changes to Expanse Learning Policies, staff members should be updated and if necessary, provided with further training
- The Staff Development and Training policy ensures that all necessary training is identified and that the correct member of staff is sent on the required training.

## 4. Obtaining specialist advice

Expanse Learning is aware that there may be times when specialist help is needed and will obtain when required.

## 5. Staff

Staff must comply with all legislation and Expanse Learning policies and procedures.

Any member of staff found not to be complying with all legislation and Expanse Learning policies and procedures will be dealt with under the Disciplinary Procedures and where necessary reported to the police and/or the relevant governing bodies

## 6. Monitoring and Review

The effectiveness of this policy will be reviewed annually.

**Impact of non-compliance for:**

**Staff:** Disciplinary action, Support, Action Plan  
**Student:** Not applicable  
**Legislation/organisational:** statutory and non-regulated compliance. Prosecution, Staff Retention, Poor employee performance etc  
**Compliance lead:** Corporate Services  
**Policy Reference:** ELGR-ADM-008  
**Version:** 1  
**Agreed policy location:** DatabridgeMIS  
**Does the policy require Governor approval?** No

**Approval**

<p><b>Prepared by</b> Scott Roberts 01/08/2020</p>  <p>Head of Corporate Services</p>	<p><b>Approved by</b> Tony Brown 01/09/2020</p>  <p>CEO</p>	<p><b>Counter Signatory</b> Karl Wane 01/09/2020</p>  <p>Director of College</p>
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**Version Control**

Version	Date	Revision	Review Date
1	01/09/2020	Policy Review	31/08/2021
2			
3			
4			
5			