

Legal Compliance Policy

Sept 2021

Version 2

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>
Health and Safety:	Head of Shared Services <i>Supported by: Site Officer</i>	Head of Shared Services <i>Supported by College SLT</i>
Safeguarding and Pastoral:	Pastoral, Behaviour & Att Officer	Head of Student Support Services
Human Resources (Incl Employment Law):	Head of Shared Services	Head of Shared Services
Funding and Compliance:	Data & Compliance Manager <i>Supported by: Director of Schools</i>	Data & Compliance Manager
Qualifications:	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

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: Shared Services
Policy Reference: ELGR-POL-DPM-008
Version: 2
Agreed policy location: DatabridgeMIS
Does the policy require Governor approval? No

Approval

Prepared by Scott Roberts 01/08/2021  Head of Shared Services	Approved by Tony Brown 01/09/2021  CEO	Counter Signatory Karl Wane 01/09/2021  Director of College
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Version Control

Version	Date	Revision	Review Date
1	01/09/2020	Policy Review	31/08/2021
2	01/09/2021	Policy Reviewed	31/08/2022
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