



Community Engagement Policy

For the following academies:
St Philip Howard Catholic School
St Mary's Catholic Primary School
Annecy Catholic Primary School
St Joseph's Catholic Primary School

This Policy has been approved and adopted by the Bosco Catholic Education Trust.

Approved:	For review:
Nov 2020	Nov 2023

The BOSCO Catholic Education Trust is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support we seek to enable all those entrusted to our care to become the person God called them to be.

“Serve the Lord joyfully”

Statement of Intent

BOSCO Catholic Education Trust believes that there is considerable benefit to be drawn from the engagement of an Academy with its local community with particular reference to the environment in which its children are growing up, a continuing and fruitful relationship with the parents and former parents of its pupils, and the opportunity to provide in the local community generally an insight into the way in which the Academy, and the BOSCO Catholic Education Trust, implement their mission and fulfil their proper role as leaven in the community in which they are operating, holding up in a way that can be appreciated by all, through concern, compassion, and encouragement, a real example of Faith, Hope and Charity in action.

It is, therefore, the policy of the Trustees that our participating Academies should on appropriate occasions and in appropriate ways engage with their respective local communities (in each case referred to below as a Proposal).

General Provisions

1. The Local Governing Committee in each case is free to decide how much support and patronage is given subject to compliance with the provisions of this policy document.
2. The Local Governing Committee shall ensure that any support is not inconsistent with:
 - the objects of the Trust,
 - the restrictions on the use of its charitable resources,
 - any advice or restriction placed (a) on the Trust by either the Diocese or the Secretary of State for Education (including the Charity Commission), or (b) on the Local Governing Committee by the CEO or Board of Directors of the Trust.
 - the usual financial disciplines exercised by the School Business Manager who should be consulted on any particular initiative. (In this connection,

the Trustees acknowledge each Local Governing Committee's right to use any voluntary [ie non-grant funds, including any restricted funds] raised by that Academy for the purposes for which they have been raised and otherwise solely at the discretion of the Local Governing Committee, provided that this is within the charitable objects of the Trust.)

- the Local Governing Committee must ensure that any political overtone is avoided.
3. The Local Governing Committee should ensure that any form of collaboration or support with third parties, including with those with whom the Trust has a strategic partnership, is appropriately documented and the details notified to the Trust Audit & Risk Committee to assess effectiveness and, where financial support is provided, for accounting purposes.

Administrative Provisions

The administrative procedures and considerations in relation to each Proposal will be as follows:

Prior Consent – The prior consent of the CEO or a person duly delegated to give that consent must be obtained.

Safeguarding – When any pupils are to be involved in the proposal the details of the Proposal and their involvement must be cleared by the Academy's Safeguarding Lead.

Health and Safety – The Proposal must have been approved by the person with designated responsibility for Health and Safety in the Academy.

Reputational considerations – The Proposal must not involve any association with persons or bodies or with activities which could be, or might appear to be, foreign to the ethos of the Trust or Roman Catholic teaching.

Control – Where a Proposal involves any activity a designated member of the Academy staff or of the Local Governing Committee must be present to supervise.

Publicity – No public statements or other publicity or any interview must be given or circulated except by a person specifically charged with that responsibility.

Insurance – The Proposal must be covered by the Academy's Risk Protection Arrangements.

Post-event review – When the Proposal is at an end, a post-event review should be held and a report of this should be given to the Trust Board.

Records – A record must be kept by each Academy of all community engagement activities in which it has been involved.

Accounts - In all cases, proper accounts will be kept by the Head teacher showing the receipt and use of funds (and the extent to which such funds are restricted, in the light of the obligation of the Trust to note these funds separately in the Trust accounts).

Banking – Trust monies, whether or not authority to expend has been devolved to the Local Governing Committee of the Academy shall only be paid into a bank account of the Academy which has been authorised by the Trust Board.