

## **Schools Business Management Essentials**

Two Rivers Institute in partnership with Browne Jacobson Solicitors are proud to present our comprehensive Business Management Essentials training package covering the following:

- ◆ *Managing Grievances - 17/11/20*
- ◆ *Equalities Act 2010 - 26/01/21*
- ◆ *Behaviour & Exclusions - 02/03/21*
- ◆ *Admissions & Appeals - 23/03/21*
- ◆ *GDPR Essentials & FOI - 11/05/21*
- ◆ *Health & Safety - 29/06/21*

In a changing education landscape, we feel it is fundamentally important to offer business management support to schools, from specialists who understand the competitive & challenging environment in which we work.

### **Are you compliant with the latest legislation?**

*Browne Jacobson are a national, leading law firm with a wealth of knowledge and expertise in Education Law. The training they will deliver will help to support schools and trusts to follow the correct processes, make the right decisions and avoid the possible pitfalls that surround these highly important areas of education.*

For further information & to book your place, please follow this link:

[Two Rivers Institute School Business Management Essentials](#)

### ***Session 1 - Grievance Training***

This session will cover what a grievance is; the ACAS code; a grievance policy; excluded matters; rights of employee's; do's and don'ts; appeals and case studies.

### ***Session 2 - Equality Act Training***

This will cover the background to the Equality Act and will break down its relevance in relation to employment and application to students including strands of discrimination; disability; reasonable adjustments; proportionality; how to avoid claims. For employment we will look at recruitment; OH and sickness absence; dismissals; flexible working and less favourable treatment.

### ***Session 3 - Behaviour and Exclusions***

This session will cover the exclusions landscape, key documents, the staged process of the exclusions journey, natural justice, Human Rights Act and questions and case studies throughout.

### ***Session 4 - Admissions and Appeals***

This session will look at In year admissions; fair access protocol; looked after children; admission appeals and SEN admissions.

### ***Session 5 - GDPR Essentials and FOI***

The session will cover what GDPR is about; why it matters; what compliance looks like for an academy: data deletion; Data Protection by design: data protection impact assessments; role of the DPO; breaches of GDPR and what to do; FOI and SAR's.

### ***Session 6 - Health and Safety***

This session will look at the regulation of health and safety in schools; why it is important; who is responsible and the implications; what you have to do to get it right and what you need to do if doesn't go according to plan.

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