

THE HAVEN

Operated by the Autistic Girls Network charity — 1196655 (England and Wales), SC054837 (Scotland)

Structure of Organisation

The Haven

Document	Structure of Organisation
Version	05.26
Status	live
Last reviewed	21 May 2026
Next review	21 May 2027
Owner	Proprietor
Approved by	Proprietor + Governing Body

1. Purpose

This document sets out the organisational structure of The Haven. It identifies the lines of accountability between the Proprietor, the Board of Governors, the senior leadership team, and operational staff.

2. Legal and regulatory status

The Haven is a specialist online education provision operated under a registered charity (number 1196655 in England and Wales; SC054837 in Scotland). It is led operationally by the Proprietor, supported by a Board of Governors that holds operational and strategic oversight. The Head and Designated Safeguarding Lead are responsible for educational and safeguarding delivery. The provision operates within the framework of charity regulation alongside the regulatory expectations of online education, and is currently progressing through the Department for Education's Online Education Accreditation Scheme assessed by Ofsted.

3. Tier 1: Board of Governors

The Board of Governors holds operational and strategic oversight for The Haven. Governors set strategy, approve policies, monitor performance, and provide challenge and support to the executive. Governors operate under terms of reference agreed with the Proprietor.

[Insert: governor list — Chair, Safeguarding Governor, and other governors with portfolio responsibilities including curriculum, SEND, and quality assurance. The Nominated Safeguarding Governor provides direct linkage to The Haven's safeguarding leadership.]

4. Tier 2: Executive leadership

5. Tier 3: Functional leads

6. Tier 4: Educators, mentors and volunteers

Educators at The Haven are themselves neurodivergent and deliver subject teaching, mentoring, and elements of Neurodiversity University and Preparing for Adulthood. They are recruited under the Safer Recruitment Policy, inducted in line with the staff induction reading set, and supported through reflective supervision and annual appraisal under the Quality Assurance Policy.

Volunteers, where engaged, are recruited and inducted to the same safeguarding standard, with role-appropriate adjustments.

7. Reporting lines

- Governors → Proprietor.
- Proprietor → Head; Operations Lead; Data Protection Lead.
- Head → Educators, mentor coordinator, SEND lead, DSL (where separate).
- DSL → Reports to the Head, with direct escalation route to the Proprietor and to the Nominated Safeguarding Governor.
- Educators → Head / curriculum lead.

8. Decision-making and reserved matters

Reserved decisions of the Board of Governors include: strategic direction; approval of policies marked as governor-approved; annual budget and reserves; appointment of senior leadership; major contracts and financial commitments; safeguarding escalation in serious cases.

Operational decisions delegated to the Proprietor include: day-to-day operations; staff appointments below senior leadership; routine financial decisions within budget; admission decisions at The Haven; routine communication with commissioners and partners.

9. Conflict-of-interest management

Conflicts of interest are managed under the Conflicts of Interest Policy. The Register of Interests is maintained and reviewed at each governor meeting.

10. Note on this document

This document is published as a structural overview. Named individuals are recorded in the governor Register and in HR records, and a current org chart is available on request.

11. Related documents

- Statement of Purpose
- Governance Structure document
- Governor Responsibilities

- Safer Recruitment Policy
- Quality Assurance Policy
- Safeguarding and Child Protection Policy

12. Review

This document is reviewed annually by the Proprietor and approved by the Board of Governors.

Document version	1.0
Date issued	May 2026
Next review	May 2027
Document owner	Proprietor
Approved by	Board of Governors

Role	Responsibility
Proprietor	Holds ultimate accountability for The Haven. Strategy, growth, external relationships, financial sustainability, and final accountability for safeguarding. Accountable to the Board of Governors and to the charity's regulatory bodies.
Head	Operational leadership of the online education provision. Accountable for educational quality, safeguarding, attendance, staff supervision and statutory compliance.
Designated Safeguarding Lead (DSL)	Statutory lead for safeguarding. May be combined with the Head role or separate. Manages safeguarding referrals, training and reporting.
Director of Operations / Operations Lead	Day-to-day operational management, systems, HR coordination, family communications.
Data Protection Lead	Oversight of UK GDPR compliance, privacy notices, data retention and breach response.

Function	Lead / responsibility
Curriculum and teaching	Curriculum lead, overseeing subject development and quality of teaching and learning.
Mentoring	Mentoring coordinator overseeing the assignment, supervision and reflective practice of mentors across The Haven.
SEND	SEND lead overseeing reasonable adjustments, access arrangements and SEND-specific provision.
Examinations	Examinations officer overseeing entries, access arrangements, and JCQ compliance.
Family liaison	Lead for parent and family communication, scheduled reviews and complaints handling at first stage.
Communications	Lead for external communications, website and family-facing materials.

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