

Staff Handbook

September 2023



Contents

1. Conduct	2
2. Use of Mobile Phones, Internet and Social Media.....	4
3. Staff Absence	6
4. Communication.....	7
5. Data Protection/GDPR	9
6. Staff Wellbeing	9
7. Safeguarding	10
8. Financial Information.....	13
9. Health and Safety.....	14
10. Miscellaneous Information.....	16
11. School Term Dates 2023/2024.....	18
12. Key Policies.....	18

The purpose of this Staff Handbook is to give clear guidance to staff as to our expectations for staff behaviour and professionalism at work.

It is intended that staff use it in conjunction with other key documents and policies including your contract of employment.

1. Conduct

Professional Conduct

All staff should promote the good image of The Trust at all times. All staff and volunteers in school have a duty to be professional at work and to ensure that they always demonstrate a high degree of respect for all members of the trust community. Staff should be mindful of the language they use when talking to and about colleagues, the children we work with and their families. This applies to all public spaces in school (including places like the staff room), as there could be family or friends present who could be offended by flippant or inconsiderate remarks.

Registering Attendance

As a part of the trust's Health and Safety procedures, all staff and visitors are required to sign in and out of the electronic system in reception when they enter or leave the building. This is used as a register of people on site should the building need to be evacuated. **Records will be monitored to ensure staff are signing in and out on a daily basis.**

Punctuality

Expected Standards

We expect all employees to have excellent standards in relation to timekeeping. Everyone is expected to be ready for work in the classroom/ their area of work at their contracted start time and observe the usual hours of work as set out in their contract of employment.

Failing to be in the classroom at the required times is detrimental to the efficient running of the school and has potential safeguarding implications, particularly when the school site and gates are open. Lateness imposes unnecessary and unfair burdens on your colleagues in respect of covering for your absence and dealing with children or parents at busy times.

Lateness

Employees that are unable to attend due to an emergency/ traffic problem etc. should contact a member of SLT prior to their start time. You should notify the member of SLT of the reasons for your lateness and anticipated arrival time. A late employee should report immediately to a member of SLT upon arrival to confirm their attendance.

Early finishes

Employees that need to leave the workplace prior to their contractual or scheduled finish time should discuss the matter with a member of SLT in advance. Employees are only permitted to finish early with SLT approval. You may also be required to complete a leave of absence form.

Recording attendance

Upon arrival, employees are expected to sign in using the electronic system in the main reception area. Upon departure, employees are also expected to sign out with a reason using the same system. Failure to record attendance properly will have serious consequences in the event of fire or evacuation, incomplete records of those present in the building may lead to an unnecessary search for an employee in an emergency situation.

Signing in or out for or on behalf of another employee, **in their absence** would be classed as gross misconduct under the Trust's disciplinary procedure. This may result in summary dismissal.

Line managers will monitor employee timekeeping on an ongoing basis. Such monitoring includes visual observation and using the electronic signing in and out data. Line managers will keep records of the dates and number of occasions of lateness, together with the length of lateness and whether this time was made up or not.

Set out below are the expected/contracted start times for classroom roles:

Teachers should be in the classroom and set up no later than **08:30**

Teaching Assistants – must be in classrooms at **08:30**, their contracted start time.

SEND Support Assistants – must be ready in classroom for **08:45**, unless employment contract starts earlier or later.

Punctuality will be monitored and poor timekeeping will be managed under either the Capability or Disciplinary Policies.

Professional Standards

Staff members are expected to give the highest possible standard of service to our school community (including members of the public).

In performing their duties, staff members must always act with integrity, honesty, and objectivity and without bias. Should they have any reason to believe that their role may involve a potential conflict of interest this must be declared before an issue arises in practice.

In the event of any staff member being arrested, cautioned or charged by police in relation to any criminal matter, or convicted by a court of any criminal offence, they must immediately inform the headteacher (or, if the headteacher is the staff member concerned, the chair of governors).

Staff must **never** be under the influence of alcohol (or any substance which may affect their ability to care for children) whilst at work. Staff must also seek medical advice if they are taking medication which may affect their ability to care for children and must inform their line manager in the event of such a situation arising.

Employees have a responsibility to behave in ways which support a non-hostile working environment for themselves and their colleagues. They should be prepared to challenge inappropriate behaviour and to take appropriate action where necessary (by reporting such behaviour to senior management) if they observe (or have other evidence of) harassment, either of themselves or of a third party.

Staff members are expected to bring to the attention of their immediate supervisor, through agreed procedures (and without fear of recrimination), any impropriety or breach of procedure. If, for any reason, staff members do not feel it appropriate to express their concerns to their immediate supervisor, they should bring the matter to the attention of a more senior manager or, if necessary, the headteacher or chair of governors.

If staff members do not feel it appropriate, because of the circumstances, to bring the matter to the attention of any person in authority at the school they should refer to the Whistleblowing Policy which details other bodies who it may be in order to contact.

Politics and religion

Staff members must not allow their own personal or political opinions to interfere with their work and must not be involved in advising any political group in their capacity as an employee or representative of the school.

Staff members must not allow any religious beliefs to interfere with their delivery of the school curriculum, nor must they take advantage of their position in the school to allow such beliefs to unduly influence, in a manner inconsistent with the ethos of the school, pupils in our care and/or other members of staff, whether such influence is exerted within the school or within the wider community.

Dress code

School staff are role models and, as such, are expected to set a good example. The Family of Learning Trust is committed to promoting diversity and will therefore respect individual preference in terms of customs, culture, religion and tradition.

All staff should consider the manner of their dress and appearance, including tattoos and piercings, to ensure they look professional. Staff should ensure they are dressed decently, safely and appropriately, for the tasks they undertake. Additionally, excessive piercings and large tattoos must be removed/covered up to promote a professional appearance. Those who dress or appear in a manner that could be considered inappropriate could render themselves vulnerable to criticism or allegation. This means that all adults should wear clothing and consider personal embellishments which:

- promote a positive and professional image
- are appropriate to their role
- are not likely to be viewed as offensive, revealing, or sexually provocative
- do not distract, cause embarrassment or give rise to misunderstanding
- are absent of any political or otherwise contentious slogans
- are not considered to be discriminatory.

Smoking

The Trust has a no smoking policy in all areas of the buildings and grounds. Smoking anywhere within the Trust's boundary is strictly prohibited; this includes any type of electronic or vape device.

2. Use of Mobile Phones, Internet and Social Media

Mobile phones

It is not acceptable to have mobile phones switched on at all during lesson times. Staff must not use mobile phones/smart phones to talk, text, take photos or access the internet on their own device while walking round the school premises or in any areas where pupils are present. Full details of the acceptable and unacceptable use of mobiles/smart phones can be found in the "**Staff Mobile (smartphone) Use Policy**". Please note that any failure to comply with the Staff Mobile (smartphone) Use Policy may constitute gross misconduct and could lead to disciplinary action.

Social Media

The Trust recognises that staff members are entitled to make use of social media in a personal capacity outside of the trust. Staff members must however, be aware that they can

potentially cause damage to the reputation of the trust/school if they are identified as being employees.

Staff members must decline any 'friend requests' from pupils that they may receive in their personal social media accounts. Equally, they must not suggest that pupils should become 'friends' on their personal social media accounts and staff must not use their own social media accounts to contact pupils or their families.

Staff members must therefore ensure that if they use social media, they do so sensibly and responsibly. They must, at all times, be confident that their use will not adversely affect the trust/school, nor be found damaging to the trust's reputation and credibility or otherwise violate any of the trust policies, please refer to the "**Social Media Policy**" for further details.

Staff members must be aware at all times of the need to keep their personal and professional lives separate. **They should not put themselves in a position where there is a conflict between work for the trust and their personal interests.** Staff members should remember that when social media tools are used, they are making public what they are doing and therefore cannot rely on private comments/actions not being exposed to the wider public.

Use of ICT

E-mail, the internet and mobile telephones enable staff to have more ready access to information and colleagues. They transform the way we do our jobs and can enrich the working environment. However, they must be used proportionately and for legitimate business reasons whilst working. The following "traffic light" system should help you make effective use of these technologies.

The Family of Learning Trust - ICT Traffic Light System

Red (Do not engage in these activities)

- Use e-mail to engage in gossip.
- Make libelous statements about individuals or other organisations.
- Make statements purporting to represent the trust when they are personal views.
- Make derogatory remarks or express derogatory opinions about the trust.
- Knowingly infringe copyright or intellectual property rights.
- Knowingly send or receive anything which is illegal or fraudulent.
- Knowingly send or receive material which is obscene, sexually explicit, offensive, defamatory, racist or homophobic in nature, or any material which is intended to cause the receiver or anyone who sees the material harassment, alarm or distress.
- Use the facility to pursue personal business interests, for gambling or for political purposes not directly related to your job.
- Allow anyone else to use your user name and password to gain internet access.
- Knowingly engage in any activity, which threatens the integrity or availability of the trust's systems.
- Attempt to break into (HACK) any area.
- Allow mobile phones to ring during working time.
- View/update or post on social media accounts during work time.

Amber (Seek your manager's approval prior to engaging in the activity)

- Opening and/or sending personal e-mails in working time.
- Personal browsing, purchases of goods and services via the internet in working time.
- Use mobile telephones to receive or make/send personal calls or text messages in work time.

Green (Legitimate use)

- Communicate by e-mail or mobile phone on behalf of the trust or as an aid to pursuing tasks within the employee's job remit.
- Conducting research into work related matters.
- Personal research of the internet or sending personal e-mails outside working hours.
- Personal purchases of goods and services via the internet outside working hours.
- Opening personal e-mails outside working time.
- Receive/sending personal text messages outside working time.
- Receiving/making personal calls outside working time.
- View/update or post on school social media accounts as part of your designated role.

This list is neither exclusive nor exhaustive. If you are in any doubt about using ICT facilities for a particular purpose, please ask a member of the Senior Management Team. If you inadvertently access a site that contains illegal or offensive material, please inform the ICT Manager immediately.

Any failure to comply with the acceptable use of ICT and Social Media Policies may constitute gross misconduct and could lead to disciplinary action.

3. Staff Absence

Absence through ill health

Staff are referred to The Trust's "**Attendance Management Policy**" for full details relating to the procedures for dealing with sickness absence. The Trust will follow the guidelines set out in the policy and advice from the HR Manager when dealing with ill health absences.

Should ill health prevent attendance please telephone Shameem Hussain, Headteacher on 07411 873 108 between 7:15 and 7:30am (no text messages). Midday supervisors and cleaners must call by 10.30am and speak to Mrs Hussain or Jo Lawless, HR Director. All staff must give the reason for absence, how long they expect to be absent and details of any urgent work tasks that will need to be addressed in their absence.

Absences between 4 and 7 days can be self-certified; the form is available online or from the office. You must have a medical certificate (known as a "fit note") from a doctor or hospital after seven consecutive days of ill health absence.

Please keep school updated of your ongoing situation and telephone on the day before you are expected to return to work (no later than 2:30pm) to confirm either your attendance or continued absence.

If you have a medical certificate covering a long-term absence, it is not necessary to phone school every day. However, you must ring on the **Monday of each week** you are absent and

the **day before the medical certificate is due expire, to advise us of your return to work or ongoing absence.** This will allow the appropriate cover or return to work to be arranged.

All staff absence is monitored under the “**Attendance Management Policy**”. On return to work following sickness absence, a return to work interview will be conducted; in most cases this will be brief and informal. In cases of longer term or frequent absence, the trust may refer a member of staff to the occupational health service.

If you do not adhere to these instructions for certifying and notifying of absence, you may lose your entitlement to sick pay.

Leave of Absence

Full details of the entitlement to take leave of absence for specific circumstances, e.g. bereavements, funerals and to take time for emergencies are in The Trust’s “**Leave of Absence Policy**” - a copy is available on the staff board (T drive) and in the staffroom. Leave of absence forms can be obtained from the office and completed applications should be submitted to headteacher for consideration.

All holidays must be arranged and taken during school closure periods. Every member of staff is required to work in term time and holidays during term time will not be approved.

Any other requests for leave of absence, other than arrangements locally agreed (as per the Leave of Absence Policy) are at the discretion of the Headteacher. Requests for any exceptional leave should be made with sufficient notice for the headteacher’s consideration (this would be normally at least 4 weeks). No travel arrangements should be made before request have been authorised (booking of flights, tickets, etc.). This authorisation is discretionary, is likely to be unpaid and is carefully monitored.

Medical Appointments

Routine doctors and dentist appointments must be made outside your working hours, **unless there is an emergency.** For appointments such as hospital appointments staff must provide a **copy of the appointment letter or card with a leave of absence form** requesting the time out of school.

Statutory Leave

The trust has a number of policies detailing statutory leave entitlements, e.g. parental, maternity, paternity, adoption, parental bereavement leave etc. If you find yourself requiring leave under these policies, please read the necessary policy for full details of your rights and responsibilities to apply for leave and claim any statutory payments you may be entitled to.

4. Communication

The electronic diary

The electronic diary (available through emails) is essential to school’s daily organisation and effective running. All staff must read the diary every day as they start work as it is updated frequently. All staff are expected to know what is happening in school every day and to appreciate the implications of the various events, appointments etc. before they use working spaces (e.g. hall) or book trips/visitors etc.

If you are expecting visitors, or going out of school for any reason, please inform staff in the reception office so they can update the diary if necessary, are aware of who to expect and can direct visitors or phone calls appropriately. If possible, please include the telephone number of any visitor in case you are away and cancellation is required.

Staff Briefings

Staff briefings for teachers will be held at 08:20 every Monday and Friday. The briefing is to provide regular verbal communication with staff. The briefings are run by SLT and are a quick meeting to review what is going on in school during the week and to communicate any issues that staff need to be aware of. **Those attending the briefings are expected to disseminate information to support staff as necessary, as well as notes being shared on the WhatsApp groups by assistant headteachers.**

WhatsApp

Year groups will generally use a "WhatsApp" group chat to send any urgent messages. You may be asked to join a group to help you keep up to date with information. WhatsApp groups must only be used for urgent messages out of school hours to facilitate a positive work-life balance.

Email

All staff are set up with a school email account. Email is the quickest and easiest way to send everyone messages and to disseminate important information. Email is also used to send notifications from the Health and Safety System (iAMS) and to access your payroll records and pay slips. Important information on health and safety matters and updates to policies will be conveyed through your email to direct you to the relevant IT system; therefore, **you must use and check your school email account daily.** Computers are available in school for you to log into your school email account.

Communication by text

Text messaging is used to communicate urgent messages with staff and parents. Please ensure you keep your mobile number up to date on school records (notify the office or Lucy Mead of changes to mobile number). If you have a message that needs to be sent out to parents please email the message you wish to be texted to Farhat Hussain (Office Manager) and she will arrange for a text to be sent.

Right to disconnect – expected communication standards outside working hours

Where possible, e-mails/WhatsApp/texts should only be checked or sent during normal working hours. Due to differing or non-standard patterns of work in the Trust, some employees may send communications at times which are inopportune for other employees, e.g. late evening or weekends. The sender should give due consideration to the timing of their communication and potential for disturbance, and the recipient should understand that they will not be expected to respond until their working time recommences.

Management do not expect employees to respond to social communications from colleagues outside of their working hours and it is entirely down to them if they choose to do so.

If a manager sends communications outside agreed working hours, unless business and operational needs dictate that an immediate response is required, a statement will be attached to out of hours' emails tempering the expectation of an immediate response.

Managers will speak to any team members if they notice that other staff are sending emails/messages at odd hours; this may be a sign that they are finding it difficult to manage their workload or 'switch-off' and appropriate support will be given.

5. Data Protection/GDPR

All staff are responsible for processing data on some level in school. Utmost care must be taken in the use of confidential material, photos / images of pupils and personal data. All hard copy files, data, and sensitive information should be stored away when not in use in the lockable cabinets provided.

When processing electronic data and using computers, staff must ensure that confidential material cannot be read by an unauthorised person, to ensure this you must:

- Save confidential data on the school's hard drives (do not save to individual / personal computers)
- Delete files that are no longer of use
- Do not tell others your passwords or allow other users to use a system you have logged into
- Take all reasonable precautions to ensure that the encrypted memory sticks are not lost
- You have logged off all systems/computers at the end of use to prevent unauthorised access
- Do not upload photos / images of pupils on social media unless correct permissions have been sought and **never** upload to personal accounts.

Further details of the General Data Protections Regulations 2018 and guidance on practices to follow are explained in the "**Data Protection Policy**" on the staff notice board T drive and in the HR policies folder in the staffroom.

6. Staff Wellbeing

The Trust understands the positive impact that healthy and engaged employees make to the success of the whole school community. As such, the Trust pledges to provide initial and ongoing support and help for employees going through mental health problems. We wish to create an open and honest workplace where line managers and employees can discuss mental health problems, and to ensure the necessary support is known and offered to employees when needed. Line managers have undertaken accredited training to help them identify and appropriately support staff with any issues they may experience.

The Trust undertakes to create a safe workplace where risks to mental health and wellbeing are limited, as far as possible and the trust understands the role it has in ensuring that health and safety legislation is adhered to. Additionally, the Trust understands the protection employees with a disability have against discrimination under the Equality Act 2010, including the obligation for employers to make reasonable adjustments for disabled employees.

When a line manager identifies that an employee may be suffering from a mental health problem, early intervention and support will be implemented. The line manager will speak with the employee, in a series of meetings if required, and encourage the employee to speak openly and honestly about their situation. The meetings will be used to ascertain how the

employee may be supported by the trust and whether any adjustments need to be made. Adjustments may be made on a temporary basis. Meetings will be held in complete confidence, save for where information needs to be shared with HR or other managers regarding any adjustments made. The employee will be consulted regarding the detail of the information shared.

Employees are encouraged to use the confidential telephone counselling service provided via our Employee Assistance Programme (EAP), provided by Smart Clinic for the opportunity to talk to a trained expert on any issues that are concerning them. **The EAP phone number is 0845 862 2113.** Alternatively, you can access a range of services at client.smartclinic.com

Additionally, there are fully trained and accredited mental health first aiders in school. They can be identified by looking at the staff notice board in the staffroom where you will find their names and pictures. Mental health first aiders will keep information you give them confidential unless there is risk to you or others; further information about the role and remit of the mental health first aiders can be found in the **Mental Health First Aider Policy**, a copy is available on the staff board (T drive).

To ensure all employees are able to look after their wellbeing, the trust has a number of policies to assist employees who may need to adjust their working arrangements to balance the needs of their personal and work life. Employees should read and refer to the policies such as the staff wellbeing policy, flexible working policy and leave of absence policy etc. to help them manage issues before they affect their wellbeing. All policies are available on the staff board (T drive).

7. **Safeguarding**

The Family of Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment.

The majority of roles within The Trust that require regular contact with pupils are exempted from the Rehabilitation of Offenders Act and therefore staff will require a DBS check (formerly CRB) from the Disclosure and Barring Service. Every member of staff and volunteer will undergo a DBS check before their appointment is confirmed and they may be subject to further DBS checks at the discretion of management.

The Trust will ensure thorough pre-employment checks and selection techniques are used to confirm that people working in any capacity in The Trust share our commitment to safeguarding children and pose no threat to our pupils.

At the Family of Learning Trust, our first concern must always be for the children's welfare. We are **all** responsible for ensuring that children within our care are safeguarded at all times. This involves ensuring the environment we create in school is safe, that we are alert to the needs of the children at all times and that we act appropriately. **"The Code of Conduct and Practice"** details practices and behaviours that are expected from professionals working with children to protect all interested parties. **This policy must be read and followed at all times by all staff and volunteers.**

We equally have a significant role to play in ensuring the pupils are protected outside school and there may be occasions when we have to consult other agencies, particularly in relation to child protection concerns.

The Trust has high standards of expected behaviour and responsibility when managing safeguarding concerns and this forms a fundamental part of our approach to providing excellent pastoral care over and above the academic support afforded to our pupils.

We have robust systems in place to:

- prevent unsuitable people working with pupils
- identify pupils who are at higher risk of suffering significant harm and take appropriate action with the aim of making sure they are safe
- promote safe practice and challenge poor and/or unsafe practice (including use of mobile phones, cameras, social media etc)
- ensure that staff do not, through their actions, place pupils at risk of harm, or place them at risk from an allegation of harm.

The procedures we have to follow are statutory and the “**Schools Safeguarding Policy and Child Protection Procedures**” document must be read thoroughly and all staff **must** familiarise themselves with the procedures if a child discloses information to you that you need to pass on.

You will receive training upon appointment and regular refresher training to help you understand your responsibilities and the policies in place. You will find all safeguarding policies and procedures on the staff notice board (T drive), together with the necessary forms to report concerns.

Beech Hill

Shameem Hussain is the Designated Officer for child protection.

Sam Bowling, Sara Cockroft, Becky Creighton and Lewis Hoyle are the Deputy Designated Officers.

Dean Field

Fiona Pether is the Designated Officer for child protection.

Laura Brambani and Loraine Stansfield are the Deputy Designated Officers.

Keeping children safe is of the highest priority at The Family of Learning Trust. All staff will receive regular training and updates. All members of staff must act within The Trust's Safeguarding Policies and Procedures and **must** follow the guidelines given in the event of a safeguarding concern.

Additional and supplementary guidance is contained within 'What to do if you're worried a child is being abused'. This summary booklet is held by all class teachers and is available in the staffroom.

The Safeguarding notice board in the staffroom **must** be checked regularly for updates and further information.

Below is a flowchart to follow in the first instance if you have any concerns about a child.

Safeguarding Flowchart for reporting concerns

**You have concerns about a child's welfare
at The Family of Learning Trust**

**Serious concern for child's welfare
(eg child at risk of harm)**

**Minor Concern (e.g. child
not had breakfast,
unwashed clothes)**

**Discuss your concerns with DSL/DDSL
and/or write down your concerns using
the form in Appendix 1:**

Date and time that you obtained the
information

Outline the nature of your concerns

Keep to the facts and evidence - do not
give your opinion.

Pass your written concerns onto
DSL/DDSL (Designated Safeguarding
Lead/Deputy Designated Safeguarding
Lead)

Complete a Learning
Mentor Referral form in
Appendix 2 and pass onto
the Lead Learning Mentor
Mandi Hunter

**Concerns discussed by Designated
Safeguarding Team: Shameem Hussain,
Sara Cockroft, Samantha Bowling, Becky
Creighton & Lewis Hoyle**

**Decision on how to proceed taken by
DSL (Designated Safeguarding Lead -
Child Protection) - Shameem Hussain.**

**Concerns discussed by the
Vulnerable Children Team
Samantha Bowling (DDSL),
Mandi Hunter, Stacey
Moxon (school counsellor),
Marie Lee, Afzal Hussain
(Learning Mentors)**

**Refer to Children's Social Care
following procedure outlined in
school's Safeguarding policy**

**Onward referral to the
appropriate agency**

**Monitor and support in
school**

Behaviour Management

It is vital all staff acquaint themselves with the trust “**Positive Behaviour Management Policy**”. All pupils have a right to be treated with respect and dignity. Corporal punishment is unlawful in all schools. Staff may legitimately intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others.

Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence. In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported. A number of staff have received ‘Team Teach’ training. This provides staff with techniques for the safe handling of children and only these staff will handle children when restraint is required.

8. Financial Information

Petty Cash

If you purchase anything where you require payment from petty cash, please ensure you get permission from the budget holder, Greg Armitage, Darren Senior or the Headteacher in the first instance.

The petty cash voucher will need to be signed by a member of the finance team to approve the release of funds before buying the item(s). The maximum value of £50 will be released. The finance team hold petty cash funds and will give you any monies required; it is **essential** you bring the receipt for the item(s) with any change back to finance team.

Purchase Orders

Before you place an order either over the internet, by phone or verbally, it is essential you complete an “internal purchasing order form” and wait for the PO (purchase order) number to complete the ordering process. You must complete a form every time you order something; the form needs to be countersigned by the budget holder with the appropriate budget cost code assigned. Only the budget holder can give permission to spend from their allocated budget and they must approve any spending on their budget. The fully completed form must be given to Jane Varley (Finance Assistant) to create an order on the finance system and to enable her to process the order through to payment.

Money collected from pupils

Any monies collected from pupils (that is not payable through the parent pay system) should be clearly recorded (pupil name, amount and what the money is for) and handed into the school office as soon as possible after collection.

Mileage Claims

Staff who use their own cars for authorised school use must use the appropriate Mileage Claim form to claim back their expenditure; these are available from the office. This form is authorised by your line manager and then given to the payroll to be paid on the 26th of the month. All mileage claims are paid through salary.

Overtime and Casual Hours Claims

On occasion, you may be asked either to work additional hours in your own role or to cover in another role on a casual basis.

In some circumstances a claim form for the additional hours must be completed detailing the dates and times worked and the reason for additional hours (i.e. what work you were undertaking). **The completed form must be signed by you and countersigned by your line manager to authorise your claim.** Claims must be submitted by calendar month (first to the last day of the month) and must be handed in by the **3rd following the month to be paid on the 26th of the month.** Claim forms are available from the school office and in the staff room.

Wastage

We maintain a strategy of "minimum waste" which is essential to the cost-effective and efficient running of the schools within our Trust.

You are able to promote this strategy by taking extra care during your normal duties by avoiding unnecessary or extravagant use of resources, services, time, energy, etc. The following points are illustrations of this:

- a) handle machines, IT equipment and other types of equipment with care;
- b) turn off any unnecessary lighting and heating.
- c) Undertake other tasks or ask for other work if the job you are working on has come to an end.

The following provision is an expressed written term of your contract of employment:

- a) any damage to vehicles, stock or property belonging to the trust or to that of customers/clients, other employees or the general public that is the result of your carelessness, negligence or deliberate vandalism will render you liable to pay the full or part of the cost of repair or replacement; and
- b) any loss to us that is the result of your failure to observe rules, procedures or instruction, or is as a result of your negligent behaviour or unsatisfactory standards of work will render you liable to reimburse to us the full or part of the cost of the loss.,

In the event of failure to pay, we have the contractual right to deduct such costs from your pay.

9. Health and Safety

Health and Safety is the responsibility of everyone in school. All perceived hazards with the buildings, site or equipment in school should be reported to the site management team or a member of the senior management team immediately.

The trust uses a health and safety management system called iAMs to communicate important information such as risk assessments and bulletins with updates on H & S situations in school. Everyone has been set up with an iAMs account and you will be regularly asked to read and sign documents through the system, please ensure you check your emails to keep up-to-date with this important information.

Every employee has a duty under law to take care of their own and others' health and safety at work. You are expected to:

- Take reasonable care for the health and safety of yourself, your colleagues, the children in your care and others who may be affected by your acts or omissions
- Cooperate with management, or other responsible persons to allow legal obligations on health and safety to be met
- Use work equipment provided correctly and in accordance with instructions and training
- Keep yourself up to date with current safety procedures
- Inform your line manager of any work situations that represent a serious and immediate danger to health and safety.

There are a number of policies that will inform you of The Trust's procedures in regard to health and safety issues; you must familiarise yourself with the policies listed below. They are available electronically on the staff board (T drive) and in hard copy on the Health and Safety notice board in the staff room.

- Health and Safety Policy and Procedures Emergency Plan and Closure Information
- Stress Policy
- Medical/First Aid Policy
- Fire evacuation procedures

Any members of staff not adhering to the safe systems of work in place will potentially face disciplinary action and reckless breaches of health and safety will be considered to be gross misconduct.

Fire Alarm Procedures

Ensure you are familiar with the fire procedure and exits as stated in the fire evacuation posters displayed in every room and corridor. The fire drill and emergency evacuation procedures are displayed in every classroom and on all corridors as well as contained in a policy on the Health and Safety notice board in the staff room.

First Aid

First aid kits are available from the staff room. It is the responsibility of all staff to ensure the contents of first aid kits in their classrooms are adequately equipped and that items are in date. If additional provisions are required, notify the Primary First Aider, Emma Connolly. The contents of first aid kits will be routinely monitored by the primary first aider and replaced as necessary.

Disposable gloves must be used each time a child is seen for first aid.

A record of injuries to pupils, staff and visitors must be recorded in the 'accident book'. The accident record book is kept in the school office.

Parent/carers should be informed, as soon as is reasonably possible, of any injury to their child and the action taken by any first aider. Any accidents involving head injuries or more serious cuts, grazes, bruises, sprains etc. to children or adults must be recorded in the accident book. Parents should be notified by letter and a telephone call of any such accidents to children, including those with a head bump, on the same day of the accident. A list of trained first aiders is on the health and safety board in the staff room and at various points around school.

School Trips

If you wish to take pupils out of school, the following procedures must be followed:

- Permission must be sought from Headteacher/Leadership Team giving as much information as possible.
- A risk assessment must be carried out and recorded using the appropriate form. The electronic version of the form must then be uploaded on to the Evolve system.
- A letter requesting permission and giving as much information as possible must be sent out to parents/carers in good time (liaise with school office).
- Permission must be given by an appropriate adult. Please note this may necessitate contacting appropriate bodies for children looked after so ample time should be scheduled when planning a trip as this may take a few days to accomplish.
- Consider the implications of your trip on the day to day running of the school and inform/arrange alternative provisions/timetables as necessary. e.g. is early lunch required, packed lunches, extra staff cover needed, cost, the appropriateness of the trip in relation to the skills and abilities of the pupils etc.
- If the visit is to include an overnight stay, seek further advice from the senior leadership team as additional procedures need to be followed.

Further guidance on planning school trips is available in the “**School Visits Policy**” on the staff board (T drive) in the folder Health and Safety policies.

10. Miscellaneous Information

School meals for staff

If you wish to order a school dinner, please try to do so before 10:00am by contacting Yasmeen in the school office. All staff meals must be paid for the same day before lunchtime. **The current price is £2.95 per day.** Staff who have their lunch in the hall can have it at a discounted price of £1.00. **However, you must sit with and help supervise pupils for at least 15 minutes and encourage the children to develop good eating habits.**

Tea or coffee are available free of charge from the staffroom. For health and safety reasons, **hot drinks should not be consumed and carried around the building where children are present; this can only be done where drinking vessels have a lid to contain the hot liquid.** You must clean up after yourself as it is very important that high standards of hygiene in communal areas is upheld and this is **everyone’s responsibility.**

Your property

Any personal property such as jewellery, cash, credit cards, expensive clothes, cars, or bicycles etc. left on school premises is done so entirely at your own risk. You are strongly advised not to leave any valuables unattended; the Trust does not accept liability for loss or damage to any personal property whatsoever.

Letters and references

All letters and references provided in the capacity of a school employee must be submitted for approval to the Headteacher before sending and should be submitted on trust/school headed paper. **References should only be written for staff members if the referee is asked to act as a referee prior to any job application being made and the Headteacher must give approval.**

Voluntary Staff

The Trust welcomes the involvement of parents and others who wish to work in a voluntary capacity to help pupils. In order to comply with safeguarding protocols, it is necessary for all voluntary staff who work in school to be subjected to the DBS check and other checking procedures **before** access to children is permitted. All voluntary staff must adhere to the guidelines (where applicable) contained within this handbook.

Visitors to Schools in the Trust

Please inform office staff in a timely manner of any visitors you expect to receive. The following points should always be observed when arranging visits to the trust/school or dealing with visitors:

- All visitors (including supply staff and delivery drivers) must report to the main office.
- All visitors must sign in on the inventory electronic system on entering and leaving the building. This allows a record of who is on the premises at all times to be kept (in the case of fire etc.) Delivery drivers would only be expected to 'sign in' if they were to be given access to the building to install equipment etc.
- All visitors who come into school will need to have their role risk assessed to evaluate the level of contact with pupils to ensure any necessary safeguarding checks are carried out. Please seek further clarification of safeguarding checks required from Jo Lawless (HR Director) if you are expecting a regular visitor or visitors with unsupervised access to children.
- All visitors will be expected to wear a 'Visitors' badge giving their name, photograph and information regarding whom they are visiting.
- Visitors will be expected to wait in the reception area while the appropriate member of staff is contacted by the office.

In the interest of safeguarding, all staff should be alert to the adults in school and challenge any visitors in school who are not wearing a badge and appear to be unaccompanied.

The School Day – Beech Hill School

	<u>Start</u>	<u>Finish</u>
Reception and Year 1:	8:35am	3:15pm
Years 2 to 6:	8:35am	3:15pm

On Fridays, school will finish at 1.10pm. There will be afterschool clubs run by support staff for children who are staying in school until 3:15.

Playground Duty

Staffing supervision is worked out on a ratio of 1:40 in the playground. Staff on playground duty should note their general area of supervision as shown in the plan on the notice board in the staffroom. Any changes to rotas due to staffing issues should be notified to the appropriate member of SLT to ensure all areas are adequately supervised.

Detailed plans for areas of the playground to use have been communicated to all staff. Please make sure you are familiar with these and that any concerns or issues are raised with SLT in an appropriate and timely manner.

11. School Term Dates 2023/2024

2023 Autumn Term	Re-open	Monday 4 th September	70 school days
Half Term	Close	Friday 27 th October	
	Re-open	Monday 6 th November	
Christmas Holiday	Close	Friday 22 nd December	
2024 Spring Term	Re-open	Monday 8 th January	54 school days
Half Term	Close	Friday 9 th February	
	Re-open	Monday 19 th February	
Easter Holiday	Close	Thursday 28 th March	
2024 Summer Term	Re-open	Wednesday 10 th April	66 school days
May day	Closed	Monday 6th May	
Half Term	Close	Friday 24 th May	
Mid-Summer	Re-open	Monday 10 th June	
	Close	Friday 19 th July	
Training Days 3rd – 7th June 2024 1x Eid closure day TBC			Total 190 days

12. Key Policies

All staff should also familiarise themselves with the policies referenced throughout the document; the policies are available on the staff board (T drive) in the folder 'Policies'.

Key policies that all staff should read are:

- Code of Conduct
- Code of Safer Working Practice
- Positive Behaviour Management Policy
- Child Protection (procedures) and Safeguarding Policy
- Health and Safety Policy
- Evacuation procedures
- Staff Mobile (smartphone) Use Policy
- Social Media Policy
- Data Protection Policy
- Staff Wellbeing Policy
- Mental Health First Aider Policy

Please keep this document safe so that you can refer to it.

You will be required to sign and hand in this back page to confirm your attendance at the annual safeguarding training. Please also sign to confirm that you have read the Staff Handbook and Part One of the Keeping Children Safe in Education.

Staff Agreement

By signing this staff handbook (either in writing or electronically on iAMS), I certify that I have read and understood the contents, and understand that failure to comply with agreed procedures outlined within this document and the referenced policies could constitute a disciplinary offence.

Signed:

Date:

Print Name

September 2023 - Annual Safeguarding Training

I have attended Safeguarding training during September 2023 and I can confirm that I have read the following:

- **Part One of Keeping Children Safe in Education 2023**
- **The Family of Learning Trust Child Protection Procedures 2023/24**
- **The Family of Learning Trust Safeguarding policy 2023/24**

Signed:

Date:

Print Name