



BEECHWOOD
Primary School

STAFF INDUCTION HANDBOOK

AND

CODE OF CONDUCT

September 2023

Autumn Term

Approved by: **Leadership & Management Committee**

Date:

Last reviewed on: **September 2023**

Next review due by: **September 2024**

STAFF INDUCTION HANDBOOK AND CODE OF CONDUCT

1. RATIONALE

Staff and Governors at Beechwood Primary School and Nursery aim to provide a safe and supportive environment that ensures the wellbeing and best outcomes for all pupils and supports our aims and values.

This Staff Induction Handbook and Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe. It is not exhaustive in defining acceptable and unacceptable standards of conduct and, in circumstances where guidance does not exist, individuals are expected to use their professional judgement and act in the best interests of the school and its pupils.

Staff should be aware that a failure to comply with this Code of Conduct could result in disciplinary action including dismissal.

2. OVERVIEW

The Staff Induction Handbook and Code of Conduct has been formulated in order to maintain this balance by:

- clarifying the professional responsibility of all staff, teaching and non-teaching;
- giving clear advice about what constitutes illegal behaviour and what might be considered as misconduct; and
- establishing expectations of standards that all staff must maintain when representing the school in any circumstance.

The school recognises that it has a duty of care towards its employees to provide a safe working environment for staff. It is intended that this guidance will help ensure that staff maintain the safest possible working practice and thereby safeguard all pupils in their care as well as safeguard themselves against accusations of improper or unprofessional conduct.

Specifically, staff should be aware that:

- allegations of unprofessional conduct or improper contact can arise at any time;
- professionalism and vigilance are required in order to ensure the safety of children in our care and to reduce the risk of an allegation of impropriety against a member of staff;
- forming inappropriate relationships with children or young people who are pupils at another school may also be regarded as gross misconduct.

3. SCOPE

This Staff Handbook and Code of Conduct applies to all those working in schools whatever their position, roles or responsibilities and includes:

- all members of staff (teaching and support staff);
- students on placement or undertaking work experience;
- governors;
- volunteers;
- and supply staff, either from agencies or engaged directly by the school.

References to 'staff' throughout the Code of Conduct refer to all of the above groups.

4. EXPECTATIONS

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and each employee has an individual responsibility to maintain their reputation and the reputation of the school whether inside or outside working hours.

Staff must have regard for the ethos and values of the school as well as its policies and procedures and act in accordance with these at all times.

Staff should have a positive attitude, manner and appearance and work both efficiently and safely within the requirements of their contract.

Staff are expected to treat each other, pupils, parents and the wider school community with dignity, respect at all times **and uphold the 7 school values**.

Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of the children and young people at the school are accorded the highest priority.

Teachers are expected to uphold their wider responsibilities as set out in the Teachers' Standards 2012, including an understanding of and acting within the statutory frameworks which set out their professional duties and responsibilities.

5. GENERAL INFORMATION

Context of the School

Beechwood is a school of approximately **470 pupils** with two classes in each year group. There are **24 teachers and 38 teaching assistants**; and there are often students in school. There is a school business manager and **2 members** of staff in charge of administration tasks. In addition to this, there is a site maintenance officer, a caretaker, **3 midday assistants**, a school counsellor and several kitchen staff and cleaners.

Management of the School

The Senior Leadership Team currently consists of the Headteacher, three Assistant Headteachers and the School Business Manager.

The Middle Leaders Team consists of phase leads.

See Leadership and Management Structure chart for further details.

Emergency Procedures - Fire Alarm

In the case of emergencies the fire alarm will sound throughout the main school. Instructions on actions required are displayed in each room and in the electronic class handbook. Teachers need to know the procedures for each room that they work in.

Nursery - Children will be brought to the assembly point by all nursery staff following the alarm. They will bring their register with them.

FS2, KS1 and KS2 - Children line up in the area where they are learning and are led out by the teacher. If there is an additional member of staff they should walk at the rear of the line. Children are led to their designated place which is on the field by the rear hedge.

The children are to remain silent at all times. The head, or another member of the SLT, will take control of the situation. A member of class staff will bring the daily register from the classroom door.

A head count and the register will be taken immediately. If there is obvious danger in the building or a bomb alert, then the children will be evacuated from the grounds directly via the rear gate with the headteacher, or, in her absence, another member of the SLT, taking the appropriate decision. A fire drill will take place at least once a term. The 'Place of Safety' is Pickmere.

Classroom Environment

There is a minimum, non-negotiable standard for the presentation of classrooms.

See the **Environment Non-negotiables** in the electronic class handbook and **Display Policy** for further details.

Behaviour Management

The school's rules, rewards and sanctions are displayed in the classroom and around the school; they are referred to regularly.

See the **Expectations and Discipline Policy** for further details.

Continuing Professional Development

All training must be linked to the School Development Plan or performance management targets and should be fed back to the whole staff where appropriate. A CPD impact feedback form must be completed when the course is finished and can be accessed via BlueSky.

There will be five INSET days across the school year for staff CPD.

Starting the Day and Registration

The **infant gate** will be open at 7.40am to allow entrance to the Breakfast Club at 7.45am.

The junior and **nursery gates** will be opened at 8.30am. The Bagel Bar will offer free bagels to pupils between 8.30am and 8.40am.

A bell sounds at 8.40am to indicate that the classroom doors are open. A second bell at 8.50am indicates that the gates are being locked. Classroom doors should be locked at 8.55am.

All children are encouraged into class prior to the **official start time of 8.45am** to participate in early morning activities.

Nursery children go straight into nursery for either an 8.45am start or a 12.30pm start and access 3 hours of learning in each am or pm session.

Attendance registers are completed digitally in the morning and afternoon.

Any child arriving at school later than 8.50am should give Mrs Harper a reason for being late at the pedestrian entrance. They should then inform the school office of their lunch preference.

The register is a legal document and needs to be carefully completed by a member of staff; not students, visitors or voluntary helpers.

Duties and Playtimes

All teaching staff need to ensure that they are aware of the breaktime rota and stick to the

days and timings.

If absent, please arrange for a duty-swap with a colleague.

The Assistant Headteachers have overall responsibility for ensuring that each playground is adequately staffed. Children should never be left unsupervised in a classroom or on a playground at any time or for any reason.

Staff on playground duty should be constantly moving around the area their year group are playing on with a focus on play equipment and secluded areas of the site.

A high vis vest **must** be worn when on duty.

When the whistle is blown, children should stand quietly on the spot and on the second whistle walk quietly into class. Teachers must be at the classroom doors before the whistle is blown in order to ensure an orderly entry into school.

Five minutes before the end of lunchtime, the lunch duty staff will blow the whistle. This acts as a signal to all the children that they have five minutes until the end of play. At this point any equipment should be tidied away. Children should also take this opportunity to visit the toilet or have a drink from their water bottles. Staff on duty, including midday assistants, have responsibility for tidying away the play equipment used once the children have returned to their classrooms.

Out of Bounds Areas

For safety reasons, the following areas are out of bounds:

- car park;
- all grassed areas when it is wet;
- the wooded area at the top of the grassy bank;
- unsupervised areas inside the buildings;
- Forest School area;
- the public side of the grassy bank.

Illness of a Child during the Day

If a child is ill and too unwell to be in school during the course of the day, the class teacher should take the child to a senior leader. The senior leader will make a decision on the way forward. If the child is to be sent home, the office staff will telephone the parents.

Accidents at Breaktime and First Aid

Accidents and incidents which require first aid will be treated by a member of the year group team who holds a current first aid certificate.

Accidents and incidents which require first aid which occur during lesson time will be treated by designated first aiders in classrooms.

In the event of a more serious injury, the first aiders will take the appropriate measures and notify the headteacher or assistant headteachers.

All first aid incidents should be logged on Medical Tracker immediately. Parents should be notified of **all** head/neck injuries and other injuries that cause concern. If in doubt - ring the

parents.

Morning Snacks

All children from Reception to Year Six may bring their own mid-morning healthy snack; no crisps, fizzy drinks or sweets. Alternatively, they can buy morning snack from the kitchen at a cost of 50p per day, paid via the School Gateway app in sums of £2.50. All children will have snack brought to the classrooms.

Wet Play

Phase Leaders will make the final decision on whether it is wet play or not and a message will be relayed. If it is wet play then an adult must stay with the children in the classroom.

Playtime Detention

Children required to stay in at playtime do not bring their snack with them, they will be provided with milk and fruit. Their names will be recorded on CPOMS by the member of staff supervising the session.

Wet Lunchtimes

The children should make their way to their classrooms where appropriate activities will be provided. The areas will be staffed by the midday assistants and teaching assistants on lunch duty.

Lunchtime Supervision

Supervision is by midday staff, teaching assistants and senior staff. Rachel Geary has overall responsibility for lunchtimes and there is one midday supervisor: Louise Louth. A member of SLT is always available for support and advice and will cover any absence by teaching assistants who cover lunch duty or midday assistants. Those on duty are responsible for the welfare and safety of children.

Lunch Organisation

Hygiene routines should be promoted by staff, All children should wash their hands, where possible, or use hand sanitiser, before having lunch.

Whilst the hall extension is being completed, all children who bring packed lunches from home or school lunches should eat in the classrooms. Once the hall extension is complete, these arrangements will be reviewed.

Staff who are on duty are to encourage children to sit relatively quietly while eating their lunch and promote healthy choices and good table manners.

Behaviour at Lunchtime

All staff must follow the school's Expectations and Discipline Policy when dealing with incidents on the playground. Any serious issues are to be reported to the member of SLT on duty that day who will liaise with the class teacher.

Children are expected to move carefully and talk quietly in the hall and classroom. If spillage occurs, pupils are assisted by the lunchtime staff to clear these. Pupils are encouraged to display good manners. In unfortunate cases of persistent poor behaviour, staff will report the incidents to the class teacher or senior leader at the end of lunch (as

appropriate). The incident is then expected to be followed up by the class teacher.

Children must not leave the school grounds at lunchtime unless they have been collected and signed out by an appropriate adult.

It is important that children are not allowed inside at lunchtime except for the following reasons:

- the child needs to use the toilet;
- the child is unwell.

No unauthorised person is allowed on the playground. It is the responsibility of staff to approach any strangers in the playground and to ask them to report to the school office.

Children Leaving School Grounds without Permission

If children leave the school premises without permission, do not follow them in the first instance, watch to see where they are heading. The child must not be 'chased'. The headteacher or assistant headteachers should be informed immediately and they will decide whether the child should be followed by an adult or that the police should be called. In all instances, another adult must begin to make continuous attempts to contact parents.

Assemblies and Collective Worship

Assemblies are very much part of school life and provide an opportunity to enhance the community life and atmosphere of the school. If any parent requests that their child be withdrawn, this should be dealt with by the headteacher.

Teachers should escort their classes into assembly in silence. Once the hall extension is complete, there will be an assembly each morning. There is a rota which shows the focus of the assembly.

Please ensure that the children arrive in the hall promptly. At the end of the assembly the children are expected to leave silently and in an orderly manner.

Early Years children will attend assemblies as and when the EYFS Lead and staff deem this to be appropriate.

End of the School Day

EYFS and KS1 classes hand children over to their parents personally from the classroom door at 3.20pm and Nursery children at 11.45pm or 3.30pm.

Staff will ensure that the children are collected by a known or designated person (who has been made known to them). If staff do not know the person collecting the child, it is necessary to go to the main office and check the validity of the person. All parents are asked to give a confidential password to the class teacher and only share this with people who collect their child. This procedure is updated each September.

Any child not picked up by 3.35pm must be taken to the office; an adult must stay with them until someone arrives. If they still have not been collected by 3.45pm, the child will go into the after school provision 'Treehouse' and the parent will be charged. The parent must sign the 'late-collection' book held in the main office when their child is collected.

KS2 classes should be escorted to the appropriate outside door at 3.20pm so the teacher can meet with any parents and ensure all children have been picked up or walked home independently. KS2 children should also go to the office if nobody has collected them.

The pupils are the teachers' responsibility for up to fifteen minutes at the end of the day and are not to be left alone. If you are running a club, ask the class TA or a non-class based teacher to supervise any uncollected child for you.

The headteacher and/or assistant headteachers will be on the school gate or playground at the start of the day.

Educational Visits/Visitors

Permission must be sought from the Education Visits Co-ordinator (EVC), Selina Royle, before any visits/visitors are arranged. The paperwork for this can be found in the electronic class handbook.

Newsletters/Letters to Parents

Regular information should be shared with parents/carers via Class Dojo. There needs to be at least one post per day including photographs.

Letters to parents must be on letter headed paper, be checked by a member of the SLT and sent to parents via the main office who will retain a copy. **No letter should be sent out without a copy being given to the main office and it being checked by a member of SLT.**

PPA/NQT time

PPA release time is arranged for all teachers by the SLT. It is based on 10% of the whole class teaching time.

PPA can be taken off site as long as all tasks are up-to-date and teaching is judged to be good or better. For teachers who are behind with tasks, or where there are concerns about the quality of teaching, PPA will be expected to take place on-site. This decision will be made by a member of the SLT.

If teachers or teaching assistants who are scheduled to cover PPA time are sick, on leave or training, the teacher(s) may be asked to postpone their PPA time.

Teachers who are taking PPA may be asked to cover another class during that time if there is staff absence. Their PPA time will be rescheduled.

Leave of Absence/Dependency and Unpaid Leave

If you require leave of absence during the school term - this must be requested in writing and addressed to the headteacher. Each application for leave of absence of more than a day may be individually discussed with the Governors' Leadership and Management Committee and the member of staff concerned will be informed of the decision.

*See the **Leave of Absence Policy** for further details.*

Breakfast Club

The Breakfast Club opens at 7.45am each school day and this is available to all pupils in the school. There is a £2 entrance fee each day on the door or £1.50 if paid in advance online via Gateway. There are a variety of breakfast foods and drinks are available for the children as

part of this cost. Breakfast Club is available in the school hall. During the hall extension this will take place in the Year One canopy.

After-school Clubs and Treehouse

A large number of after-school clubs take place; there is good variety across all year groups including sporting activities, creative activity and academic support. A selection of teachers and teaching assistants are expected to run an afterschool club for every week of the school year except the first week in September.

Each day the 'Treehouse' will operate from 3.20pm to 5.00pm. This will be charged at a cost of £5.00 per day if paid in advance before 12.00pm on the day. Ad hoc charges are £10 per session. Two members of staff, Miss Casie Owens and Miss Shannon Vernon, will run the Treehouse.

6. PERSONAL BEHAVIOUR

Equality of Opportunity

Beechwood seeks to promote inclusivity. It values diversity and aims to ensure that the work environment for its employees is supportive, and one where individual respect is shown to all. All members of staff and pupils, regardless of their gender, race, ethnic background, culture, (dis) ability, sexual orientation, age, religion, socio-economic status or any other factor will be supported and encouraged to perform to their potential.

Harassment and Bullying

To secure an environment in which pupils and members of staff are able to flourish and to achieve their full potential, the school is committed to ensuring that everyone is able to work and to participate without fear of harassment, bullying or intimidation. Everyone in the school has a part to play by ensuring that their own behaviour, whether intentional or unintentional, does not constitute harassment. The school will take action against inappropriate behaviour that shows lack of respect for others or which leads people to feel threatened.

Health and Safety

The school places a high priority on providing a safe working and learning environment and will act positively to minimise the incidence of all workplace risks as required by the Health and Safety at Work Act 1974 and other associated legislation. All activities should be carried out with the highest regard for the health and safety of employees, students, visitors and the public.

See the Health and Safety Policy for further detail.

Security

In the interest of security, all employees, visitors and volunteers must wear their school lanyard and identification card at all times whilst in school.

All visitors and adults helping in the school must report to the office and sign in electronically on their arrival; they must wear a visitor's badge and a coloured lanyard. Visitors should return the lanyard when they sign out electronically on leaving the premises.

Visitors wearing red lanyards should not be unaccompanied on the school premises and should be approached by staff if seen without a member of school staff.

Professional Relationships with Staff

Members of staff who are relatives or who have a close personal relationship should not normally have a supervisory relationship with each other.

Employees must inform their line manager if they have a close personal relationship with another employee of the school that could be considered by colleagues, pupils or others, as impacting on the way they conduct themselves at work.

All staff, irrespective of job role, are expected to act in a professional manner and should be polite, helpful and professional towards each other. They should seek to be considerate and courteous at all times, even on occasions when there may be differences of opinion or challenge.

This means:

- Being approachable, friendly and welcoming to other adults in school - both staff members and visitors;
- Speaking politely to one another;
- Being flexible and understanding of unexpected changes within the school day;
- Communicating clearly and honestly;
- Addressing concerns openly and honestly with the person to whom the concern is addressed, whenever possible, without publicly criticising anyone;
- Never publicly undermining a colleague;
- Taking responsibility for personal actions and being prepared to apologise when mistakes have been made;
- Not deliberately discriminating or ostracising certain members of staff;
- Avoiding the establishment of 'cliques' within the staff.

Professional Relationships with Pupils

All pupils have a right to be treated with respect and dignity. When speaking to pupils, staff should always consider how they would expect to be spoken to themselves. Staff must not use any form of degrading treatment to punish or undermine a pupil. The use of sarcasm, demeaning or insensitive comments or shouting aggressively is not acceptable in any situation.

Performance

The school expects individuals to follow all reasonable rules and instructions given by those supervising or managing their activities and/or work areas.

Attendance and Timekeeping

Should a staff member need to be absent or expect to be late for any reason, he/she should ask their phase lead or a member of the Senior Leadership Team in advance when possible. If this is not possible, he/she is asked to contact the most suitable person at the earliest opportunity.

Core working hours for staff are as follows:

- Teachers - 8.15am to 4.15pm;
- Teaching Assistants - 8.30am - 4.15pm (or 4.00pm where a lunch duty is carried out);

- Nursery Teaching Assistants - 8.30am - 4.30pm;
- Admin Staff - See individual rotas
- Site Maintenance Officer - 10.00pm - 6.00pm.
- Caretaker - 7.15am - 12.15pm
- Midday Assistants - See individual rotas.

All staff are expected to be in school, ready to work at the times highlighted above. It is not acceptable to arrive in school at the start time.

Staff are expected to be prepared to teach and have the classroom clearly organised for the daily sessions in good time for the start of the day.

Any member of staff leaving the premises during the working day must sign out/back electronically at the main office.

If a member of staff is unwell and unable to attend school they must contact the appropriate member of staff (detailed in the document "Who do I go to?") as soon as possible; all absence must be reported **before 7.30 am**. This must be a telephone conversation.

A text or voicemail message cannot be accepted. If the absence is reported by text message or voicemail, pay may be docked.

Whilst absent, it is your responsibility to ring school each day (by 3.00pm) to keep us informed of how you are and when you think you will be back.

On your return, you will need to fill in a staff absence form (less than five working days) and your line manager will hold a return-to-work interview to ensure you feel you have enough support on your return.

If you are away for longer than five working days you will require a doctor's certificate for the whole period of the absence. It is the responsibility of the staff member to make contact with their line manager when they return to work.

It is requested that staff make **all medical and dental appointments outside teaching hours**.

If you are unable to attend work due to the sickness of your child, please arrange appropriate childcare provision and inform your line manager. It is at the discretion of the headteacher (with reference to the Cheshire East HR policy) whether you can be granted leave of absence and whether this will be paid or unpaid leave.

Use of Language

Staff must ensure that they use appropriate language at all times.

Staff must:

- avoid words or expressions that have any unnecessary sexual content or innuendo;
- not use language that could be considered racist, sexist or homophobic;
- not use language that promotes extreme political ideas or that promotes any form of radicalisation;
- avoid any words or actions that are over-familiar;
- not swear, blaspheme or use any sort of offensive language in front of pupils;
- understand that the use of sarcasm or derogatory words should be avoided when disciplining pupils;

- understand that unprofessional comments about anyone must be avoided;
- take care if engaging in banter with pupils and/or colleagues, however well intended.

Smoking

The school building and grounds are strictly smoke-free areas as are any surrounding areas where staff can be seen by parents or children during the school day. Staff must observe the school's policy on smoking and the use of E-cigarettes.

*See the **No Smoking Policy** for further detail.*

Misuse of Drugs and Alcohol

Staff must not drink alcohol during the normal school working day or prior to starting work. It is a disciplinary offence to be on school premises and/or carrying out official duties when under the influence of alcohol or non-medically prescribed drugs.

Gambling

Gambling activities must not be conducted on school premises; discretion may be used in relation to raffles for charitable purposes and occasional sweepstakes.

Fraud and Theft

It is a requirement that schools must have a robust system of controls to safeguard themselves against fraudulent or improper use of public money and assets. Offences of fraud can include abuse of position, making a false statement, failure to disclose information, obtaining services dishonestly, deception, theft, misappropriation, embezzlement, forgery, corruption, extortion, false accounting, false representation, concealment of material facts, acts of conspiracy, collusion and aiding and abetting any act of dishonesty.

The school is committed to fighting fraud with high ethical and moral standards, and recognises that any fraud perpetrated against the school is costly, both in financial terms and reputation and is therefore committed to a programme of zero tolerance.

The Governing Board are committed to take action to prevent, detect and deter fraud, corruption and bribery in all its activities.

Prevention is the most desirable factor in dealing with any fraud.

In order to detect potential incidents of fraud or theft, internal audits are conducted.

Internal audit regularly liaises with External Audit and will refer any suspected fraud or irregularity to the Corporate Anti Fraud Team.

All staff have an obligation to report concerns to school management (see Whistleblowing Policy)

Where any matter that might constitute fraud, theft, corruption or bribery comes to the attention of any governor, or SLT member, it will be in the first instance investigated by the headteacher to ascertain the basic facts.

Subject to the findings, the matter must be referred to the School Business Manager (SBM) and appropriate department at the Local Authority. All parties will liaise and a decision will be made as to whether a full internal investigation will be carried out.

Where fraud is proven, this constitutes gross misconduct and cases will be dealt with appropriately, according to school's disciplinary procedures.

Use of School Resources Offsite

There are times when items purchased by the school need to be removed from the school premises. However, this should only be done after consent from the headteacher and after a written document is completed. The necessary documentation can be found in the Manual of Internal Financial Procedures or a copy can be obtained from the headteacher or SBM. Verbal consent and the necessary paperwork **MUST** be completed before the item is removed from the school grounds. **This includes staff Ipad pros.**

Declaration of Additional Work

Staff working at the school at NJC Grade 7 and above need to complete a request for approval for any outside employment. This form must be completed and include details on the nature of employment and the name and type of business. Completed forms will be shared and discussed at the Leadership and Management committee meetings and approval granted or declined.

Conduct Outside Work

The school does not seek to dictate how employees conduct themselves in their personal lives outside work. However, as an employee, a member of staff must not put themselves in a position where duty and private interests conflict and must not make use of their employment to further private interests.

An employee must not act in an unlawful or anti-social way that may jeopardise the school's reputation. Any such conduct could lead to disciplinary action. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

Dress Code and Appearance

An individual's dress and appearance is a matter of personal choice; however, staff should ensure that they dress appropriately for a school environment and for the role they undertake, as well as setting a good example to both pupils and visitors. Any outfit worn should be smart and one that is based on safety, comfort and practicality.

Whilst it is not possible to list every possible clothing option here, it is expected that staff will dress in a way that reflects a professional appearance. The wearing of items such as sports clothing (except when teaching P.E or Forest Schools), football team clothing or items that could be deemed by others as too revealing such as short skirts, low cut tops, shorts etc. should be avoided. **Denim jeans should not be worn for school unless it is a 'dress down' day.**

Midday assistants and site staff are expected to wear a school polo shirt in the appropriate colour.

General expectation of dress/personal presentation:

- Smart appearance.
- Clothing/footwear suitable for fulfilling the individual roles.
- Staff work in close proximity with each other and with the children therefore a high standard of personal hygiene must be maintained at all times.

Staff should have particular regard to the health and safety risks involved with certain lessons i.e. P.E. and the need to dress appropriately and safely when undertaking these activities. All members of staff teaching P.E. will be expected to change into a suitable P.E. kit including a school polo shirt and trainers. All jewellery and lanyards should be removed (with the exception of stud earrings and wedding/engagement rings).

Aspects of appearance that are **unsuitable** include:

- Skirts that are extra short or extra long.
- See through, sheer or skimpy clothing where underwear can be seen.
- Denim/jeans.
- Flip-flop shoes.
- Bare midriff.
- Cleavage showing.
- Some piercings and all offensive or inappropriate tattoos if they are visible to others.

The school is committed to promoting diversity and will therefore respect individual preference in terms of customs, culture, religion and tradition.

Use of Mobile Phones and Cameras

The school recognises the importance of being able to communicate and acknowledges that the mobile phone is a useful tool; however, children are not allowed to have access to their mobile phones during the school day. If brought into school, they should be turned off and kept in a secure place in the classroom or school office and returned to the child at the end of the day.

Photographs will only be taken of children with their parents' /carers' permission (provided in writing via a consent form). Where photographs are taken by staff to give evidence of children's progress and achievements, photographs can only be taken on school cameras and/or ipads. Photographs cannot be used or passed on outside the school unless consent has been obtained from the headteacher.

Neither staff nor children may use their own mobile phones to take photographs or record images of children. The only exception is when uploading a photo from the Class dojo app as the image is not stored on the individual's phone. This should only be used as a last resort when an ipad or camera is not available.

Staff need to be sensitive of their role and ensure that their phones are switched off during curriculum time and that phones are kept in cupboards or drawers at all times. If a phone call does need to be made, staff must use area away from the children e.g. side offices or the staff room. These can only be used at appropriate times. Staff should not be on their phones during school time with the exception of lunchtime when in the staffroom. An important exception to this would be during school visits and journeys when for Health and Safety reasons staff are encouraged to have their phones with them or to carry the school's number at all times so that they are contactable. All staff working in the Foundation Stage and the nursery building should lock their mobile phones securely away in an area away from all children.

Press, Radio Stations and TV

It is often appropriate to invite the local paper or radio station to join/lead an activity or report on an event in school. However, these can only be arranged following a direct conversation between the member of staff and the Headteacher and with confirmation from the Headteacher that the visit is in order and that the safeguarding of children, staff, the school or its reputation would not be compromised.

Hot Drinks

For reasons of safety, please do not carry/consume hot drinks or food in areas accessed by children during the school day. All hot drinks consumed on the playground must be in a sealable drinking container.

Asbestos

All asbestos in the main building has been removed and there is no asbestos in the nursery building. As asbestos audits are unable to access the school chimney, it is assumed that asbestos may be present in this structure.

7. GUIDELINES ON THE PREVENTION ON THE PREVENTION OF ALLEGATIONS OF ABUSE

Safeguarding

Any concerns should be discussed immediately and confidentially with the Designated Safeguarding Lead (Sara Harper) and/or the Deputy Designated Safeguarding Lead (Sam Hart).

It is important that if a child makes a disclosure, the policy is followed and procedures laid down precisely as directed and log any concerns using the electronic CPOMS system.

Parents' help in the school is most valuable; however, no adult should work alone with a child unless they are a member of staff and have a DBS check.

Physical Contact with Pupils

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. Staff should therefore use their professional judgement at all times. Staff should not have unnecessary physical contact with pupils and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by pupils or onlookers.

A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded in writing as soon as possible, the Designated Safeguarding Lead (DSL) informed and, if appropriate, a written record of the incident placed on the pupil's file on CPOMS.

Positive Handling

Any positive handling is only permissible when a child is in imminent danger of inflicting an injury on themselves or on another, and then only as a last resort when all efforts to defuse the situation have failed. Another member of staff should, if possible, be present to act as a

witness. All incidents of the use of positive handling should be recorded in writing and reported immediately to the DSL who will decide what to do next. Positive Handling can only be carried out by trained members of staff. Where a member of staff who is untrained requires assistance, they must send a red card and a trained staff member will attend. Staff are regularly trained and annual refresher training undertaken.

Physical Education and other Activities Requiring Physical Contact

Where exercises or procedures need to be demonstrated, extreme caution should be used if the demonstration involves contact with pupils. It is acknowledged that some staff, for example, those who teach PE and games or performing arts, or who offer music tuition, will, on occasions, have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

One-to-One Situations

Staff working in one-to-one situations with children are more vulnerable to allegations. Teachers and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and pupils are met. **Where possible, no staff member should be alone with a pupil.**

Staff should:

- avoid meetings with pupils in remote or secluded areas of the school;
- ensure there is visual access or an open door;
- inform other staff of the meeting before hand, assessing the need to have them present or close by;
- always report any concerns to a senior colleague.

Intimate Care

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet/soiled clothing). A care plan should be drawn up and agreed with parents for all children who require intimate care on a regular basis.

Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.

*See the **Intimate Care Policy** for further detail.*

Transporting Pupils

It is inadvisable for a lone member of staff to give a lift in a car to a pupil. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult in addition to the driver acting as an escort. If there are exceptional circumstances that make unaccompanied transportation of pupils unavoidable, the journey should be made known to a senior member of staff e.g. transporting pupils to hospital.

Staff Homes

Staff must not allow pupils to stay in their homes overnight unless there is a friendship between a pupil and the child of a member of staff. In these cases, all such arrangements must be made with full parental consent.

Communication with Pupils including the use of Social Media

Staff should not give their personal mobile phone numbers or email addresses to pupils or parents, nor should they communicate with them by text message, social media or personal email. If they need to speak to a pupil or parent by telephone, they should use one of the school's telephones and email using the school 'Teachers to Parents' system or via Class Dojo. Staff should be aware that it is not appropriate to use social media to communicate directly with pupils.

8. FINANCIAL PROBITY

Consultancy Work

The school understands that this type of opportunity can bring benefits to the school as well as to individual members of staff. All staff proposing to undertake consultancy work must secure the approval from the School Business Manager and ensure that the proposed work is not in conflict or detrimental to the school's aims and objectives. Payment will be made directly to the school and the school may deem that staff are paid a proportion of this fee for additional planning and preparation work carried out during personal time.

Financial Regulations

The school's financial regulations create a framework of financial controls within which the staff of the school must operate. These regulations are designed to protect the school and individual members of staff. Failure to comply with these regulations may lead to the loss of assets, significant delays in payments to employees and suppliers, and additional work for colleagues.

Gifts

Employees must not accept gifts or hospitality that could give rise to a suspicion that they have a conflict of interest or have been influenced in a decision. There are occasions when pupils or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

Personal gifts must not be given to pupils. This could be misinterpreted as a gesture either to bribe, or single out the young person. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a pupil should be consistent with school policy, recorded, and not based on favouritism.

Conflicts of Interest

The highest standards of behaviour are also expected in all areas of school life, especially where individuals are in positions to make decisions that may have significant impact on others. In all such cases, it is important that decisions are taken in a fair and balanced way that can

withstand external scrutiny. Conflicts of interest should be identified so that individuals are not involved in decisions where their actions could be seen as biased.

Access to Confidential Information

Staff are expected to have an awareness and high regard for the confidential, sensitive and important nature of their role and to be mindful of this at all times including during formal and informal discussions with parents, other members of staff, children and the wider school community. Particular attention should be paid in public areas of the school such as corridors, the playground and the staff room. Staff should be particularly aware when printing confidential documents via the photocopiers and **staff should use the custom box facility to ensure that documents do not print at different times and are left in a public place.**

Confidential information about pupils, parents/carers and colleagues must not be disclosed to any person not authorised to receive it and should only be shared on a 'need to know' basis.

Confidential information must be stored securely and must not be held off the school site other than on security protected equipment.

Staff members should never give absolute guarantees of confidentiality to pupils or adults wishing to tell them about something serious. They should guarantee only that they will pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken to sort out the problem and that they will not tell anyone who does not have a clear need to know. They will also take whatever steps they can to protect the informing pupil or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made.

*For specific guidance on the disclosure of any child protection related issues, please see the **Safeguarding and Child Protection Policy.***

Use of Equipment for Non-Work Purposes

The school will allow employees reasonable use of school equipment and facilities, provided that authorisation has been obtained from the headteacher or School Business Manager that the use does not interfere or conflict with the work of the school, and that any costs are met by the individual.

Private Telephone Calls

Employees may use school telephone facilities to make occasional private calls for essential or emergency matters. There is an honesty box located in the main office. Private international calls are not permitted.

Use of IT Equipment, Internet and Social Media

Users of the school's IT and internet facilities must behave reasonably towards other users and in public areas, they must behave appropriately. Users who do not behave reasonably and appropriately may be subject to disciplinary action in accordance with relevant procedures.

Employees must keep the use of school internet facilities for personal matters to a minimum and only during lunch breaks or after contracted hours. Ad hoc monitoring is made of staff

internet use and access to inappropriate sites are flagged weekly to the School Business Manager (SBM).

Staff must not use social networking sites to post material which damages the reputation of the school or which causes concern about their suitability to work with children and young people. Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct or disciplinary action.

When using social networking sites staff must take care to protect their privacy and protect themselves from risk of allegations in relation to inappropriate relationships.

Staff must not develop or maintain online relationships with parents or pupils through social networking sites, instant messaging or other media, whether this is through school or personal IT facilities.

Staff must only use their school email account when communicating electronically for work purposes. Staff must not give their personal details such as home/mobile phone number, home e-mail address to parents or pupils. Staff should not use the internet to look at sites that are unrelated to school business. Internet use is monitored by the Local Authority and any incorrect use of this may result in disciplinary action.

Staff should not use personal phones and cameras to photograph pupils.

The school has a separate policy on the acceptable use of the internet, electronic communication and security. Please refer to this document for further information and guidance.

*See the **Communications, Information and Acceptable Use Policy** for further detail.*

8. PROCEDURES

Raising Matters of Concern – Whistleblowing

Employees have a right and a duty to raise concerns that they may have about breaches of the law or propriety by the school. This should normally be through a member of the Senior Leadership Team but, in circumstances where this is not appropriate, they may approach the Chair of Governors in confidence. No individual who expresses their views in good faith and in line with this guidance will be penalised for doing so.

*See the **Whistleblowing Policy** for further detail.*

Complaints

Copies of the school's Complaints Procedure can be sent to any parent on request. Any complaint arising from the implementation of this policy will be considered under the school's Complaints Procedure.

*See the **Complaints Policy** for further detail.*

Breaches of this Code

This code of conduct has been drawn up to provide a source of guidance to the school's employees but cannot cover every eventuality. Its purpose is to alert staff to some of the matters about which queries are received. It does not replace the general requirements of the law, common sense and good conduct.

It is not a contractual document and can be amended at any time by the school. All staff must comply with both the provisions of this code and the school's policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal. The school's primary duty is towards the welfare of pupils and its staff. Individuals are encouraged to take a common sense approach towards their conduct. Any staff member who has a concern or is unsure about an event that has arisen should discuss the matter with a member of the Senior Leadership Team (SLT) as soon as possible.

9. DISCIPLINARY ACTION

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

STAFF INDUCTION HANDBOOK & CODE OF CONDUCT

This handbook was adopted at a meeting of Leadership and Management Governor sub-committee, held on the Governing Board on

Date to be reviewed: **September 2024**

Signed:

Name of signatory :

S. Harper

J. Cargill

Role of signatory:

Headteacher

Chair of Governors