



ESPRIT Staff Handbook

Full Governing Body agree to adopt this policy September 2018 and agree next review date of July 2019



Contents

Shared Values statement	3
Staff Code of Conduct	4
Rationale	4
Expectations for ALL staff	4
Employees must familiarise themselves with :.....	7
• Organisation of the academy day (including playtimes and lunchtimes).....	7
Behaviour guidance	8
Our Golden Rules:	8
Our MAGIC learning behaviours:	8
Rewards.....	9
Sanctions	9
Bullying.....	9
Behaviour Policy Stages	10
FIRE – Action	11
Marking School Registers.....	12
Attendance monitoring.....	12
Late collection of children after school.....	12
Policies/Documentation.....	13
Risk Assessments	13
Attendance Procedure – Staff.....	14
First Aid and Medical Care	15
Flowchart for emergencies	16
Procurement / Resources	17
Payslips.....	17
Glossary.....	18



Shared Values statement

1. We have very high expectations of everyone in our academy communities. We are uncompromising in holding children at the centre of everything we do and it is our ambition to ensure ALL of our children reach their full potential.
2. Everyone matters and everyone is special within our Multi Academy Trust. We welcome both internal and external challenge and feedback because we are committed to using our resources most effectively to achieve the best standards possible.
3. All staff share our commitment to improvement, and we have a commitment to develop all staff through induction, empowerment and supported delegation. Our appraisal systems challenge and support teachers' improvement so that teaching is highly effective.
4. Our academies are safe and secure environments. We are vigilant and prioritise pupils' welfare. Our children are listened to and feel safe. Staff are effective when a pupil may be at risk in any way.
5. We will constantly challenge ourselves, take risks and innovate to ensure our curriculum is broad, balanced, challenging and linked to our children's interests. We have adopted a 'MAGIC' approach to our curriculum.
6. We will encourage our children and staff to be MAGIC learners throughout their lives, being Motivated and Communicating well with others will inspire good Attitudes for learning and empower them to use their Gumption and understand how they (I) learn best.
7. We will inspire children to learn through creative, exciting and challenging learning experiences that will broaden their horizons and inspire them to be whatever they want to be.
8. All staff lead by example. We recognise and value diversity, respecting everyone for who they are. Our staff ensure everyone can take part and everyone has the opportunity to be all they can be. We do not tolerate any prejudice.
9. We believe in Charitable Acts—If you want to feel good, then do good! We will consult with parents and will nominate charities. Fundraising totals will be published to parents/carers.
10. Our Trust is in modern Britain and the promotion of fundamental British values is at the heart of the trust's work to impact positively on children's spiritual, moral, social and cultural development.
11. We protect our pupils from radicalisation and extremism and ensure high quality training develops staff's vigilance, confidence and competency to challenge pupils' and parents'/carers' views and encourage debate.

To sum up our vision;

***'If you can dream it, then you can do it!
Now, go out there and change the world...'***



Staff Code of Conduct

Rationale

Our Trust has a clear purpose and sense of direction that is shared by all members of our Multi Academy Trust who share a vision to provide high standards of teaching and learning to ensure children are at the heart of everything we do and all pupils maximise their potential.

All staff share our commitment to improvement, which is evident in levels of planning, support, positive relationships and excellent working relationships between adults and children. This is built on a further commitment to develop all staff through induction, empowerment and supported delegation.

Our academies are situated in culturally diverse areas and we recognise and value those differences, respecting everyone for who they are. Our staff must ensure everyone can take part and everyone has the opportunity to be all they can be.

Our Staff Code of Conduct is written to ensure that everyone who works within our Trust has clear understanding of our expectations, vision and ethos. By actively following and implementing all of our policies, staff will ensure they act as role models for pupils, parents and other partners with whom they come into contact. Every member of staff and pupil MUST be aware of their personal responsibility in meeting the following expectations within our academies and accept their own accountability if they do not follow expectations.

Expectations for ALL staff

1. All staff will rigorously follow all policies and procedures pertaining to the academy, with particular regard to those linked to safeguarding, health and welfare of pupils. If staff have any concerns relating to the safety or welfare of pupils they must complete the relevant concern documentation
2. All staff are aware of our 'Shared values' and actively promote these at all times both in and out of our academies.
3. All staff are, at all times, expected to set an example to pupils. As such, staff are expected to use appropriate language and behaviour, which does not include the use of swearing or vulgarities at any time. They will not use anger or ridicule in any way.
4. All staff must be prompt, teaching staff should be on site no later than 8:30am and all staff must be **ready** to fulfil their roles in a timely manner, this includes;
 - I. collecting children after play and lunch breaks
 - II. attending briefings, training and staff meetings punctually
 - III. being in their classrooms/areas during 'teaching' time
 - IV. during PPA time
 - V. during clubs.



5. Staff will be responsible for the safekeeping of equipment loaned to them by the trust and will complete the appropriate documentation and abide by the relevant guidance. This will be completed during induction and recorded by the administration team.
6. A staff briefing will take place at your academy weekly. All staff are asked to attend. If there is any reason you are unable to do so, staff are expected to read a copy of the staff briefing notes by the end of that week.
7. There is a weekly PDM (Personal Development Meeting)/staff meeting. All teaching staff are expected to attend and all other staff are invited to attend for their own CPD (Continuous Professional Development). All staff are expected to attend half-termly business meetings (see calendar). Twilights and inset days are planned in throughout the year which are compulsory for all staff, please confirm with your line manager the expected hours you are required to fulfil.
8. All teaching staff must check their e-mails daily in term time. Staff must not expect an e-mail response after 5pm or before 8am or during the weekend or non-school days. The school will not pay internet access charges from the staff member's home.
9. Staff will store their mobile phones in a secure place and ensure that they are either switched off or on silent during the day. Staff must not make or receive telephone calls / texts / messages at any time that they are teaching (allocated to be with children); any emergency telephone calls will be handled by the relevant academy office.
10. No staff will interrupt teaching time unless absolutely necessary, for example by entering classrooms with contractors etc. All communication will be during staff breaks or at the beginning or end of academy day.
11. Staff professional conduct must also be maintained on ALL social network sites e.g Facebook, Twitter, Snapchat, Instagram. Access to these is prohibited on any academy site unless it pertains to academy pages (it is strongly recommended that staff do not allow parents to access their social networking site, if they have one). Staff must ensure they have read and understood the Social Networking Protocol – **failure to adhere is a disciplinary offence.**
12. A high level of good supervision is expected from all staff at all times, priority must be given to observing and interacting with children.
13. The Behaviour Policy must be followed at all times both inside and outside of the classroom, staff MUST actively support and promote excellent behaviour.
14. Staff must follow the Confidential Reporting Policy (Whistle Blowing Policy) if they witness inappropriate behaviour or identify where colleagues are not following policy. This will be dealt with clearly, firmly, and promptly. All incidents will be reported to the Governing Body via the Academy Principal.
15. Teachers must at all times meet the minimum teaching standards and those teachers who have accessed the upper pay thresholds must on a daily basis maintain these standards.
16. All new staff will be provided with a Staff Induction program and will be allocated a mentor to provide advice and



support on a daily basis. They will be given a checklist of induction activities which should take place within the timescales indicated. This checklist will then be retained in the individual's personnel file.

17. All staff will take collective responsibility for presenting the trust in the best possible light, by ensuring the academy environment is tidy, well-presented and professional, this includes shared and office areas.
18. All staff will protect the reputation of the trust by refusing to engage in any negative conversation relating to the trust, individual academy, children, staff, parents/carers or ex-colleagues. In addition staff will defend and never criticise trust or academy policies or actions in a public manner.
19. Staff will set an example to the pupils in the way they dress by following the dress code;
 - a. All Clothing, hair and jewellery must present a professional image of the school and role of the staff member.
 - b. At no times during a **normal** academy working day will staff wear denim, clothing with slogans, casual trousers (including combats / jeans) or leggings.
 - c. Clothing must be respectable and not reveal too much flesh or underwear.
 - d. Footwear and heel height should be appropriate and sandals must be able to be fastened (strapped) to the foot/ankle for health and safety reasons.
 - e. PE clothing must be suitable for teaching and pumps / trainers must be worn with kit. We advise that jewellery should be removed.
 - f. Tattoos must be covered.
 - g. On informal days a relaxation of these requirements may be possible. Consult your line manager in advance.

All leaders must actively promote these expectations and tackle anyone who does not follow them.

Employees must familiarise themselves with :

- **Organisation of the academy day (including playtimes and lunchtimes)**
- **Collective worship timetable**
- **Fire Evacuation Procedures**
- **Governance handbook**
- **Education visits policy**
- **Process for applying for discretionary leave or CPD requests**

Any requests for Compassionate Leave or any other type of leave have to be approved by line manager as delegated by the Academy Principal as appropriate prior to leave being taken. All leave approval is at the discretion of the Academy Principal. (Compassionate leave forms available from outside each academy office.)

Staff member completes the form ensuring that cover has been arranged if required. This should be as far in advance as possible, i.e. on receipt of medical appointment or course interest). Where possible, the staff member should provide proof of absence (e.g. appointment letter/card etc). Staff member adds to their electronic calendar as PROVISIONAL and invites their designated academy office. (Either their usual place of work or the place of work on the day of absence if multi-site staff – If in doubt check with line manager)

- Completed form given to Line Manager for authorisation with overview form detailing which policy the request falls under.
- Line Manager discusses form with Academy Principal for final sign off.
- Form then returned to office manager who will confirm the outcome of the request to the individual via calendar invite and book any necessary training / courses. (Line Manager included on the calendar invite).
- Office to book course and update CPD log.
- Office to update HR Recording and CPD recording system, and store the signed form in the individuals HR file.
- Staff are all encouraged to keep copies of their own certificates and CPD, however, upon completion of a course, a copy of the certificate **must** be given to the Office for retaining on the individuals HR file.

Collective Worship Notes/Information:

- Details of Half termly themes/Visitors and Teachers - See Collective Worship Half termly timetable.
- Teachers to attend assemblies unless on PPA.
- Collective worship is a statutory entitlement for children, therefore interventions must not routinely be planned during these times.
- Classroom assembly to be detailed on weekly planning.
- Celebration Assembly - Parents of children receiving any awards will be invited to attend by the school office. Certificates should be received by the KS Leader by Monday 8am.

Behaviour guidance

(For full guidance please see the Positive Behaviour Policy)

Our Aims

- to promote a caring environment where children and adults support each other
- to ensure the safety and well-being of all members of the trust to teach and expect co-operation, honesty, politeness and good manners
- to develop and encourage positive attitudes to learning
- to give children the confidence to express their needs and feelings and assert themselves positively
- to ensure that children follow the golden rules (see Positive Behaviour Policy) and classroom rules
- to teach and expect children to have MAGIC learning behaviours (see Behaviour Policy)
- to be considerate and sensitive towards the needs of others
- to teach and expect children to make positive decisions and act appropriately and where necessary be accountable for their actions
- to recognise that all children are of equal value and are to be treated equally regardless of gender, religion, ethnic background or disability
- to ensure that all adults in our academies provide an appropriate role model
- to involve parents in a community approach to good behaviour (through the Home School Agreement)
- To teach children to care for resources and the environment.

Our Golden Rules: Always look after property Always be honest Always be kind Always be everyone's friend Always listen Always do your best	Our MAGIC learning behaviours: <u>M Motivation</u> <u>A Attitude</u> <u>G Gumption</u> <u>I Independence</u> <u>C Communication</u>
---	--

General

- All staff must follow the same consistent procedures set out in the Positive Behaviour Policy.
- All staff must intervene if good behaviour is not maintained, for example if a child runs along the corridor staff must remind them about good walking and give children an opportunity to repeat their journey demonstrating good walking.
- When moving children in/out/around academy buildings, staff should supervise all children at all times.
- Classes entering directly from outside are to do so promptly and quietly in order to minimise congestion in the corridors.
- Children must walk and use indoor voices in the corridor at all times.
- Adult Play Leaders to ensure that there is a wide variety of play equipment set out daily.
- When the weather is dry children should have access to playing on the grassed areas.
- Staff should situate themselves within their zones area so that they are able to see all play areas of the children they are responsible for.
- Staff are expected to engage in play activities with the children at all times.

Rewards

- Staff give “dojos” for good work, behaviour, etc. which are stored electronically. The children work towards achieving their Bronze, Double Bronze, Silver, Double Silver, Gold and Double Gold awards.
- Children are regularly and consistently encouraged to keep the Golden Rules, the Classroom rules and use their MAGIC learning behaviours.
- Staff nominate children weekly from their class to receive awards for Achievement, MAGIC Attitude and Communication during the Celebration Assembly, either for behaviour or for consistently good progress and communication.
- At lunchtimes, children who demonstrate good playground behaviour are selected by adult Play Leaders to sit at the Golden Table and eat their lunch with a senior member of staff on Fridays.
- Staff must keep records, using the official academy tracking pro-formas, to ensure all children get rewards.

Sanctions

- Staff give children non-verbal where appropriate and one verbal warning.
- Children displaying yellow behaviour will be asked to move their name on the class coloured faces and write their name in the reflection area log.
- Children displaying red behaviour (repeated poor behaviour after yellow) will be asked to move their name to red, write it in the reflection area log and sit in the reflection area for one minute per year of age.
- Where repeated visits are made to the reflection area staff will move a child onto Stage 2 (see below).

Bullying

Within the Multi Academy Trust the following persistent behaviours are classed as bullying:

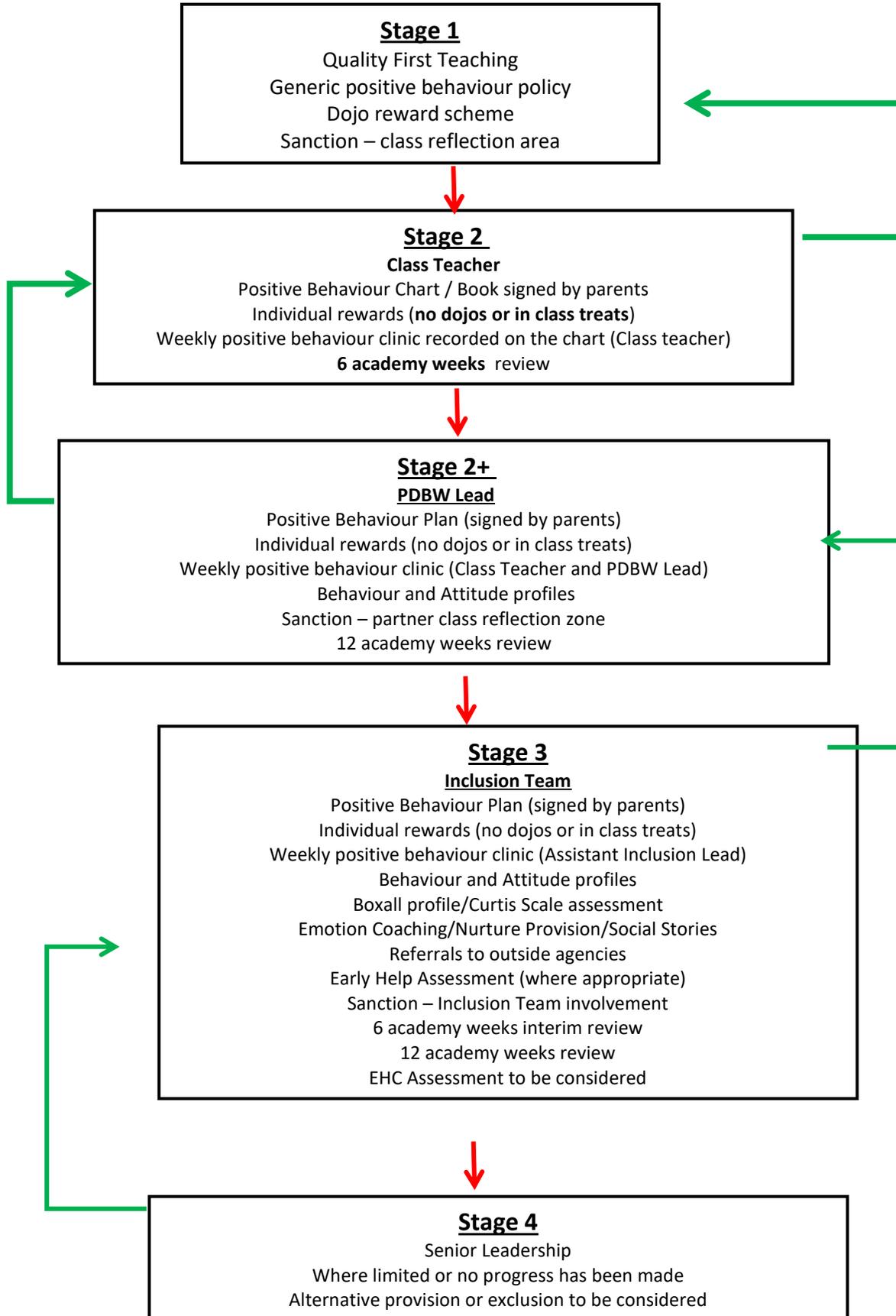
1. Name calling
2. Using verbal insults or personal remarks to upset another child.
3. Racist remarks
4. Physical assault
5. Deliberate damage to another’s belongings
6. Intimidating or threatening another child
7. Blackmail
8. Spreading unkind rumours about others
9. Excluding other children from groups
10. Cyber bullying

All incidents must be recorded in agreed Academy format both for the victim and the perpetrator.

Lunchtime Supervisors must also use agreed recording mechanism for lunchtime incidents, class teachers must ensure these are checked when the children return to class for follow up.

In addition any racist incident must be recorded via the agreed recording mechanism.

Behaviour Policy Stages



FIRE – Action

If you discover a fire, raise the warning by operating the nearest fire alarm. A copy of the notice "What to do in case of FIRE" is displayed in all rooms. This notice outlines the following procedures, these are specific to each location: -

On hearing the fire alarm staff will: -

- **instruct children to line up by the door**
- **leave the building by the nearest safe exit (do not stop to gather belongings)**
- **a designated Fire Marshall will check their designated zones**
- **designated Fire Marshall will collect the 'emergency bag'**
- **PEEPs (Personalised Emergency Evacuation Plans) to be followed for named children and staff**
- **assemble at assembly points***
- **complete a headcount and raise hand to confirm that the headcount is completed and accurate**
- **check children against register**
- **if more than one evacuation assembly point, office to make a 'phone call to counterpart to confirm procedure complete and staff/visitor check**
- **do not re-enter building until instructed to do so by the fire brigade or lead Fire Marshall (drill only)**
- **do not cross through a fire door**

A full copy of the emergency evacuation policy is available from the office.

There is a requirement for a minimum of 1 fire drill per term to be completed which the sites manager keeps records of and shares with leaders, governors and trustees.

Marking School Registers

- The class teacher will mark the register in black or blue pen (no pencil) every morning and every afternoon.
- Any absent children must not be given any mark by the teacher. The cell is to remain blank and a mark will be entered by the office.
- If a child arrives late and enters via the academy office, the cell should be left blank for the office to complete.
- All registers **MUST** be completed and returned to the academy office 10 minutes after the start of the school session (AM and PM), sooner if all children are already in class.
- Any notes regarding absence must be sent with the register.

Absences and Attendance procedures for children

- **All registers MUST be completed following academy procedures.**
- **All registers must be completed and sent to office within 10 minutes of session starting.**
- All staff must actively promote good attendance and punctuality.
- An unauthorised absence is not covered by a note or telephone call from the parent.
- Unauthorised absences are recorded by the school office.
- First day contact is made for every child who is absent without authorisation – the Home School Link Worker will make contact. For those children deemed vulnerable or identified as persistently absent, the Home School Link Worker will pursue all avenues, including a home visit. Detailed records are kept and the Education Welfare Officer kept fully updated as appropriate.
- Class teachers will be provided with any necessary information.
- For any reports of sickness or diarrhoea, all staff are to make parents aware of the '2 clear days' rule.

Attendance monitoring

- See Attendance Policy
- Attendance & punctuality is monitored on a regular basis by the Office/HSLW and the PDBW lead and reported to the Academy Principal
- The EWO visits the academies during the academic year at various points to scrutinise the registers and to work with Office/Inclusion teams.
- The Academy Principal will publish the overall attendance percentage, along with the rates of authorised and unauthorised absences in reports to Governors.
- **In any emergency related to absence/ attendance/ collection a member of the Senior Leadership Team must be consulted before parents are contacted and the child is sent home.**

Late collection of children after school

- All parents/carers must be challenged if they arrive late to collect a child. If a child has not been collected (staff to stay with children until gates close). All parents / carers who are collecting late must be contacted by telephone.
- If parents are unable to be contacted, try all additional contact numbers on the child's record until someone is contacted to collect the child. In the event of repeated failure, the PDBW lead

must be informed. Any child attending the After school care club will be charged after the first time. Parents/Carers MUST be informed of this when being contacted

Policies/Documentation

Each Summer term policies are updated and agreed with leaders and governors/trustees. Each September all staff are expected to re-read all policies. A list will remain in the staffroom of each academy listing the policies that must be read, each staff member as part of the September return to work process MUST sign to confirm they have read and understand all policies and procedures. From time to time there will be additional policies or changes made part way through the year. These will be added to the weekly briefing and staff will be expected to read these and sign the policy list to confirm they have done so. We aim to have all policies in paper format at each location by the last day of Summer term and also available electronically the same week.

Risk Assessments

From time to time there may be the need to complete specific risk assessments above the usual ones for staff members. This might be due to pregnancy or following surgery or an accident. We ask that you make arrangements with your line manager during your return to work or prior to returning to work during your welfare meeting so that a risk assessment can be planned. If you discover that you are pregnant you can disclose this to either your line manager or the Academy Principal. We ask that this is done as early as possible in case changes to your working conditions are needed. All disclosures will be treated in confidence.

Attendance Procedure – Staff

Staff member needs to be absent from work



Staff member to contact Assistant Principal/Line Manager **AND** the Academy office by 7.30am on the day of absence – if possible contacting their line manager before 8pm the day prior to the first day of absence (leave voice message and a contact number). Staff member **MUST** explain the reason for their absence and declare which policy this fits within and request approval for absence if necessary. If a staff member works across more than one location they must inform both their line manager and the academy location where they are expected to be attending.

If a staff member is expecting a visitor or to be on training on the day of absence they must also either contact and change the visit or discuss with their line manager.

Staff member contacts school by 3pm the same day to confirm if they will be in school the next day – Staff member to continue to contact daily before 3pm unless certified by a doctor. If the absence is not due to illness/accident the staff member needs to confirm the exact reason for absence – and which policy (e.g. Family friendly) they are following.

Staff member returns and brings a self-certificate or a doctor's note or both (if not already sent into academy office). All medical notes must be sent in at the earliest opportunity and on the day of issue if possible. The Supporting Attendance Policy will be followed for absences

Senior Administration and Finance Officer prints off absence data and Return to work form and gives to Line manager on the first day of returning to work. An appointment is arranged for a return to work interview within 5 days. Return to work interview to take place with the line manager which is usually:

Assistant Principal for teaching staff / Key stage lead for support staff / Sites Manager for site staff/ Senior Administration and Finance Officer for admin staff

Attendance continues to be monitored in line with Supporting Attendance Policy.

First Aid and Medical Care

(For full guidance please see the First Aid and Medical Care Policy).

First Aiders

A list of first aiders, relevant qualifications and expiry dates is displayed in the academy office and designated medical areas of each academy.

First Aid Equipment

- All staff must acquaint themselves with the position of the First Aid Boxes.
- Please report any depletion in stock to the lead first aiders who are responsible for replenishing the boxes and for conducting a check of contents.
- First Aid Belts must be carried by **Learning Support Staff** and **Adult Play Leaders** at playtime and lunchtime and should be returned to the designated medical area at the end of the duty period.
- First Aid equipment must be taken on all school trips by the nominated First Aider for the group. The nominated first aider will be named on the risk assessment.

Protection Aids

- Disposable gloves and aprons must be worn when administering intimate care and dealing with all injuries/illnesses.
- Mouth guards should be used for any mouth to mouth situations.
- The appropriate disposal of cleaning and treatment resources is to be ensured at all times.
- Sharps boxes are available at each academy for safe disposal of sharps.

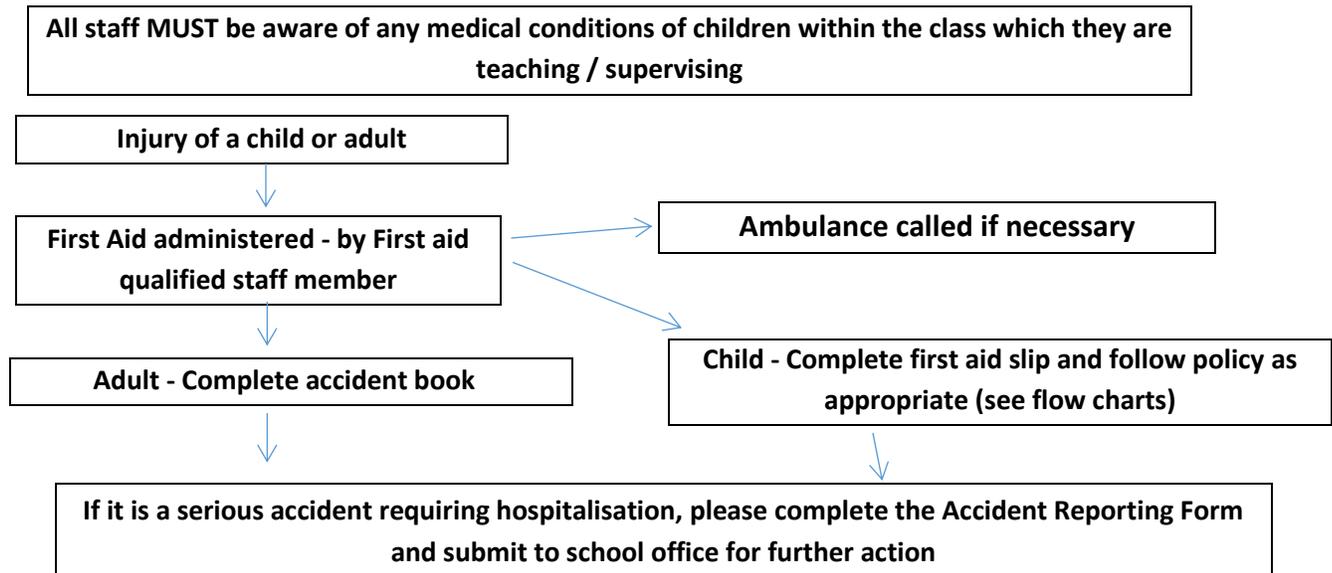
Specialised Equipment

Additional training and guidance will be needed for staff on the use of specialist equipment as appropriate.

Contact with parents should be made when:

- Child is vomiting
- Child has diarrhoea
- Child displays symptoms of an infectious disease where exclusion is required
- Child has sustained an injury which causes concern especially a bump to the head
- Child displays symptoms of shock, concussion, distortion of vision, extreme lethargy
- Child has become hysterically upset and distressed after an injury or incident
- Staff believe that a parent should be informed about their child's injury
- In all such cases staff should inform a member of the Leadership team before contacting parents

Flowchart for emergencies



ADMINISTRATIVE PROCESS FOLLOWING INCIDENT OR ACCIDENT

Staff member to complete paper copy of accident report – ensure all detail is inserted. Pass this form to Office Manager for processing and signed by a witness if appropriate.

If reportable, Office Manager contacts Sites manager or Health & Safety Support officer

Office Manager to ensure that all parties sign any paper forms prior to signature by member of leadership team

Accidents are collated by the Office Manager and information is filed within the academy office and incidents are reported to Governors via the twice yearly Academy Principals report.

Procurement / Resources

As a Multi Academy Trust we have a financial policy that all staff are expected to adhere to.

If a resource or service is required by a staff member they first need to source prices and suppliers. A purchase requisition (paper) must be completed and signed in line with the scheme of financial delegation by the budget holder – usually this will be a member of the Academy Leadership Team. The authorised paper order form must then be handed into the Academy office in order that the order can be raised with the supplier. Paper order forms are available from the academy office and are also available in the online template folder.

If a member of teaching staff requires a resource that can not be ordered / purchased with academy debit card they must first get authorisation from the Assistant or Deputy Principal of their Academy and then follow the staff expenses policy in order to purchase an item and claim back for the cost. Staff expenses will only be paid via BACS.

Every year classroom based teachers will be given a checklist of standard equipment that they must complete and return to the Academy office to allow for replacements to be ordered when required.

Subject leads are expected to complete at least an annual audit of subject resources and complete order forms well in advance of needing the products to allow for delivery.

Payslips

Every staff member will be given access to their payslip via MYVIEW. This is an online system that each staff member must use to access payslips, P60 and if a staff member leaves they have 30 days to collect their P45 from this system.

If you make any changes, for example to your bank account you must do this via the MYVIEW system.

Glossary

AAP	Assistant Academy Principal
AP	Academy Principal
CiC	Child in Care (refers to safeguarding)
CiN	Child in Need (refers to safeguarding)
CP	Child Protection (refers to safeguarding)
DP	Deputy Academy Principal
DSL	Designated Safeguarding Lead
EAL	English as an Additional Language
EBM	Executive Business Manager
EHCP	Education and Health Care Plan
ELT	Executive Leadership Team
EP	Executive Principal
Epep	Electronic Personalised Education Plan (for looked after children)
EWO	Education Welfare Officer
GA (GJS)	Grove Academy (Formerly Grove Junior School)
HIS/HA	Hamilton Academy (formerly Hamilton Infant School)
HSLW	Home School Link Worker
L&M	Leadership & Management
LAC	Looked After Child (refers to safeguarding)
NBA (NBS/NBCS)	Northwood Broom Academy (Formerly Northwood Broom Community School)
OM	Office Manager
PBP	Positive Behaviour Plan
PEEP	Personalised Emergency Evacuation Plan
PP	Pupil Premium
RTW form	Return to Work form
SENCO	Special Educational Needs Co-ordinator
SLT	Senior Leadership Team
TSA	Teaching Support Assistant

Notes: