



## Staff Handbook including Code of Conduct

**September 2023**

**Date of Next Review: September 2024**

**Person Responsible: Miss Jodie Colbourne**

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## Welcome to Old Park School

Dear Colleagues,

At Old Park we are very proud of our school.

We cater for children and young adults with a range of complex needs and we expect the highest professional standards from everyone who works here including students and volunteers. Many of the principles in this handbook are based on the [Teachers' Standards](#). Our Governors play an active role in ensuring that this is upheld, offering support and challenge when needed.

A culture of safeguarding is embedded throughout our school and all staff are appropriately trained to ensure that they are best placed to report any concerns. Safeguarding and promoting the welfare of children is **everyone's** responsibility.

We place the child at the centre of what we offer, utilising individual EHC plans to structure our provision and support the holistic needs of our learners. Working in partnership with families and other agencies is crucial to our success.

Within school we provide a stimulating environment which is nurturing and safe and we offer an exciting curriculum that provides a variety of experiences both in-house and within the local community. We ensure that our curriculum is personalised to cater for the needs of all, whatever their interests or ability. Engagement in learning is the key!

I hope that you will join me in further developing and continuing to move our school forward, building upon the solid foundations already in place for a bright and successful future.

If you have any further questions, please do not hesitate to speak to a member of class staff in the first instance or a member of the SLT for further clarification.

Jodie Colbourne  
Head teacher

**This document should be read in conjunction with the school Safeguarding policy and Guidance for Safer Working Practices.**

## **Aims, Scope and Principles**

At Old Park School our practice is supported by a range of policies and procedures. These are stored on our school computer system. A copy of key documents can be also be found in class/office-based safeguarding and risk assessment folders. You are welcome to view any such policy.

All staff employed at Old Park and any adults undertaking voluntary placement at school must comply with all school policies and procedures. It is your responsibility to familiarise yourself with policies and to ensure that you understand and implement them. If you have any queries or concerns, it is your responsibility to raise this with the appropriate person as soon as possible. Failure to act in accordance with Old Park School policies and procedures could result in disciplinary action being taken including dismissal.

Please note that this handbook is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its learners.

## **Legislation and Guidance**

We are required to establish procedures for the regulation of staff conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we should have a staff code of conduct, which should cover acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

## **Contact Details**

Address: Old Park School  
Thorns Road  
Brierley Hill  
West Midlands  
DY5 2JY

Tel: 01384 818905

Email: [office1@old-park.dudley.sch.uk](mailto:office1@old-park.dudley.sch.uk)

Website: <https://www.oldpark.org/>

Chair of Governors	Mr Alex Burns
Head teacher	Miss Jodie Colbourne (DSL)
Deputy Head teacher	Mr Jonathan Wiggin (Curriculum and Assessment)
Assistant Head teacher	Miss Claire Read (Pastoral and Well-Being, Primary Phase Management)
Assistant Head teacher	Mrs Amy Croft (Preparation for Adulthood, Secondary Phase Management)

### The School Day – Primary (Lower and Middle Phase)

8.40am	Staff prepare for arrival of pupils	8.30 – 8.45am Monday Staff Briefing
8.50am	School starts	
8.50 – 10.15am	Morning Lessons	
10.15 – 10.30am	Snack	
10.30 – 10.45am	Break	
10.45 – 11.45am	Morning Lessons	
11.45 – 12.45pm	Lunch	
12.45 – 2.45pm	Afternoon Lessons	
2.45 – 3.25pm	Enrichment	
2.50pm	Parent collection/transport begins	
3.25pm	Staff finish	3.25 – 4.25pm Tues Staff Meeting

### The School Day – Secondary (Upper and 14-19 Phase)

8.40am	Staff prepare for arrival of pupils	8.30 – 8.45am Monday Staff Briefing
8.50am	School starts	
8.50 – 10.30am	Morning Lessons	
10.30 – 10.45am	Snack	
10.45 – 11.00am	Break	
11.00 – 12.15am	Morning Lessons	
12.15 – 13.15pm	Lunch	
13.15 – 2.45pm	Afternoon Lessons	
2.45 – 3.25pm	Enrichment	
2.50pm	Parent collection/transport begins	
3.25pm	Staff finish	3.25 – 4.25pm Wednesday Staff Meeting

## **School Context**

Old Park School is a large all age (4-19) community special school situated within the Metropolitan Borough of Dudley. We provide education for learners who have severe and profound and multiple learning difficulties. These include learners with complex medical conditions, physical and mobility difficulties and Autism. Several of our children have behavioural difficulties arising from their condition and many have communication difficulties. All learners that attend Old Park School have an Education Health Care Plan (EHCP). The current Head teacher took over in September 2019. She is supported by a Deputy Head teacher and two Assistant Head teachers.

In November 2011 Old Park School relocated to a new purpose-built building with large classroom spaces and adaptable furniture, H bar tracking throughout, care rooms for each phase and specialist rooms for Food Technology, Music and ICT. The school has a library, therapy room, swimming pool, sensory, soft play, physiotherapy and nurses' room. The large school hall is multi-purpose and can be sub- divided for Sherbourne, Rebound therapy, sporting activities, whole school performances and dining.

On the first floor is a staff room, training room and communication resource base. Outside areas include primary and secondary playgrounds, wheelchair accessible swings and roundabout and a Multi-Use Games Area. The school also has a large wooded outdoor area used for 'Forest School'.

## Vision, Mission and Values

At Old Park our vision, mission and values are driven by four key areas: the unique learner, positive relationships, engaging environments, learning and development. These are at the centre of our school ethos and the principles of each are shared by all members of our school community. They are underpinned by our culture of safeguarding. Each area is used to develop the provision we provide now, tomorrow and in the future.

### The Unique Learner

Placing the young person at the centre of all that we do.  
We value individuality and inclusion.

At Old Park we strive to:

- Offer personalised provision that utilises the young person's EHCP to tailor our approach, addressing barriers to learning
- Provide a total communication environment that encourages and values the voice of the individual, their choices and contributions

### Positive Relationships

Working collaboratively towards the same goal.  
We value trust and teamwork.

At Old Park we strive to:

- Foster a sense of belonging for our young people and their family
- Develop and maintain strong partnerships with our school colleagues and those from other agencies including health and social care

### Engaging Environments

Utilising our school environment and the community around us.  
We value responsibility and respect.

At Old Park we strive to:

- Offer opportunities for practical learning, using the local environment to develop and apply skills
- Teach a sense of responsibility and accountability in caring for the world around us

### Learning and Development

Fostering a sense of independence, high aspirations and achievement.  
We value engagement and encouragement

At Old Park we strive to:

- Deliver outstanding teaching and learning, celebrating each achievement and encouraging young people to reach their potential
- Prepare our young people for each transition into adult life, developing confidence, independence and resilience

All staff are required to act in accordance with our school vision, mission and values.

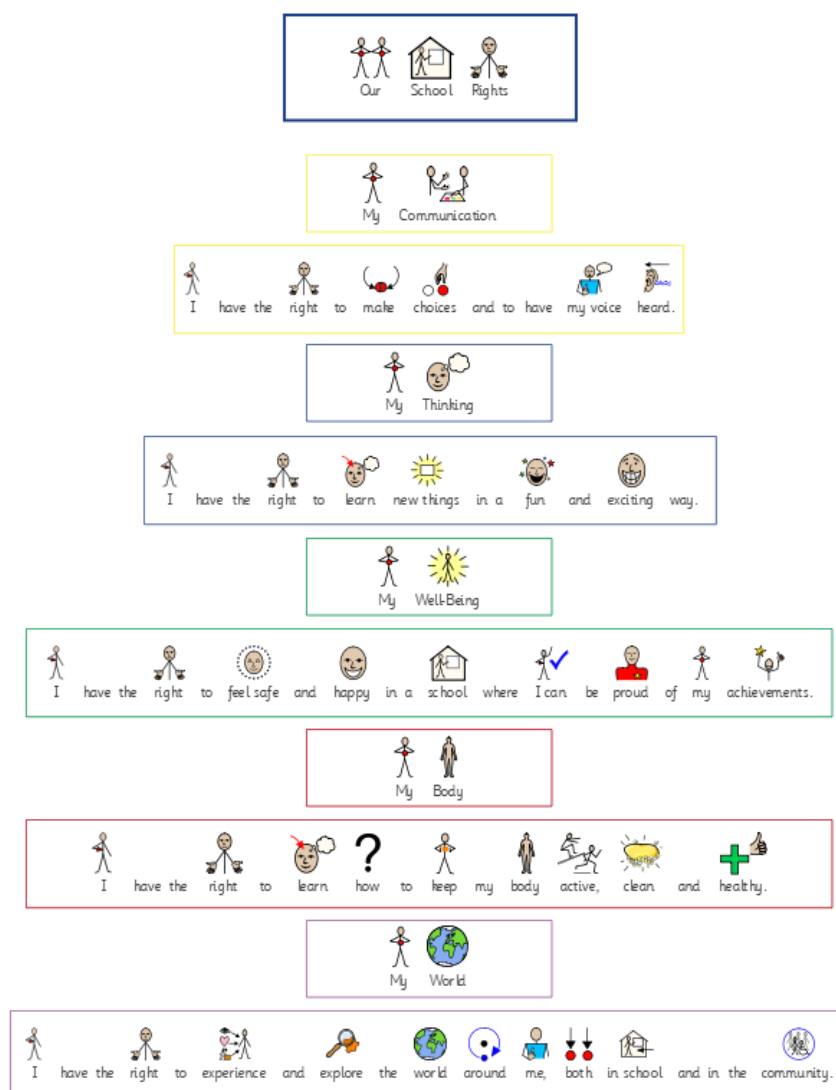
This means that at Old Park, we expect all staff to work in a professional manner, placing the learners' best interests, dignity and wellbeing at the centre of the work we do.

Staff should ensure that all information regarding learners' and their families is treated in a confidential manner and not discussed openly in classrooms and corridors. No conversations or actions should take place that could be interpreted as unprofessional, or which could cause offence to others.

If any member of staff observes or hears anything which they believe falls short of professional standards, it is your responsibility, wherever possible, to challenge this directly. If direct challenge is not appropriate immediately, it is your responsibility to follow this up as soon as possible after the event. If you wish to, please seek advice or support from a senior member of staff. In most instances, situations can be resolved informally, between the concerned staff, with support if required.

### **Our School Rights**




At Old Park School all staff and learners work towards the following school rights. These were designed following consultation from families, staff and learners.





## Home to School Agreement

Our Home-School Agreement has been created in consultation with parents and carers, staff and learners. It details the responsibilities and expectations of all parties. We make every effort to regularly consult parents and carers, both formally and informally, about their views on school life, curriculum development and new initiatives.

<u>Our Home School Agreement</u>	
 ✓ <b>School will....</b>	 ✓ <b>Home will....</b>
<ul style="list-style-type: none"><li>* adhere to current safeguarding policy at all times.</li><li>* support your child's well-being and safety by providing a safe, supportive and caring environment.</li><li>* promote your child's independence and help them to meet their full potential in order to prepare them for adulthood and life beyond Old Park School.</li><li>* enable your child's voice to contribute to daily life, social relationships and their future pathway.</li><li>* maintain the dignity of your child whilst promoting a healthy awareness of their own body, needs and feelings.</li><li>* deliver a broad and balanced curriculum, adapted to the individual learning style and abilities of your child.</li><li>* communicate regularly about pupil progress, behaviours, achievements and attendance.</li><li>* create opportunities for parents/carers to take part in their child's school day for example during Parent Workshops.</li><li>* ensure your child's achievements are recognised and celebrated.</li><li>* demonstrate an understanding of how busy families are and endeavour to arrange meetings and events on different days and at different times of the day.</li></ul>	<ul style="list-style-type: none"><li>* maintain open channels of communication with school staff.</li><li>* have an understanding of how busy classes are.</li><li>* treat all members of the school community with respect and address any concerns through the appropriate channels.</li><li>* ensure that wherever possible our child attends school regularly and punctually and will notify school of any absence.</li><li>* ensure that school staff are notified of any significant events which may impact on our child's behaviour and /or wellbeing.</li><li>* ensure that our child has appropriate clothing for their learning that day.</li><li>* support school to meet our child's care needs by providing sufficient medications, intimate care, and feeding resources as needed.</li><li>* work with school to support it's healthy living ethos.</li><li>* support the school rules and policies.</li><li>* attend parent's evenings, EHCP and other meetings within school.</li></ul>
<p>This agreement was created in collaboration with our staff, students and Family Forum.</p>	

## **Key Safeguarding Messages**

*Further information can be found in the School's Safeguarding policy.*

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment;
- preventing impairment of children's mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes

Children includes everyone under the age of 18. At Old Park we have pupils up to the age of 19. We must therefore also be aware of the procedures and guidance for safeguarding adults.

School staff are particularly important as they can identify concerns early, provide help for children, and prevent concerns from escalating. All staff have a responsibility to provide a safe environment in which children can learn and all staff should be prepared to identify children who may benefit from early help.

Any staff member who has a concern about a child's welfare should follow the school's referral process which is clearly outlined in the Safeguarding Policy. Copies of the policy can be found in classrooms, the staffroom or the school office. At Old Park School we use the CPOMS system. New staff joining the school will be given a log in and user manual as part of their induction. Short term supply should raise any concerns with the Designated Safeguarding Lead in the first instance.

**The school's Designated Safeguarding Lead is Miss Jodie Colbourne.**

**The school's nominated Governor for Safeguarding is Mr Alex Burns.**

## **Safer Recruitment and Induction**

It is vital that schools create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children. Old Park School is committed to this and follow a rigorous safer recruitment process.

Depending on the role you are doing within school, then several checks will have been carried out including **a digital check of your online profile** and certification from the Disclosure and Barring Service (DBS). The details of these checks are kept on the school's Single Central Record (SCR) and audited regularly. Staff are expected to inform their employer should they be investigated in any other aspect of the lives or arrested.

A comprehensive induction package is provided to all new staff and includes training on safeguarding within school, positive behaviour support and moving and handling.

Further information can be found in Keeping Children Safe in Education, **September 2023**.

## **Safeguarding Training**

All staff are provided with regular safeguarding training and updates throughout the year. Staff meetings and INSET days also form part of the safeguarding training cycle. It is important for staff to be able to demonstrate their competence and confidence around a range of safeguarding issues – 'quick think' questions and knowledge checks form part of our procedure for doing this.

### **Personal Mobile Technology**

Old Park School is a personal mobile technology free zone. Personal mobile technology including phones and smart watches must not be used by staff or visitors in classrooms or areas within school or the outside environment regularly used by learners. Personal mobile telephones must not be kept in pockets of clothing. They must only be used during designated break/lunch times in the staffroom, school offices or offsite. Please be considerate of your colleagues – ideally private phone calls should be made in one of the SLT offices with permission.

If there is an emergency, you can be contacted via the school office. Please give the school direct number for this purpose 01384 818905.

School mobile phones are available for staff to take offsite to use during educational visits.

### **Photographs and Video**

Photographs and videos play a hugely beneficial role in school and enable classes to record achievement and demonstrate progress. Old Park School always requests permission from parents (in line with GDPR) and these are recorded in a database. Please ensure you are aware of the learners within your class who are not allowed to have photographs or videos taken.

Any such photographs or videos must not be used for personal purposes. Under no circumstances must personal mobile devices such as telephones, cameras or IPADs be used to take photographs or videos.

Photographs must be downloaded from school cameras/IPads daily and then deleted from the device.

### **Social Media/Networking**

All staff should ensure that the use of social networking:

- Does not bring the school into disrepute
- Does not bring the member of staff into disrepute
- Does not expose the school to legal liability
- Reflects 'safer Internet' practices
- Minimises risks associated with the personal use of social media
- Reflects the school's standard of behaviour and staff code of conduct

Staff must act in the best interests of the school and not disclose personal data or information about any individual, including staff members, children and young people.

Whilst it is acknowledged that staff may wish to use social networking sites during break/lunch times, they should not post any comments or photographs that clearly identify school during this time.

Staff members should not 'friend' current learners on social networking websites. It is strongly recommended that staff do not 'friend' parents/carers/family members of current pupil's on social networking websites. A professional judgement must be made regarding those pupil's and their families who have left Old Park School.

Under no circumstances should photos of learners or school events such as residential visits be posted on personal social media sites. Images of work colleagues should not be posted without their permission.

Disciplinary action will be taken for misconduct including breach of confidentiality; or defamatory remarks made against any individual at the school; abuse of the internet, electronic mail or other communication systems which compromises the integrity of the school, places learners at risk and leads to a break down in trust.

Smoothwall provides school with weekly reports identifying any concerns re ICT use by staff and learners alike. Serious incidents/concerns are reported within 24 hours. All staff are required to sign an Acceptable User Agreement (AUA) before accessing school systems, and must have strong passwords for all log in.

### **Managing Allegations against staff including Low Level Concerns**

All allegations of abuse of children by those who work with children must be taken seriously. Allegations against any person who works with children, whether in a paid or unpaid capacity, cover a wide range of circumstances.

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harms threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in one-to-one activities where they can't easily be seen
- Using inappropriate language

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

### **Concerns that meet the Harm Threshold**

Guidance should be followed where it is alleged that anyone working in the school or college that provides education for children under 18 years of age, including supply teachers and volunteers has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

At Old Park School all concerns, or allegations should be reported to the Head teacher, Miss Jodie Colbourne. Where the concern is in relation to the Head teacher, then it must be reported to the Chair of Governors, Mr Alex Burns.

Where an allegation is made against a member of staff who works with children, a Position of Trust meeting (POT) will usually be convened within one working day of the referral being made and chaired by the [LADO](#) who will invite all relevant personnel including, where appropriate, the employer in order to share information and participate in the planning of any enquiries. This meeting should have access to advice from a Senior Human Resources adviser as appropriate. Any member of staff who has been subject to a POT meeting must declare the nature and outcome of this to the school.

### **Managing Allegations against Other Pupils (Child on Child Abuse)**

We recognise that children can abuse their peers. Abuse will never be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up”. Victims should be taken seriously, kept safe and never be made to feel like they are creating a problem for reporting abuse, sexual violence or sexual harassment.

We also recognise the gendered nature of child on child abuse. However, all child on child abuse is unacceptable and will be taken seriously.

Most cases of pupils hurting other pupils will be dealt with under our school’s behaviour policy. Allegations may be made against students by others in the school, which are of a safeguarding nature. Safeguarding issues raised in this way may include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- abuse in intimate personal relationships between peers;
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence);
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse;
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- consensual and non-consensual sharing of nudes and semi nude images and or videos (also known as sexting or youth produced sexual imagery);
- up skirting, which typically involves taking a picture under a person’s clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

More information on how to record and report any such allegations can be found in the schools safeguarding policy.

### **Relationships between Staff and Learners**

It is against the law for public servants to take bribes. Staff need to take care that they do not accept any gift that might be construed by others as a bribe or lead the giver to expect preferential treatment.

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 learner should be consistent with the school's behaviour policy, and not based on favouritism.

### **Physical Contact and Personal Privacy**

There are occasions when it is entirely appropriate and proper for staff to have physical contact with learners, but it is crucial that they only do so in ways appropriate to their professional role. When physical contact is made with pupils this should be in response to pupils needs at the time, timely and appropriate given their age, stage of development, gender, ethnicity and background. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one pupil in one set of circumstances may be inappropriate in another, or with a different pupil.

Physical contact should never be secretive or casual, or for the gratification of the adult, or represent a misuse of authority. If a member of staff or volunteer believes that an action could be misinterpreted, the incident and circumstances should be reported. Physical contact, which occurs regularly with a pupil or pupils, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to pupil's physical disabilities). Any such contact should be the subject of an agreed and open school policy and subject to review.

Where feasible, staff should seek the pupil's permission/consent before initiating contact. Staff should listen, observe and take note of the pupil's reaction or feelings.

Pupils are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the pupils concerned and sensitive to the potential for embarrassment.

### **Risk Assessments**

There are several policies, procedures and risk assessments in school which support staff in ensuring that their day to day practice is in line with school training and expectations. There is a copy of these documents in every classroom. All permanent, long term supply and regular volunteers are expected to read and sign to say they understand and agree to follow the information given.

### **ICT Related Incidents**

In case of an ICT concern or incident, members of staff will need to report it to the ICT Technician by email. Depending on the nature and the outcome of the incident, staff could be asked to fill out a Microsoft Form to keep track of reoccurring incidents.

*The remainder of this document is organised in alphabetical order for ease of reference.*

## **Absence**

We expect staff to attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days and annual leave. This includes making routine appointments including medical appointments for themselves or family members outside of their normal working hours, where possible. Staff absence is monitored through the PIMS system. You may be required to attend an absence monitoring meeting in line with the trigger points.

### **Unplanned Absence including illness**

When staff are unexpectedly absent for whatever reason, the school absence line **MUST** be contacted as early as possible and **by no later than 7.15am** on the first day. Please inform the school of the expected time you will be absent. If circumstances change and you will not be able to return to work as planned, then you must notify the school by 3.00pm to allow cover to be arranged for the following day. Where unplanned absence is related to compassionate or dependency leave, staff should follow this up with a member of SLT on the first day of absence. Supply staff should notify their agency in the first instance.

The school absence telephone number is **07832 280131**.

If there is no answer please leave a message detailing;

- Nature of absence.
- Anticipated duration of absence
- Contact telephone number (SLT may need to get back to you at some point throughout the day).

On your return to work you must report to the Assistant Head teacher who manages your phase. As part of this meeting you will need to complete the Self-Certification/Return to Work form. For absences longer than 7 calendar days, a doctor's note is required. **It is the responsibility of the staff member to ensure that this process is followed.**

### **Planned Special Leave**

Old Park School's policy for time off in these categories relies on trust, whether applied to immediate relationships or discretionary cases. The school trusts that the need is genuine, and that the employee is not seeking leave because a more appropriate relative does not have access to such leave or indeed does not work. Any breach of this trust may result in disciplinary action.

The amount of time allowed to be taken should be a 'reasonable' amount of time based on the individual circumstances, therefore, each request will need to be treated on its own merits.

**All requests should be completed online on the 'Special Leave Request' form on Microsoft Forms. This is available from the office and will be emailed to you upon request. These forms will be shared with the Head teacher for her consideration. Any requests should be submitted in a timely manner, with a minimum of 48 hours' notice.**

*The following information is taken from Dudley HR Special Leave policy.*



### Paid Compassionate Leave

Up to 3 days compassionate leave with pay may be granted in connection with any single instance of death or serious illness of a close relative. The number of days approved for either compassionate or dependency leave combined must not exceed 7 in any 12-month rolling period. There is no automatic entitlement to the maximum of 3 days leave in any single instance or 7 in any 12-month rolling period. The School should allow a period, which seems reasonable in the circumstances. This leave must be requested and is at the discretion of the Head teacher.

A 'close relative' in this context means:

- Spouse, partner, child (including foster/stepchild), parent, parent-in-law, grandparent, grandparent-in-law, grandchild, brother, sister;
- Any relative living with the employee;
- Any situation where the employee is not related but has responsibility for personal affairs.

Employees are generally expected to accommodate absence relating to family illness within their unpaid or annual leave entitlement, or in some circumstances within the dependency leave provisions. However, compassionate leave is to enable time off to be granted in more serious situations. Factors to be considered by managers include:

- The seriousness of the illness
- The trauma of the circumstances
- The closeness of the relationship and the degree of responsibility for caring
- The suddenness of onset of illness

Where an employee wishes to take an extended period off to care for a sick or elderly dependant that cannot be accommodated within any of the current provisions, the School may consider a period of unpaid leave. This would be subject to the needs of the service.

### Paid Dependency Leave

Paid dependency leave should be considered for **emergency and unforeseen** situations, where the employee is unable to take annual leave. Examples where paid dependency leave may be granted are as follows (this list is not exhaustive):

- Sudden accident or severe injury to a child/adult
- Sudden illness of child/adult (no other carer can look after them).

The decision to award paid dependency leave is the decision of the Head teacher. This should not exceed the 7 days (including compassionate leave) in a rolling 12-month period.

The 7 days **is not an entitlement** and should only be utilised in unforeseen and exceptional circumstances; routine appointments or individuals taking the 7 days each year will be monitored to ensure there are no patterns of behaviour forming. If a pattern is forming, then early intervention in the form of an informal discussion with the individual should be undertaken. If the pattern continues then more formal action under the School Disciplinary Policy may be required.



### Unpaid Dependency Leave

This is emergency unpaid leave, normally taken at short notice to deal with a sudden crisis related to dependents when other avenues of paid dependency leave within this policy have been exhausted. The Employment Relations Act 1999 introduced a right for employees to take a reasonable amount of unpaid leave to deal with domestic incidents involving a dependent.

Dependents in this context means:

Spouses and Civil Partners

Partners living together

Dependent Children (including foster/stepchildren)

Parents

Someone who lives with the employee, for whom the employee is the main career

Dependency leave (paid or unpaid) should not be used where an employee knew about a situation beforehand. Under normal circumstances either paid or unpaid dependency leave would not last, in terms of duration more than 1 day in order to make alternative arrangements for dependent care. If more than 1 day is required, the employee must contact the Head teacher on the 1<sup>st</sup> day of dependency leave for a discussion/agreement.

The amount granted will be determined by the individual circumstances however, the number of days for compassionate leave and dependency leave combined would not be expected to exceed 7 days in any academic year.

### Unpaid Leave

The School has the discretion to grant unpaid leave for a period reasonable in all the circumstances. Examples of instances where unpaid leave **may** be granted at the discretion of the Head teacher:

- Moving to a New House
- Own Driving Test
- Getting Married
- Weddings for Relatives Abroad

### Unauthorised Absence

If an employee takes a leave of absence without prior consent of the Head teacher, the reason for the absence will be ascertained. If, the reason for absence is not satisfactory and therefore merits further investigation, this will trigger an investigation under the School Disciplinary Policy.

### Acceptable User Agreement

All staff and volunteers will be required to read and sign the above document outlining appropriate use of the ICT systems.

### Accessibility

As a special school for learners with severe and profound learning difficulties, we are continually working to ensure that we not only meet the needs of people with disabilities, but provide the best possible education for our children, in an appropriately stimulating environment. We strive to raise the profile of people with disabilities in the local community through maintaining strong links with other schools and organisations locally, as well as offering support and training for other professionals in their own setting and at Old Park School. Improving standards in accessibility is therefore of paramount importance to us and threads through all aspects of our practice and reflection.

### **Accident Reporting**

All accidents should be reported in accordance with the accident reporting procedures. There are separate accident forms/books for both staff and pupils. These are in the main school office. Where a serious injury or near miss has occurred then a member of SLT should be notified.

Accidents concerning pupils should be reported in the appropriate accident form/book, details of the incident (if the injury has been inflicted by another pupil their name should not be included) and action taken should be recorded, signed and countersigned. A copy should be sent home in a sealed envelope to families. Where a head bump/injury has occurred then a phone call should be made to home and a copy of the head bump guidance letter also sent.

All accidents, near misses and incidents concerning staff, contractors and visitors causing injuries are to be reported and recorded on the accident forms in the school office, and procedures followed as laid down by the LA in the Accident Injury Reporting Procedures. If you need to go to hospital or are off sick due to the incident for 10 days or more, you must advise the school to enable us to complete the RIDDOR procedure and inform the LA.

**Accident forms must be completed in a timely manner, ideally on the day of the accident.**

### **Administrative Support**

Members of the administration team are happy to support with admin tasks for classes or phases. The office is busy between 8.30am and 10.30am and we would ask you to keep interruptions to a minimum during this time. Any correspondence for pupils should be with office staff before 1pm if it is to be despatched that day.

### **Annual Education, Health and Care Plan (EHCP) Reviews**

Each learner will have an annual EHCP Review. A report will be prepared for this review by the class teacher and shared with parents and other agencies. Parents are also asked if they wish to add their views. The review will usually take place in school and all those involved with the child are invited. Where appropriate, the child may attend the review. The EHCP process is managed by office staff. It is a complicated process and we ask that teachers work to deadlines given.

### **Appearance and Dress**

A person's dress and appearance are matters of personal choice and self-expression. However, staff should consider the manner of dress and appearance appropriate to their professional role, which may be different to that adopted in their personal life.

Staff should be aware of health and safety with regards to their own choice of clothing and jewellery. Jewellery should be kept to a minimum (wedding bands, watch, small stud earrings for example). This is to avoid potential damage and/or injury. Tattoos that maybe deemed inappropriate or offence must be covered. Staff with body piercings that are visible should make a professional judgement as to whether they are suitable for the work place.

Smart, casual wear is most appropriate. During sessions such as PE and Forest School, staff act as role models to pupils and should wear attire suitable to the activity they will be undertaking. Trainers should be worn during PE.

**Denim, 'ripped/slashed' items, those with slogans, spaghetti straps, low cut tops/dresses are not suitable and should not be worn.** Thick leggings with long tops are acceptable.

Consideration should be given to the type of footwear worn. Staff maybe required to support with moving and handling tasks and should therefore wear, flat closed toe shoes. Flip-flops, strappy sandals, Crocs or high stiletto heels are not suitable.

### **Assemblies**

All pupils and staff are expected to attend assemblies unless the Right of Withdrawal has been exercised. Staff who wish to exercise that right should discuss the matter with the Head teacher at the first opportunity.

### **Behaviour Management**

Old Park School staff and governors are committed to all aspects of positive behaviour support as we believe it is one of the essential foundations needed to create an effective learning and teaching environment, whilst ensuring a culture of respect, safety and security.

We believe that behaviours of concern are most often the result of an unmet need, or a difficulty in communicating that need to others. We are aware that many of our pupils experience sensory issues and may find particular environments and experiences over stimulating, frightening or uncomfortable. Adults and peers can be sources of unpredictable actions and sensory sensations; transitions and demands which interrupt routines and repetitive activities (which a pupil may rely on to give a sense of order and predictability to their day) can provoke anxieties which may be communicated to others through behaviours which are challenging in their nature.

By identifying difficult behaviours, considering physical and sensory issues, addressing mismatches in the environment and focusing on a person's highly individualised strengths and needs, we aim to design programmes to teach more effective means of communication, more socially appropriate interactions with others, and greater tolerance of the different environments and demands which will be encountered in everyday life.

At Old Park we follow the Team Teach approach. All staff are trained in effective de-escalation and where needed, have had restrictive physical intervention training. Where a pupil is identified as displaying behaviours of concern, then an Agreed Behaviour Support Plan will be in place. This details possible triggers and the consistent response needed.

Staff who are not Team Teach trained **should not** attempt to support any pupil by physical intervention.

**The behaviour lead at Old Park School is Miss Claire Read.**

*Further information can be found in schools Positive Behaviour Support and Relationships Policy.*

### **Car Park**

Our car park is very busy especially during transport time in a morning and after 2.30pm on an afternoon. Delays may occur at leaving time due to the movement of minibuses collecting pupils. To avoid accidents staff should follow the one-way markings recorded on the car park. Staff should avoid parking outside of the designated bays but should notify the office if they have needed to 'block anyone in'.

### **Chewing gum**

Chewing gum is not permitted during the school day (unless part of a process relating to giving up smoking – and agreed with a senior member of staff).

### **Communication with Families**

Old Park recognises that we cannot deal totally with the needs of children without the involvement, opinion and knowledge provided by families. Teaching is a partnership between home and school. Every effort is made to encourage parents and carers to take an active interest in their child's education, and families are welcomed into school. We use a range of systems to communicate with families including a virtual diary (School Life), face to face discussion, telephone, letters, emails and social media. Communication of importance with families should be recorded on the CPOMs system.

Please ensure any correspondence you send is accurate and professional.

All letters should be checked by SLT before being sent out.

Parents and Carers are invited into school for Parents Evenings held during the autumn and spring terms. Teaching Assistants are expected to contribute to these meetings.

### **Communication with Pupils**

At Old Park we promote the MORE (Means, Opportunities, Reasons, Environment) communication principles with all of our learners. We are proud that our school is a Total Communication environment. We work closely with speech and language therapists that school commission to ensure that all staff have the knowledge, skills and expertise needed to best develop pupil communication. We expect all staff to support this approach.

### **Declaration of Interests**

Staff members are required to declare their interests where the group or organisation would conflict with the ethos of the school. Membership of a trade union or staff representative group would not need to be declared.

Staff members should also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities.

Failure to make a relevant declaration of interests is a serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the school or trade union.

All staff should declare any potential pecuniary or conflicts of interest to the Head teacher in writing for inclusion on the Register of Business Interests.

### **Diary**

The school operates an electronic diary. Staff should ensure that all key dates are entered in a timely manner including meetings or when visitors are coming to school. This diary is shared with staff weekly during Monday morning briefing.

### **Disability and Equality**

The Governing Body has three key duties towards disabled pupils, under Part 4 of the Disability Discrimination Act:

- not to treat disabled pupils less favourably for a reason related to their disability;
- to make reasonable adjustments for disabled pupils, so that they are not at a substantial disadvantage;
- to plan to increase access to education for disabled pupils.

All members of staff and volunteers are expected to adhere to the above duties.

At Old Park we believe that any form of racism, racist attitudes or discrimination is unacceptable and will not be tolerated by the school. If any member of staff witnesses any form of racism it must be reported to a member of the senior leadership team immediately.

### **Display Screen Users**

Staff whose time is significant spent working with computers should ensure they take regular rests from the screen by alternating tasks. Under the provisions of the Display Screen Equipment Regulations 1992 the governors will offer these staff eye tests every 2 years and will cover the cost of the eye test and new glasses to a maximum of £50 upon production of receipts and optician's declaration. Staff should also utilise wrist rests and document holders to protect them against possible RSI injury.

### **Educational Visits**

At Old Park we value the contribution that educational visits can make to a pupil's learning experience. Such visits give pupils the opportunity to develop their social and communication skills in a variety of settings. Class teachers should consult the educational visits checklist when planning any offsite visits. Class teachers/HLTAs will be given a log in to the EVOLVE risk assessment system.

### **Emergency procedures**

The details of what to do in case of fire are listed in each classroom and office together with a plan of the site. Staff should make themselves aware of the exit routes and know which telephones have outside lines to enable them to call the fire brigade.

Each pupil has a personal emergency evacuation plan (PEEP) which is stored on their clipboard.

- If you hear the fire alarm, listen to the message as you will be told when to evacuate the premises.
- If you are not in the Zone where the alarm has been activated you will only see a flashing red light.
- On seeing the flashing light the designated fire marshal for each class/area of school should move to the muster point outside the ICT suite to await instructions from senior management.
- Do not allow pupils to leave your classroom until the light stops flashing and if you are in the process of changing a child, finish the task promptly and return to your classroom to await further instructions.
- KEEP CALM and if asked to do so, move in an orderly fashion to the assembly point.
- REMEMBER do not attempt to tackle the fire unless your exit is blocked or you are in the presence of another adult.
- Ensure the fire brigade has been called 9 999 they prefer to receive several calls rather than none at all.

- Move to the fire evacuation point, where a member of SLT will attend to carry out a roll call. Primary assembly point on the Lower Phase playground. Secondary large playground on the MUGA
- Fire Marshals should report to staff member wearing the yellow jacket that the area checked is all clear.
- DO NOT re-enter the building until advised to do so.

New staff, supply and work experience students will all be provided with information sheets on evacuation procedures, but permanent staff should still make sure that visitors and temporary personnel have taken note of the fire notices in the area where they are working.

If you see a fire, raise the alarm by activating the fire alarm call point by all exist doors.

All staff must participate in at least one drill per term and at least one simulated drill with assumption that one escape route is NOT available, staff should therefore be aware of their second suggested escape route.

Staff should ensure that compartmental doors are not obstructed as these doors will close automatically when the fire alarm is activated, they would slow down the advance of a fire and reduce smoke giving more time to evacuate. In the event of a fire, please close doors as you leave the building.

The school building is fitted with a sprinkler system and it is important that these are not compromised. Do not block them by storing boxes too close in your stock cupboards. The fire alarm system call points are tested in turn each Tuesday morning by the site manager.

Staff should ensure that their next of kin and emergency contact details are up to date in the school office. This information is kept in line with GDPR requirements.

It is recommended that schools should ideally hold at least two emergency contact numbers for pupils. If you find contacts are out of date or unreachable, please notify the DSL and school office immediately.

### **Electrical Equipment**

All electrical equipment brought on to school premises must be PAT tested by the site manager/site assistant before use. All equipment should be switched off each evening and washing machines and driers emptied and switched off by phase staff before leaving the site. Wires and plugs should also be checked before using the equipment, any faults should be reported to the site team.

### **Evidence for Learning**

At Old Park School we use the online Evidence for Learning (EfL) platform to capture and record evidence of pupils learning and progress. This platform allows us to use adult written observations, photos and short video clips to demonstrate how a child has engaged with a particular task or curriculum area. We also use EfL to record evidence towards individual EHCP targets or outcomes and Wow! moments for the child's record of achievement. Families have access to some of their child's evidence via the Parent Portal. Class teachers are responsible for sharing a minimum of one piece/maximum of three pieces of evidence to the portal each week.

### **Fault Reporting**

Where staff are aware of a fault or job that needs attention in school then they should notify the site team by emailing [siteteam@old-park.dudley.sch.uk](mailto:siteteam@old-park.dudley.sch.uk). Where it is deemed that such fault is a high level of risk to other staff, pupils or visitors, then all staff have a duty of care to notify the Site Manager/Head teacher immediately.

### **Glasses**

In the event of a staff member's glasses being broken during their normal working activities the governors will make an ex-gratia payment of £80 towards their replacement subject to production of optician's receipt. Staff are reminded not to wear glasses of high value when working in school.

### **Grievance**

The school has adopted the Local Authority procedure for teaching and non-teaching staff. This applies to all employees within the school and gives employees a formal opportunity to raise issues concerning their treatment at work.

### **Health and Safety**

Staff must be familiar with and adhere to the school's Health and Safety Policy ensuring that they comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them without any adjustment to its intended use.

Staff must comply with the hygiene requirements as stipulated by the school including the use of gloves and white/yellow aprons during intimate care and blue aprons when supporting at lunchtime. Any food preparation should be carried out in line with food hygiene regulations.

All hot drinks should be contained within lidded cups within school. Hot drinks must not be stored or consumed in areas accessed by pupils. Kettles should not be kept in classrooms. Cups made from glass should not be used in classrooms.

All sharp knives, scissors and tools must be kept locked away and pupils must be supervised when using them. The adult leading is responsible for counting them out and in at the end of each lesson.

Staff must inform the Head teacher of any paid work which is undertaken elsewhere for compliance with Working Time Regulations.

### **Home Learning**

Old Park School believes that learning from home is a valuable part of education. We recognise that it has an important role to play in helping pupils realise their full potential and in raising standards of achievement. All such work should be carefully planned as part of the individual child's overall educational experience and shared fully with families.

### **Information Governance (GDPR)**

Old Park School is required to keep and process certain information about its staff members and pupils in accordance with its legal obligations under the General Data Protection Regulations (GDPR).

The school may, from time to time, be required to share personal information about its staff or pupils with other organisations, mainly the LA, other schools and educational bodies, and potentially children's services.



In accordance with the requirements outlined in the GDPR, personal data will be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up-to-date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which they are processed, is erased or rectified without delay.
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods, insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

### **Key Fobs**

A key fob to gain access to the building can be obtained from the school office. These are issued to permanent and long-term supply staff only. Fobs should be kept on your person to avoid a pupil being able to exit the building by using the fob. If your fob is lost this should be reported to the school office as soon as possible so a stop can be placed on the system. Replacements will cost £5.

### **Lunchtime Arrangements**

Classes are supported at lunchtime by additional Special Needs Support Workers who support with social engagement, feeding and interaction/supervision on the playground.

Midday meals are prepared on the premises. Members of staff who require a midday meal should sign their names on the sheet outside the kitchen and pay for this daily when collecting their meal from the hatch.

All school staff have a 30-minute break at lunchtime, and work with our pupils for 30 minutes on lunchtime targets, playground activities/supervision or pupil's personal care. The timing of staff lunch breaks is organised by the teacher/HLTA in charge of the class. We ask that staff are punctual in returning from their break so as not to adversely impact on routines and learning time.

There are three lunchtime sittings. Lower eats lunch between 11.45 and 12.15, Middle and Upper Phase eat lunch between 12.15 and 12.45, and our 14-19 Phase eat lunch between 12.45- 1.15. Some classes/pupils eat lunch in the dining hall, whereas others in their classrooms. All staff have a duty of care to make themselves aware of any pupils who have specific dietary requirements or food allergies.



If you are arranging to take an off-site visit where a packed lunch is required, the kitchen will require 10 days' notice to enable them to order supplies.

Office staff need to also know on the Monday prior to an event if Free School Meal Allowance and dinner money is required by the class undertaking a visit where packed lunches are not required.

### **Mandatory Training**

There is a programme of training delivered both through induction and the schools CPD cycle of events. Attendance is mandatory. If training falls outside normal shift patterns, staff will be invited to attend, given prior notice and paid accordingly.

Training includes but is not limited to: Safeguarding, Safer People Moving and Handling, Managing Medical Conditions, Team Teach and Communication.

### **Medical Support**

Due to the nature of pupils who attend Old Park School, we have a school nursing team on site. All pupils have a health assessment completed with care plans when they join school. This details any known medical conditions, current medication and any emergency procedures that should be followed. These plans are updated at least annually. All class staff should ensure that they are clear on the content and their role for individual pupils. Training for specific medical procedures/interventions is provided.

The school operates a three-tiered approach to supporting medical needs or issues that arise.

#### Tier 1 – Class based support

All class-based staff receive annual updated medical needs training. In addition, we have a number of trained First Aiders across school. Where staff have low level concerns, they should first discuss these with a child's parents or carers.

#### Tier 2 – Nursing advice

The nursing team can be contacted for advice by submitting an entry onto CPOMS. This is monitored by the nursing team throughout the day.

#### Tier 3 – Nursing support

Where staff have concerns about a child and feel they need to be seen in person by one of the nursing team then they can be contacted either by telephone on 8927 or on the walkie talkie, station 7.1.

*Further information can be found in the School's Managing Medical Needs in School Policy.*

### **Minibus Operating Procedures**

The school operates two minibuses and staff members must undertake an LA driver's assessment (MIDAS) every 4 years to enable them to drive the school buses and will be required to complete the insurance declaration. Staff undertaking these duties should familiarise themselves with the risk assessment and operating procedures which outline the procedures to be followed for safe use of this equipment and pre-use checks required before a journey is undertaken, guidance is also provided in the event of an accident. Drivers should be aware of any pupils who require additional equipment when travelling on the minibus e.g. booster seat, harness.

### **Moving and Handling**

Moving and handling training is identified as mandatory for all staff working with pupils who have physical disabilities. All new staff must be trained before moving and handling tasks are carried out independently. We recognise the rights of all pupils to safe and appropriate assistance in terms of their moving and handling needs, and it is expected that their dignity and privacy will be protected at all times.

Identified pupils with handling needs all have a Personal Handling Plan (PHP) that is updated at least annually, or in response to changes in working practice, a serious incident or a change in the individual needs of a pupil.

There are a team of staff trained as moving and handling trainers at Old Park School. If you need advice or support or if there is an issue with equipment, then this should be recorded on CPOMs. The Moving and Handling Team will receive a direct alert.

**The moving and handling lead at Old Park School is Mr Joe Neil.**

*Further information can be found in schools Safer People Moving and Handling policy.*

### **Money**

Money is brought into school for a variety of reasons, such as dinner money, cookery and trips and visits.

All monies should be handed to office staff. It is necessary to always check pupil bags as some families send money into school in this way. All sums of money should be handed to the office for banking immediately as all cash received should be banked within 7 days of receipt. Cash not held in the school safe overnight is not covered by insurance.

Trip money will be collated and banked by the office staff following liaison with class teacher. If you are organising a residential, a week's notice is required for spending cash. All expenditure during the visit must be recorded on the monitoring sheet provided with all receipts presented.

The purchase of resources for the classroom should be approved by the Assistant Head teacher overseeing your phase and, if necessary, the Head teacher **before purchase**. Staff should submit petty claims through the PIMS system. Reimbursement will not be allowed unless a receipt is produced. All claims should be submitted on a monthly basis.

### **Personal Intimate Care including Control of Infection**

Pupils are always entitled to respect and privacy and especially when in a state of undress, changing, bathing or undertaking any form of personal care. There are occasions where there will be need for an appropriate level of supervision to support individuals, safeguard pupils and/or satisfy health and safety considerations. This supervision should be appropriate to the needs and age of the pupil concerned and sensitive to the potential for embarrassment.

Where pupils require support during intimate care (including support for hygiene routines) then an Intimate Care Plan will be completed by the pupils key worker and shared with families.

Guidelines for changing children with incontinence needs:

- Personal care routines can be carried out by all competent and confident persons in paid employment including supply staff. This does not include students or volunteers.

- Staff should always wash their hands before and after changing and wear disposable gloves and aprons. A face mask may also be worn.
- All soiled clothing will be contained in a sealed plastic bag to return home.
- All other materials will be disposed of in clinical waste bins.
- Changing beds must be cleaned with disinfectant wipes/spray after use.
- Spillages of bodily fluids shall be cleared up as soon as possible, isolating the area. Disposable gloves and aprons should be worn.

### **Probation**

All new appointments to the Local Authority (excluding transfers within the Authority and Teaching Staff) are subject to 6 months' probation. This ensures that new staff can fulfil their role and responsibilities and that the school is providing the right level of support and training to enable them to do so. A meeting will be held with your mentor after the first month, 3rd month, and 6th month and a copy of the meeting minutes will be provided for your safe keeping. The probation period can be extended if the school feel any issues have arisen which need further support. Additional meetings can be scheduled at the request of both the new member of staff, induction mentor or SLT. The appointment will be confirmed in writing when the new staff member has completed a satisfactory probationary period of service.

### **Professional Behaviour and Conduct**

All staff are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect. Discrimination, bullying, harassment or intimidation, including physical and verbal abuse, will not be tolerated at the school.

Staff members must not misuse or misrepresent their position, qualifications or experience or bring the school into disrepute.

Staff members must inform the Head teacher if they are subject to a criminal conviction, caution, ban, police enquiry or investigation pending prosecution. Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school resources, property and facilities.

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the school's Whistleblowing Policy.

Gifts from suppliers or associates of the school must be declared to the Head teacher, except for "one off" token gifts from pupils or parents.

The school has adopted the LA School's Financial Regulations. All staff with financial responsibility should comply with the powers delegated by the Governing Body.

### **Pupil Development**

Staff must comply with school policies and procedures that support the well-being and development of pupils. Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils. Staff must follow reasonable instructions that support the development of pupils.

### **Pupil Information**

At Old Park School we use the INTEGRIS system to store a range of pupil information. This system is also used to populate CPOMS. Class teachers should speak to the school office if they require a hard copy of emergency contact details for offsite visits for example. Due to the sensitive nature of such information, a member of class staff should be designated to be responsible for such documents out of school.

All pupils have an information clipboard. Personal documents or information that is used daily should be stored on these clipboards and locked away at the end of the day. Sensitive pupil information should not be displayed in class.

Staff should not use memory sticks/hard drives to store sensitive pupil information and should ensure that documents are not left in cars etc.

### **School Closure**

In the event of school closure, Old Park School staff will be notified by School Life. Information will also be posted on the School website and Facebook page. It is the responsibility of the Head teacher to notify the local authority.

### **School Life**

All staff should register with School Life to enable messages to be sent in the event of a school closure. Parents and carers are also strongly encouraged to join to enable messages and letters to be sent.

### **Security including signing in/out procedures**

Entrance to the school is carefully controlled and monitored.

Please sign in and out of school on arrival and departure. This includes when leaving the school site for breaks. The school operates an electronic system with screens on the main entrance and the staff entrance. Supply staff should sign in and out using the visitor option. This process forms part of our fire safety procedure and must always be adhered to. The signing in and out process is monitored regularly by SLT.

All permanent staff must wear a blue identification lanyard. This indicates that these staff are employed by Old Park School, a full enhanced DBS check is in place and that staff may support children without supervision.

Long term supply wear a green lanyard (After 6 weeks working in school). Short term supply wear a red lanyard.

Students and volunteers are given a purple lanyard. This indicates that these people are allowed to work in classrooms under supervision. A DBS check is in place but may have been carried out by a third party.

Visitors to the school including parents and carers are provided with a yellow lanyard which must be worn. This indicates that the school has not carried out any checks and that this person must be supervised at all times.

No-one should be on site without a lanyard and staff should be aware of unidentified people around the school and be prepared to challenge them or report their presence to the Head teacher or School Office.

### **Smoking**

Old Park School is a non-smoking environment. In line with policy and legislation, staff wishing to smoke during break times must do so off the school site. Staff are requested not to smoke directly outside the school gate and to be aware of the impression given to visitors. Please dispose of all waste material appropriately. Staff are only permitted to smoke during their designated lunch break. Staff should not be seen smoking during their PPA time or staff meeting time.

### **Staff Briefing/Meeting**

There is a briefing for all staff at 8.30am each Monday. Please ensure that you are prompt in attending this.

In addition to this, whole school staff meetings take place on a Tuesday between 3.25pm and 4.25pm for primary staff and Wednesday between 3.25pm and 4.25pm for secondary staff. Where a member of staff works part time, they should attend the staff meeting held on their working day. These meetings focus on whole school development priorities.

### **Staff who wish to bring their own children into school**

Staff are expected to make alternative arrangements for the care of their own child in the event of their child's school having a planned closure e.g. INSET. However, we acknowledge that there may be exceptional circumstances where this is not possible. These guidelines seek to ensure the safety of all concerned and reduce possible impact on learning.

- Staff are only able to bring their child into school at the discretion of a member of the Senior Leadership Team and this will be dependent upon the age of the child and the needs of the pupils in the class where the member of staff is based. SLT decision is final.
- Staff must gain permission from a member of SLT before they bring their child into school.
- Staff are responsible for their own child at all times.
- Staff must ensure that their child is always under their supervision
- Staff are responsible for the behaviour of their child.
- Staff must ensure that they are still able to fully fulfil their working duties when their child is with them.
- Staff must ensure that their child does not go into the staff room.
- Staff must ensure that their child does not attend briefing meetings (and they should wait with their child in the classroom whilst these are taking place).

### **Specialist Facilities**

All staff supporting pupils in the pool MUST read and sign to confirm that they have read both the Normal Operating Procedure and the Emergency Operating Procedure and understand their role. New staff and long-term supply will need to have completed their pool induction with the Swimming Co-Ordinator before supporting in the pool. Short term supply must not support in the swimming pool or changing areas. Staff should ensure that they bring their swimming kit daily. All staff are expected to support pupils in the water (with the exception of those with a written health risk assessment).

Forest school sessions take place across the week. Staff must ensure that a register is taken of those taking part in each session and that any emergency medication is taken. Staff should ensure that they have appropriate outdoor clothing suitable for different weather conditions.

Old Park School has a soft play room on site. This is for the use of primary aged pupils only (unless prior agreement with SLT).

### **Visitors**

The school welcomes visitors. Every visitor is required to sign-in when they arrive at school. Proof of ID and DBS is required for visitors who will be working with children.

Members of staff should inform the school office if they are expecting visitors or if special events are taking place in school. The school office will ensure that arrangements are in place. This includes carrying out a visitor PEEP where needed.

### **Volunteers**

Old Park School welcomes volunteers who can bring additional expertise into the school. Any regular volunteer work should be for agreed specified periods and for specified areas of work.

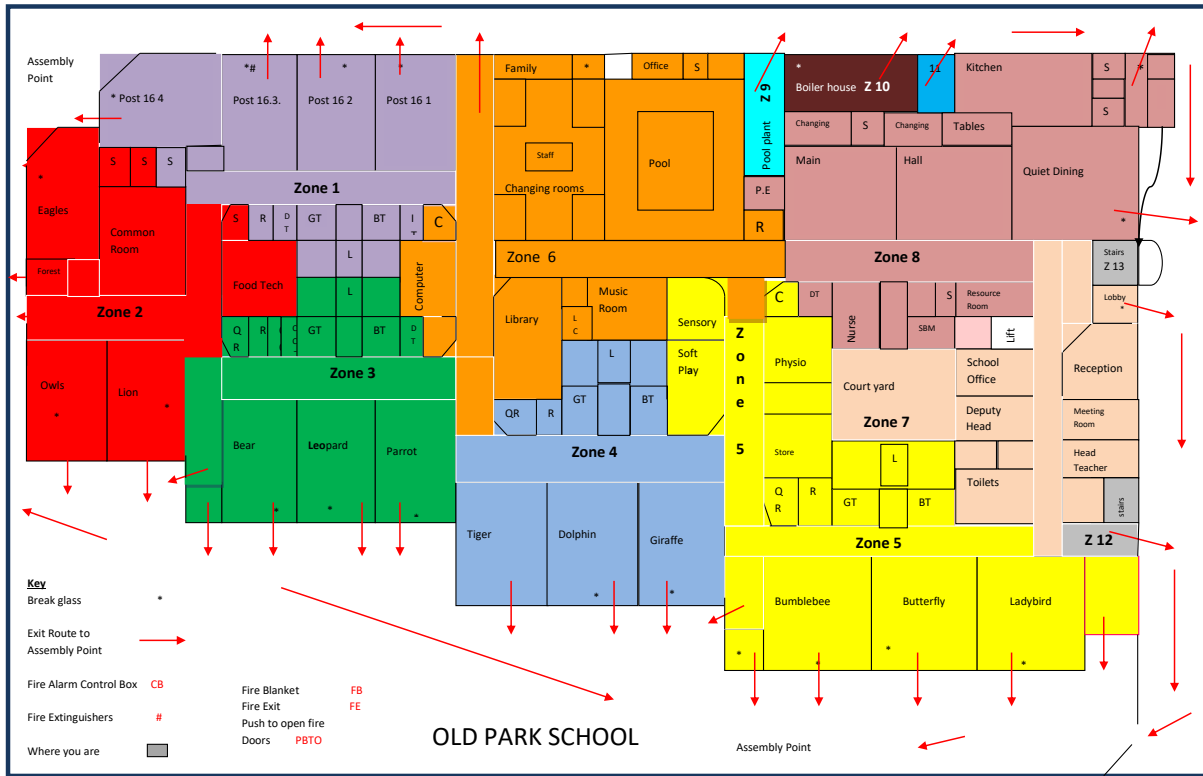
The Head teacher will assess any applications. DBS requirements and risk assessments will need to be satisfied before any volunteer can start work. The volunteer must work under the direction of a class teacher or member of the leadership team. Volunteers should never be left alone with pupils. If there are any concerns about a volunteer the Head teacher should be consulted. Pupil confidentiality must always be observed.

### **Working Hours**

The following hours are based on a teaching assistant fulltime 32.5 hour contract. Teachers should refer to the school's 1265 document. HLTA's who have a 37 hour contract should agree their additional hours in consultation with the Head teacher.

<b><u>Primary Phase Proposed Working Pattern</u></b>				
<b>Day</b>	<b>Start Time</b>	<b>End Time</b>	<b>Lunch Break</b>	<b>Hours per day</b>
Monday	08:30	15:25	00:30	06:25
Tuesday	08:40	16:25	00:30	07:15
Wednesday	08:40	15:25	00:30	06:15
Thursday	08:40	15:25	00:30	06:15
Friday	08:40	15:25	00:30	06:15
<b>Total Weekly Hours</b>				<b>32:25</b>
<b><u>Secondary Phase Proposed Working Pattern</u></b>				
<b>Day</b>	<b>Start Time</b>	<b>End Time</b>	<b>Lunch Break</b>	<b>Hours per day</b>
Monday	08:30	15:25	00:30	06:25
Tuesday	08:40	15:25	00:30	06:15
Wednesday	08:40	16:25	00:30	07:15
Thursday	08:40	15:25	00:30	06:15
Friday	08:40	15:25	00:30	06:15
<b>Total Weekly Hours</b>				<b>32:25</b>

# Appendix 1 – Fire Evacuation Map



## Appendix 2 – Agreed Display Expectations

- Consider the purpose of your display and how this will be used to support the teaching and learning in your class (Please do not create displays that just become ‘wallpaper’ or which provide an unhelpful distraction to pupils).
- Display boards to be backed in pale backing paper with a black boarder (This is except for display boards that are being used with pupils with visual impairment).
- Displays should have a title and a focused key question/outline of the content.
- Displays should have a range of key Widgit symbols/key vocabulary.
- Displays should include correct spelling, punctuation and grammar.
- Display items should be mounted and secured to the board (not blu-tac)
- All text should be written in Sassoon CRInfant.
- Photographs should be no smaller than x4 per A4
- Staff should pay attention to detail when cutting out, mounting items for display. Where possible this should be done with a guillotine.
- Corridor displays and those displaying work within the classroom should be changed as a minimum each term.
- Consideration to be given to how displays are maintained.
- All classes to have a focused reading/phonics display board.
- In line with GDPR, only pupils first name to be used on displays/classroom labels.



## **Appendix 3 - Family Communication Expectations**

Communicating regularly with families is an integral part of our role. Many of our pupils are unable to talk about their daily lived experiences at school or at home and it is therefore important that everyone involved in supporting a child is kept up to date. This can sometimes mean sharing sensitive personal information about a young person. All staff should be alert to the Safeguarding and GDPR legislation around information sharing. Class teachers should ensure that they have robust daily systems and processes in place around communicating with families.

### **Named Keyworkers**

Each pupil should be allocated a named keyworker from the class team. This should be shared with families and the admin staff in school. The keyworker should act as the main point of contact, attending individual meetings and discussions where appropriate.

### **Daily Communication**

Daily communication with parents and carers should be facilitated using the School Life Virtual Diary. This communication should focus on the day to day learning experiences of the pupil and any other general information that needs to be shared. Some families request specific information about their child e.g. toileting routines. The virtual diary should be completed daily for all pupils. Daily communication does not need to be recorded on CPOMS.

### **Direct Contact**

Where highly sensitive information (Related to behaviour or safeguarding for example) needs to be shared or discussed, this should be done through direct contact. Direct contact can be made via a face to face discussion or by a telephone call. Staff should ensure such discussions are held in private. Support is available via the Family Support Lead and SMT/SLT where needed. Direct contact must be recorded on CPOMS.

### **Sensitive Documentation**

Where there is a need for sensitive documentation to be shared between home and school, then school staff need to be extremely cautious as to how this is being sent or transported. The author of the document is responsible for this. Where possible, sensitive documentation should be sent electronically via the school office email. Parents and carers are also encouraged to send documentation via this means. Where documentation is sent in paper form then it must always be put into a sealed envelope. The envelope must be marked with private and confidential and the child's first initial and surname. Sensitive documentation must be handed to the passenger assistant or family member at the end of the day. Sensitive documentation must not be put into a child's bag. Where paper-based documentation is received from home, then this must be handed to the office staff for processing. A record of any sensitive documentation sent or received must be recorded on CPOMS.

### **Celebration including Photographs**

Sharing and celebrating the experiences and progress made by pupils is important. This is evidenced in a number of ways in school. To ensure consistency, school uses the parent portal system within Evidence for Learning to share achievements with families.

### **Essential CPD**

All staff should ensure that they have read and understand the school Staff Handbook. This clearly documents our expectations on a number of related areas. In addition, staff should also complete the GDPR training module.

**Accountability**

All staff have a role to play in communicating appropriately with parents and carers in line with GDPR and information sharing legislation. Staff should ensure that they direct all parental contact through the direct channels and do not expose themselves to potential safeguarding issues. If a GDPR breach occurs the staff member is responsible for notifying the Headteacher immediately. They must also complete the breach report that is sent to the Data Processing Officer for review. Persistent breaches will result in a formal interview with the Chair of Governors and may trigger disciplinary action.

## Appendix 4 – Staff Acceptable User Agreement



### Old Park School

#### Staff Acceptable Use Agreement

##### Rules for Responsible Internet use

This agreement applies to all adult users of the school's systems. We trust you to use the ICT facilities sensibly, professionally, lawfully, consistent with your duties, with respect for your colleagues and in accordance with this Agreement.

It is important that you read this agreement carefully. If there is anything that you do not understand, please discuss it with the Head Teacher or your line manager.

Any inappropriate use of the School's internet and e-mail systems whether under this agreement or otherwise may lead to disciplinary action being taken against you under the appropriate disciplinary procedures which may include summary dismissal. Electronic information can be produced in court in the same way as oral or written statements.

Research Machines (RM) has a contractual obligation to monitor the use of the internet and e-mail services provided as part of DGfL, in line with The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000. Traffic data and usage information may be recorded and may be used in disciplinary procedures if necessary. RM, Dudley MBC and the school reserve the right to disclose any information they deem necessary to satisfy any applicable law, regulation, legal process or governmental request. If there is any evidence that this particular agreement is being abused by individuals, we reserve the right to withdraw from employees the facility to view, send and receive electronic communications or to access the internet.

All information relating to our pupils, parents and staff is personal. You must treat all school information with the utmost care whether held on paper or electronically.

Official school systems must be used at all times.

##### Use of the Internet and Intranet

When entering an internet site, always read and comply with the terms and conditions governing its use. Be aware at all times that when visiting an internet site, the unique address for the computer you are using (the IP address) can be logged by the site you visit, thus identifying your school. For your information, the following activities are criminal offences under the Computer Misuse Act 1990:

- unauthorised access to computer material i.e. hacking;
- unauthorised modification of computer material; and
- unauthorised access with intent to commit/facilitate the commission of further offences.

In line with this agreement, the following statements apply: -

- If you download any image, text or material check if it is copyright protected. If it is then following the school procedure for using copyright material.

- Do not download any image, text or material which is inappropriate or likely to cause offence. If this happens accidentally report it to the Head Teacher. If you want to download any software, first seek permission from the Head Teacher and the ICT Technician. They should check that the source is safe and appropriately licensed.
- If you are involved in creating, amending or deleting web pages or content on the web site, such actions should be consistent with your responsibilities and be in the best interests of the School.
- You should not:
  - introduce packet-sniffing software (i.e. software which is used to intercept data on a network) or password detecting software;
  - seek to gain access to restricted areas of the network;
  - knowingly seek to access data which you are not authorised to view;
  - introduce any form of computer viruses;
  - carry out other hacking activities.

## Electronic Mail

Care must be taken when using e-mail as a means of communication as all expressions of fact, intention or opinion may implicate you and/or the school.

Internet and e-mail access is intended to be used for school business or professional development, any personal use is subject to the same terms and conditions and should be with the agreement of the Head Teacher. Your privacy and autonomy in your business communications will be respected. However, in certain circumstances it may be necessary to access and record your communications for the School's business purposes which include the following:

1. providing evidence of business transactions;
2. making sure the School's business procedures are adhered to;
3. training and monitoring standards of service;
4. preventing or detecting unauthorised use of the communications systems or criminal activities;
5. maintaining the effective operation of communication systems.

In line with this agreement the following statements apply: -

- You should agree with recipients that the use of e-mail is an acceptable form of communication. If the material is confidential, privileged, or sensitive you should be aware that un-encrypted e-mail is not secure.
- Do not send sensitive personal data via email unless you are using a secure site or portal. It is good practice to indicate that the email is 'Confidential' in the subject line.
- Copies of emails with any attachments sent to or received from parents should be saved in a suitable secure directory. At Old Park School this is CPOMS.
- Do not impersonate any other person when using e-mail or amend any messages received.
- Sending defamatory, sexist or racist jokes or other unsuitable material via the internet or email system is grounds for an action for defamation, harassment or incitement to racial hatred in the same way as making such comments verbally or in writing.
- It is good practice to re-read e-mail before sending them as external e-mail cannot be retrieved once they have been sent.

- If the email is personal, it is good practice to use the word 'personal' in the subject header and the footer text should indicate if it is a personal email the school does not accept responsibility for any agreement the user may be entering into.
- Internet and e-mail access is intended to be used for school business or professional development, any personal use is subject to the same terms and conditions and should be with the agreement of your headteacher.
- All aspects of communication are protected by intellectual property rights which might be infringed by copying. Downloading, copying, possessing and distributing material from the internet may be an infringement of copyright or other intellectual property rights.

## **Social networking**

The use of social networking sites for business and personal use is increasing.

School staff may need to request access to social networking sites for a number of reasons including:

- Advertising the school or managing an 'official' school presence,
- For monitoring and viewing activities on other sites
- For communication with specific groups of adult users e.g. a parent group.

Social networking applications include but are not limited to:

- Blogs
- Any online discussion forums, including professional forums
- Collaborative spaces such as Wikipedia
- Media sharing services e.g. YouTube, Flickr
- 'Microblogging' applications e.g. Twitter

When using school approved social networking sites, the following statements apply: -

- School equipment should not be used for any personal social networking use
- Staff must not accept friendships from underage pupils. The legal age to register with a social networking site is usually 13 years; be aware that some users may be 13 or younger but have indicated they are older
- It is important to ensure that members of the public and other users know when a social networking application is being used for official school business.
- Social networking applications should not be used to publish any content which may result in actions for defamation, discrimination, breaches of copyright, data protection or other claims for damages. This includes but is not limited to material of an illegal, sexual or offensive nature that may bring the school into disrepute.
- Postings should not be critical or abusive towards the school, staff, pupils or parents or used to place a pupil, or vulnerable adult at risk of harm
- The social networking site should not be used for the promotion of personal financial interests, commercial ventures or personal campaigns, or in an abusive or hateful way
- Ensure that the appropriate privacy levels are set. Consider the privacy and safety settings available across all aspects of the service – including photos, blog entries and image galleries. Failing to set appropriate privacy levels could result in messages which are defamatory, libellous or obscene appearing on your profile before you have chance to remove them
- It should not breach the schools Information Security agreement

## **Data protection**

The processing of personal data is governed by the current Data Protection Act.

As an employee, you should exercise due care when collecting, processing or disclosing any personal data and only process personal data on behalf of the School. The main advantage of the internet and e-mail is that they provide routes to access and disseminate information.

Through your work personal data will come into your knowledge, possession or control. In relation to such personal data whether you are working at the School's premises or working remotely you must: -

- keep the data private and confidential and you must not disclose information to any other person unless authorised to do so. If in doubt, ask your Head Teacher or line manager;
- familiarise yourself with the provisions of the current Data Protection Act and comply with its provisions;
- familiarise yourself with all appropriate school policies and procedures;
- not make personal or other inappropriate remarks about staff, pupils, parents or colleagues on manual files or computer records. The individuals have the right to see all information the School holds on them subject to any exemptions that may apply.

If you make or encourage another person to make an unauthorised disclosure knowingly or recklessly you may be held criminally liable.

I have read through and fully understand the terms of the agreement. I also understand that the school may amend this agreement from time to time and that I will be issued with an amended copy.

Signed:

PRINT NAME:

Dated: