The Priory Parish

C of E (Aided)

Primary School



Induction Handbook

and Code of Conduct

For School Staff

Head teacher : Mr G Edwards

September 2016

Updated February 2017

*The Priory Parish Church of England Primary School will provide inspirational and challenging learning experiences for all in a safe, Christian environment. Through passion, commitment, love and care we will develop valued and well-rounded individuals ready for the wider world. With our shared faith in God, we will work together as an extended family to achieve the best for all.*

Introduction

Background

Pupils at the Priory Parish C of E Primary School are organised into seven classes, from F2 to Year 6. From September 2016 F1 have joined the main school. They have three year olds in the mornings and two year olds in the afternoon. All year groups in school are one form entry.

Additional assistance, in the form of teaching assistants or qualified teachers, is provided in accordance with national and local criteria, as well as that agreed by the Governing Body.

Induction

To support the smooth transition of new members of staff into life at The Priory Parish C of E Primary School, this induction book and code of conduct outlines aspects of general school organisation which is required on a day to day basis such as a map of the school, an outline of the school day and important safeguarding procedures. If you have any other questions after reading this booklet, please ask any member of staff.

**Code of Conduct**

The public is entitled to have trust and confidence in the integrity of **The Priory Parish C of E Primary School** Community, its staff, governors and volunteers. The conduct of all must therefore be of the highest standard. This booklet outlines the School’s code of conduct.

**Church of England School**

As a Church school it is incumbent upon every member of staff to reflect thevalues and ethos of the Church of England.

**Policies and Procedures**

Copies of ALL policies and procedures can be obtained from the Head teacher’s office. New staff should be particularly clear on the policies for safeguarding, behaviour and health and safety.

School Website

The School’s website gives a detailed picture of the school’s vision, values, policies, procedures safeguarding measures and curriculum. You can view it by following the link [www.prioryparishprimary.com](http://www.prioryparishprimary.com)

**General School Code of Conduct**

Informed by : ‘Keeping Safe in Education’ 2014 (Update July 2016)

1. **General Obligations**

* **The staff of The Priory Parish C of E Primary School** must act with utmost good faith with regard to the business of the school, and do all in their power to promote the School’s interests and not do anything which may adversely affect the school’s reputation.

**2. Public Duty and Private Interest**

* Employees are expected to abide by the policies of the School. They must take care to ensure that their own personal or political opinions do not interfere with the provisions of balanced professional advice or their duty to carry out these policies.
* Care should be taken to avoid any conflict of interest between activities outside the school and professional responsibilities.

**3. Confidentiality and Information Disclosure**

* Adults working at **The Priory Parish C of E Primary School** must conform to the requirements of the Data Protection Act and must take all reasonable steps to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur as a result of their actions.
* Members of staff must not disclose personal or financial information about any other member of staff to any unauthorised person, external organisation or agency without the express consent of the individual concerned or that of the Head teacher.
* Members of staff should not disclose confidential information to anyone who has no right to receive it.
* Members of staff must not use information obtained in the course of their duties to the detriment of the School or for personal gain/benefit; nor should they impart this information to others who might use it in such a way.

**4. Staff Dress Code**

* To dress professionally shows pride, effort, respect for oneself and one’s profession. Adults in school are role models for the learners in school: therefore they have a responsibility to model appropriate dress and appearance.
* The dress code is smart rather than casual. Jeans, flip-flops or revealing clothes are not acceptable in normal day to day work. When choosing footwear please be mindful of the duties you are expected or may be expected to carry out. This is also important in relation to your health and safety at work. If you are accompanying a class to the swimming pool, you will need appropriate footwear to change into at the poolside. If you are involved in PE then suitable sports clothes and footwear should be used.
* **The Priory Parish C of E Primary School** is committed to promoting diversity and will therefore respect individual preference in terms of custom, culture, religion and tradition.

**5. Other Employment**

* If employees have another job it must not conflict with the School’s interests or bring the School into disrepute.
* If employees have another job with another organisation they must not act as a messenger, go between or arbitrator between that organisation and the School. Formal channels of communication must be maintained.
* Employees working commitments to another employer must not interfere with their work for the School; they must be able to work for the School at the contracted/arranged times rested and refreshed.

**6. Equality**

* In accordance with the school’s Equality Plan employees must ensure that they do not discriminate in recruitment and employment practices or in the delivery of services. They must also ensure that in their dealings with the local community, all members of the public are treated with respect and fairness.
* Serious misconduct and/or criminal offences committed during or outside of working hours which bring employees or The School into disrepute will be the subject of disciplinary action which could lead to dismissal.

**7. Financial Inducements, Gifts, Hospitality and Sponsorship**

* Use of materials and equipment provided by the school should not be used for purposes unconnected with employment.
* Staff should not solicit or accept any gift, loan, fee, hospitality or other reward which influences the way in which they carry out their duties.
* Offers of hospitality should only be accepted if there is a genuine reason need to represent the School in an official capacity.

**8. Disciplinary Action**

* Any breach of this code of conduct may be the subject of disciplinary action which could result in dismissal.

###### **Child Protection and Safeguarding**

The nominated Child Protection Officer is – Mr G Edwards - Level 2 (Head teacher).

Safeguarding training has also been undertaken by:

Mrs J Sutton – Level 2 (Parent Liaison Worker)

Miss S Smith – Level 2 (Deputy Headteacher)

All school staff - Level 1.

All staff are expected to read, sign and return the ‘Children’s Workforce Disqualification Declaration’. This should be done as part of the recruitment process.

Members of staff have a duty to safeguard pupils from:

* Physical abuse
* Sexual abuse
* Emotional abuse
* Neglect
* Radicalisation and Extremism

The following guidance should be adhered to at all times:

**Reporting procedures**:

Any disclosure made by a child, of a physical and/or sexual nature or linked to extremism should be reported immediately to the Head Teacher. A ‘Concern Form’ should be filled in by the class teacher. These are stored in the Parent Liaison Worker’s room and also available from the head teacher.

**Safeguarding Code of Conduct**:

* Try to avoid being alone with a child. If possible, have another staff member present.
* Never offer lifts to or from school.
* Never visit children in their own home or invite them to your home without the Headteacher’s express permission and with another member of staff or respective professional.
* If you need to restrain a pupil (i.e. where someone’s safety is at risk) you must adhere to the school guidelines and preferably only if you have completed Team Teach training.
* Never buy presents for individual pupils.
* Do not physically manoeuvre children.
* Follow guidance laid down in the ‘Safer use of Social Networking Sites’ policy.
* Ensure that teaching materials are appropriate to the age of the children.
* Corporal punishment is illegal and includes any form of physical chastisement.

**To support children’s safety:**

* Encourage them to follow rules for safe use of steps/stairs.
* Discourage inappropriate movement around school eg running, carrying too many items of property.
* Ensure that correct uniform is worn and that coats are put on in cold weather.

**Mobile Phones**

Members of staff must not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Members of staff must only save images on school equipment. Mobile phones should only be used in areas where children are not present. If you bring a mobile phone with you, we ask that you keep it turned off during lesson time and stored in a secure, out of sight place. Phones should not be used in areas where children are present.

If you are working in Early Years setting your phone must be turned off and locked in a secure place.

Phones are only to be used in the staff room or PPA room.

**Policies**

All safeguarding policies are located in the Head Teacher’s office and all teachers are expected to be aware of their contents. The Child Protection Policy and other important safeguarding policies are included within the Staff Handbook. They are also on the school website www.prioryparishprimary.com

**Harassment and Intimidation**

The School’s Contact Officer is: Mr Edwards

All reports of harassment or intimidation will be treated in strict confidence in accordance with guidelines.

**Health & Safety**

All health & safety policies and procedures are located in the staff room – the main ‘Health & Safety Policy’ is also included within the Staff Handbook. **Staff should read and understand all health & safety policies and procedures.**

###### **Fire Safety and Security**

The school operates a no-smoking policy in the buildings and the grounds.

Fire Action notices are clearly displayed around school. Teaching staff should make themselves aware of the escape routes and should take part in all practices. Escape routes are displayed in every room in the building.

If there is a fire drill please leave the building with the children through the appropriate exit and wait in the playground with the children. Class teachers should take the register to ensure that all children are present.

If you are working with a group of children elsewhere, then leave the school building by the nearest exit, taking the children with you. Walk to the position where the rest of the class has lined up in the playground and report to the class teacher.

Never prop fire doors open. For reasons of safety these should remain closed at all times.

All staff should be aware of the school’s emergency evacuation procedures. These are located in the head teacher’s office.

You should ensure that you use the VPASS signing in system when entering and leaving the building.

###### **First Aid**

Only members of staff with a First Aid Certificate are allowed to deal with injuries.

All injuries should be recorded in the school accident book.

All children who bump their head (any point above the neck) should be given a ‘bump note’ to take home. Parents should also be verbally informed of more serious injuries.

**The School Day**

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| **8.50am** | Teaching staff should be on the playground to greet the children. |
| **8.55am**  **9.00am** | Whistle is blown, the children line up and enter the school.  F2 children enter the building via the double doors at the front of the school. |
| **9.00am – 9.05am** | **Registration**  Gate to Trinity Street is locked by site manager (F1 staff on Fridays). |
| **M, T, W and F**  **9.05 – 9.25am** | **Assembly**  Monday, Wednesday and Friday assemblies are whole school assemblies in the downstairs hall. Tuesday is key stage assembly. Ks1 are in the downstairs hall and ks2 in the upstairs hall. |
| **10.20 – 10.40am(KS1)**  **10.45 – 11.00 (KS2)** | Morning break.  At the end of the session pupils line up following a whistle. After hearing the  bell, children will stand silently. They are then asked to line up a class at a time.  Class teacher will escort the pupils into class. |
| **12.00am – 1.00pm** | Lunch break.  At the end of the session pupils line up following a whistle. After hearing the  bell, children will stand silently.  Class teacher will escort the pupils into class. |
| **2.00 – 2.20pm(KS1)**  **2.20 – 2.35 (KS2)** | Afternoon break for F2 and KS1.  At the end of the session a whistle will sound and pupils will  be called into group lines. Class teachers will escort the  pupils to class. |
| **3.30pm** | End of the school day.  All children to be escorted to the playground by their class teacher |

To support communications with parents, safeguarding and other potential professional discussions, teaching staff are expected to leave no earlier than 4.00pm.

**Break Times and Lunch Times**

The school operates a cash cafeteria system and there is a selection of hot and cold food. All meals cost £2.40 which should be paid to the office.

Staff should have a 30 minute lunchbreak. If on duty you are expected to take a short comfort break and return to class as soon as possible.

Absences – If you find that you are likely to be absent, for example, through illness, please let the school know in good time, preferably before 7.30am. Mr Edwards can be contacted from 6.30am on 07976283179. A phone call must be received. It is not acceptable to send a text message in isolation.

**Staffing**

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| **Head Teacher** | Mr G Edwards | **School secretary** | Mrs K Waring |
| **Deputy Head Teacher** | Miss S Smith | **School Finance** | Mrs Tierney |
| **Teachers**  **SENDCO** | Mrs G Lunn – F2  Miss C Piper – Year 1  Miss N Farrell – Year 2  Ms B Turner – Year 3  Mrs A Booth – Year 4  Miss Couzens – Year 5  Mr M Studley – Year 6  Miss J Bailey – Language base | **Mid – Day Staff**  **Cook**  **Assistant Cooks**  **Site manager**  **Cleaners** | Mrs Wellsman  Paula Jones  Mrs C Croft  Mrs G Croft  Mrs K O’Neill  Mrs J Sutton  Mrs T Smith  Mrs C Upton  Mr E Jackson  Mrs C Croft  Mrs G Croft  Mrs T Morris |
| **Teaching Assistants** | Mrs J Akurt – PPA and interventions  Mrs L Whitty – Language Base  Miss S Summers – Language Base  Miss H Hughes – F2  Miss N Coleman – F2  Miss L McGarry – F2 and F1  Mrs T Byrne – F2 and F1  Mrs A Carrington – Year 1  Mrs L Williams – Year 1  Mrs Y Bedson – Year 2  Miss E Gadi – Year 3 and F2  Mrs L Greenleas – Year 4  Mrs R Hayes – Year 5  Mrs J Martin – Year 4  Mrs S Gurney – Year 3 and 6  Mrs P Cotgrave – Year 6   |  |  | | --- | --- | | Mrs D Morgan – F1  Mrs T Jones – F1  Mrs S Birchall – F1  Mrs L Stuart – F1  Miss J Nicolson – F1  Miss H Condron – F1   |  | | --- | |  | | | **Chair of Governors**  **Governors** | Mr J Wilson  Ms G Pritchard  Mrs L Hanley  Mrs C Baker  Mrs S Wilks  Cllr A McLachlan  Mrs S Gurney  Mrs M Evans |

**Line Management**

Any issues that arise should be discussed with your line manager at first. This may initially be the class teacher.

###### **Toilets/Cloakrooms**

Male and female toilets are situated in the PPA close to the staff room and also at the rear of the baking room. Please do not leave any valuables or money in the toilets, or anywhere else around the school. If you have something valuable that needs locking up, please see a member of the office staff or a member of the Senior Management Team and this will be arranged for you.

**Staff Meetings**

All members of teaching staff are expected to attend. These are usually after school on Tuesday and normally finish at 5.00pm. All staff are welcome to attend if they wish.

Other meetings are scheduled for the rest of the staff during each term.

**Cost-cutting, energy and environmental responsibility**

It is incumbent upon every person working in school to make every possible saving at all times. For example, heat should not be wasted and projectors should be switched off when not in use. Doors should be closed at all times during cold weather and classroom lights turned off when not in use. It should be instilled into all pupils constantly where such savings can be made.

Stock should never be wasted. Photocopying is an area where caution and thriftiness is absolutely essential. Photocopies for personal use should not be made without permission from the Head Teacher or his nominated representative.

**Uniform**

We encourage the pupils to look smart and to take a pride in their appearance. The school uniform is grey trousers/skirt with a blue sweatshirt and an open neck polo shirt. A blue summer dress may be worn during the summer months. The children should wear black shoes. Sensible PE kit is essential: shorts, t-shirt (preferably white) and trainers or pumps. A sweat shirt is advisable for cooler weather.

**Policies and Procedures**

It is incumbent upon all staff to read all policies and Procedures within school.

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| **Policy/ Guidance** | **Location** |
| Statutory Policies | Head Teacher’s Office and School website |
| Staff Handbook  ( Including many statutory policies) | Staff Room |
| Non Statutory –Policies | Head Teacher’s Office |
| Health & Safety Policies | Staff Room and Head Teacher’s Office |
| School Evacuation Plan | Head Teacher’s Office  Staff Handbook |
| Curriculum Policies | Each classroom and Head Teacher’s Office |

**SUMMARY STATEMENTS**

The following statements are included in all staff job descriptions and form a clear standard from which we operate:

**Teacher Standards:**

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

**Equality**

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| Staff must ensure that the School’s policies on equality are adhered to by not differentiating between children on grounds of religion, gender, race, sexuality or disability. |

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| **Child Protection**  Staff must ensure that the school’s policies on Safeguarding/Child Protection are adhered to and to uphold the school’s robust approach to Child Protection which states that:  “This school is dedicated to the safeguarding and protection of children and the promotion of their welfare.” |