



# CLARENDON COTTAGE SCHOOL

## Staff Handbook

This issue of the school procedures supersedes all previous issues, which should now be destroyed. This handbook applies to all staff in the EYFS, as well as the Prep School

**REMEMBER IT IS A CONDITION OF EMPLOYMENT AT THE SCHOOL THAT SCHOOL PROCEDURES ARE ADHERED TO AT ALL TIMES.**

Amended September 2018  
A Hartley



## **HEALTH & SAFETY**

Throughout these procedures the “**person responsible**” is defined as “the class teacher or, in the Head’s absence, the person authorised to deputise in that particular situation”. If you are in doubt as to who the person responsible is, it is your duty to ask the Head teacher or senior member of staff.

### **Accidents & Incidents**

#### **a) Procedure:**

Always **report** any accident, knock, bump, etc., that children may have, or any injury that you may notice when they arrive at school, to the person responsible, so that the name of the child, date and details of the accident can be recorded in the accident book/incident book for that classroom. The member of staff reporting the accident and the person responsible must sign the book. These books have separate and numbered sheets for each entry to maintain privacy and when one is completed a new master must be obtained from the office. All of the child’s personal details must be added. All reports must be signed by the Head or the Health and Safety Officer (HM).

Clubs, e.g., After School Club, Out of hours football, etc., will have their own accident book where details are entered by the person in charge for that club.

The child’s parents/guardians, or whoever collects them that day, must be informed **at that time** by the person responsible and asked to sign the book so that the school can be sure that they have been informed. If for any reason the parent is not seen and the book not signed, a courtesy call must be made to the parent immediately.

If a child has had an accident and is not being collected at 4pm, but is staying for After School Club, then the person responsible for getting the accident book signed must transfer the accident details into the ASC book, and have their own entry countersigned by the leader. The ASC leader will then be responsible for getting the parent’s signature, even if they have attended an internal club. If a child is attending a club off site, then their accident should be transferred to the relevant book.

#### **Out of School Clubs**

Any children who attend these clubs will need their details entering into the accident book.

#### **Lunchtime Supervisors’ Accident Book:**

The Lunchtime Supervisors have an accident book that must be taken outside at all times. Any accidents that occur must be noted in the book, with any action taken, e.g., cold compress, etc., and signed by the staff. When the children return to their classrooms, the lunchtime supervisors must then report to the teachers concerning any accidents that have happened and get the teacher’s signature next to the details in the lunchtime accident book. From that point it is the class teacher’s responsibility to record the details in the class book so that parent/s can be informed and sign at home time as per previous procedure.

**NB:** Any bumps, knocks, etc., that lunchtime staff feel are more serious, or they are concerned about, must be reported to a first aider/head teacher.

**ALL** accident/incident reports must be counter signed by a member of the Health and Safety committee to monitor which accidents occur.

**b) Cuts & Grazes:**

These will be washed with water and wipes/paper towels and left uncovered, but a plaster may be applied if needed, check the child is not allergic to them. **NO CREAMS ARE TO BE USED.** In the case of any serious cut or graze a courtesy call should be made to parents and the head teacher informed. These less serious accidents should be dealt with by the person on duty at the time.

**c) Knocks to the Head:**

Apply an ice pack to help reduce the swelling. Keep the child under observation and do not let him/the Head's sleep. If the child appears sleepy or is sick, then immediately report to the person responsible. A courtesy call will be given to parents and the head teacher informed. Any children who have bumped their head must be given a bumped head sticker so all staff are aware.

**d) Severe Knock to the Head or Serious Accident:**

**In all cases**, the person responsible for the situation **must** inform the head teacher or most senior person at the building if the head teacher is not available.

If possible, stay with the child and ask for someone to fetch help and inform others. Try not to worry the child by calling for help. Any children attending holiday club will have their details entered into the holiday club accident book, which parents will sign when the child is picked up.

The decision to send a child to hospital, or suggest they are taken, is usually made by the Head or, in the Head's absence, by the Deputy Head. If, for any reason, this is not the case, and another member of staff has made this decision, the Head or the Head's Deputy must be informed as soon as possible. Also, if parents take a child home after sustaining some form of injury and a teacher is informed afterwards they were taken to hospital, then the Head or the Head's Deputy must be informed.

In such cases, an entry must be made in the accident book that the child was taken to hospital.

Any accident put into an accident book **must** be countersigned by a member of the health and safety committee.

***See Injury Management Policy for further details***

**e) Accidents to Staff/Visitors:**

Any member of staff that has an accident at work must enter the details in the staff accident book (kept in Head's filing cabinet) in the normal way. All such accidents must be reported to the head teacher or a member of the health and safety committee as soon as possible, and the records saved.

**FIRST AID BOXES ARE KEPT IN THE MEDICAL ROOM AND THE KITCHEN. THERE IS ALSO A SEPARATE ONE FOR OUT OF SCHOOL VISITS.**

*See First Aid policy for further details*

## **Accident Reporting Procedures**

Certain accidents should be reported: RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. The main points that affect the school are as follows:-

a) Certain specified injuries to a child whilst at school or in the nursery must be reported to the Health & Safety Executive. This also applies to certain injuries sustained by parents, guardians or members of the public, whilst on school property.

b) Any serious injury (see RIDDOR list) sustained by an employee at work, or an accident preventing work for more than seven consecutive days, must also be reported to the Health & Safety Executive. Again, it is the responsibility of the Head and in the Head's absence, the Head's Deputy, to report such accidents. If such an event occurs, the details will need adding to the staff accident book if not previously done. The RIDDOR forms will be completed on-line.

## **Medications**

**ONLY** prescribed medication or creams can be used (unless a signed consent form is given - see later notes). If a child is completing a course of medication prescribed by a doctor or using a prescribed cream, the following procedure must be followed:-

### **a) When a Parent brings in Medication:**

This should be taken to either the office or given to the person responsible for the child's class.

When medication is brought into school and handed to a member of staff – usually in the office – it is the responsibility of that member of staff to write the details of when the medication is to be given and the dosage in the diary. It is also their responsibility to either tell the member of staff who needs to administer the medicine or to tell the school secretary, who can then inform relevant staff. Once the relevant staff member has been informed, then the message in the diary can be ticked and initialled, to show information has been passed on.

After the medication is inspected for suitability, and time of any doses ascertained from the parent, the person responsible immediately enters the details in the medication book and then places the medication in the medicine cabinet in the medical room. Under no circumstances should medication be left in children's bags or in the classroom.

### **b) Responsibility for Administering of Medication:**

The person responsible has the duty of administering the medication. **The medication must remain in the medical room at all times except while being administered (unless it has to be refrigerated).**

The person responsible **must** remember to administer the medicine at the correct time. It is no one else's responsibility to remember this.

**c) Administration of Medication Procedure:**

The person responsible must check that the details in the medication book match the details on the bottle before administering the medicine.

**Prep.1 Class (inc. holiday cover and ext. hours):**

During term time the class teacher will be responsible for administering medicine. During the holidays the person responsible will administer the medication, but another member of staff must also check the details on bottle and in the medication book. The administering of the medication must also be witnessed by the other member of staff who must also sign the medication book (2 signatures required).

**Prep. 2 to Prep.8**

The class teacher will administer the medication and sign the medication book.

In either case, **the medication must then be returned to the medicine cabinet (or fridge).**

**d) When the child is collected:**

When the child is collected from school **the parent or representative must be asked to sign the medication book.**

The person responsible will then go to the medical room to give the medicine back to the parents. Some medications may be left on the premises overnight in the medical room in the locked cabinet. Inhalers are kept in the medical room. Any prescribed medication must go home to be returned the next morning, if required.

Any child who has had medicine during the day and is not being collected at 4pm i.e., ASC, etc., must have their details transcribed in the ASC medication book by the person responsible and the original entry must be countersigned by another member of staff. The ASC club leader is then responsible for collecting the parent's signature.

**e)** Some medicines that are given on a regular/daily basis are either left in the medical room permanently or are placed there directly by parents – mainly asthma medications. Class teachers who have children who take such medicines must maintain an up to date list – including dosage and times – at the front of their current medication book or register.

**f)** Sometimes a medication that normally remains in school at all times is needed for a club off school premises, e.g., football skills. The After School club leader must then ensure that not only is the medication book signed, but that the medicine is returned to school for use on the next school day. If a holiday period begins immediately after the club finishes then the club leader will hand the medicine to the child's parents – it is then up to them to bring it in school when it will next be needed.

### **g) Holiday Club**

During holiday periods, some children with regular medicines may attend holiday club. Any medicines they require will be brought in by parents. It is the responsibility of the person in charge (holiday club leader) to enter details of medication in the holiday club medication book and follow the procedure as previously stated.

### **h) Administration of Non-Prescribed Medications/Creams**

Day care providers can now administer some non-prescribed medications with written consent of the child's parent/s. Parents have been informed that nappy rash creams, teething gels and pain fever relief based products will be accepted without prescription as long as a letter of consent, stating that particular medication can be given as required/directed, is provided. These consent forms are kept in the children's files.

**Important Note:** Where the person responsible changes during the day – e.g., breaks, lunches, leaving time, etc., then the previous person responsible **must** properly inform the new person responsible of any duties they have to administer medication, inform parents of accidents or ask parent to sign the accident or medication books.

### **i) When a Member of Staff brings in Medication**

Staff medication should be either left in the member of staff's car, placed in the fridge in a clearly marked bag or placed in the locked medicine cabinet in the medical room. Under no circumstances should medication be left in a member of staff's bags or in the classroom.

## **Illness:**

**a) If a child appears to be ill:** the person responsible must be informed at once, so that appropriate action may be taken.

**b) If a child is sick:** If there is justifiable reason for the child being sick, e.g., just eaten or coughing at the time, etc., then he or she should be given the benefit of the doubt, no action need be taken (check with the head teacher if any doubts).

If the child is sick suddenly with no justification then the parents must be contacted immediately and asked to collect their child from school. The exclusion period for sickness is 48 hours clear.

**c) If a child has diarrhoea:** Parents must be contacted immediately and the child collected from school. The exclusion period for diarrhoea is 48 hours clear. Parents must be informed of this when they collect and told that they may not bring their child into school during this period. Salford's procedures for an outbreak of D&V should be followed.

**d) If a child is brought into school in the morning** and the parent informs you that they have had sickness or diarrhoea in the night, then the parents must be told that they may not leave their child in school. They must be informed of the reasons why and advised about the exclusion period.

**e) If a child is suspected of having an infant childhood illness:** Parents must be contacted immediately and the child collected from school. The child will need to go to the doctors to

confirm the illness. You must ask the parents to telephone the school with the results of the doctor's visit as soon as possible. The child must be excluded from school for the period of time appropriate for that illness. All exclusion periods conform to department of health guidelines and are listed on the office notice board and the policy file

A standard notice of illness in the school must be placed on the front door/class door and appropriately filled in by the head teacher **after the diagnosis has been confirmed.** All staff will be informed by the head teacher (NB caution must be taken for any pregnant staff)

Standard notices of illness are kept in the office. If parents are contacted for any of the above, the head teacher must be informed, and the medical exclusions booklet completed (kept in the office).

**f) If a child has a suspected high temperature:** Use the thermometer to check the child's temperature. If the temperature is less than 100°F, then the child does not at that time have a 'high' temperature, but you will need to keep an eye on them, retaking their temperature if required.

**Note: To convert °C to °F multiply the reading by 9, divide by 5 and then add 32. Always use a calculator.**

If over 100°F then child has a high temperature. If the child has a bottle of Calpol in school then s/he should be given a dose and this recorded in the medication book. The child's temperature will need to be rechecked after 30 minutes and if the Calpol is working, his/the Head's temperature should be reduced. You will need to keep an eye on him/the Head's probably checking his temperature again later.

If the child's temperature is over 100°F and the Calpol is not working, or he/she has no medication, then the parents must be contacted and the child collected from school as soon as possible.

If the child's temperature is over 101°F then he/she will need to have regular tepid sponging and excess clothing removing to help reduce his/her heads temperature while waiting for parents to arrive.

Always inform the head teacher if a child has a high temperature.

**g) If you suspect there is something wrong with the child which is not covered above:**

If, for example, a child complains of a discomfort or is in some distress but no other symptoms which would require early collection from school, then the parents should be given a courtesy call to explain the problem and give them the opportunity to make a doctor's appointment, etc. There is no need for the child to be collected early. The Head should be informed of such a phone call.

**h) Medical Room:** The medical room should be used to store first aid equipment and children's medicines. (These should be kept in the lockable cabinet). It is also an area where children can go if they are feeling unwell and are waiting to be collected. Children would not normally be left unattended under these circumstances.

## **Lone Worker**

Staff/children's health and safety is paramount, and therefore a 'lone worker' policy is in place. If staff ever need to work in the building on their own, they should always carry the school mobile and their own personal mobile with them. If possible, they must meet with other staff (for example cleaners at The Cottage) when they leave the building, or contact the Head teacher. If the caretaker is working alone, they must make contact with a member of their family, or the Head teacher when leaving.

## **Staff Illness**

Any staff absence must be reported, by phone, as soon as possible to the Head or management on site.

Staff must have 48 hours clear from any diarrhoea or vomiting. On returning to work, a 'Return to Work' interview will take place to ensure you are fit to be back in the work place.

## **Fire Action**

a) Instructions are posted in all classrooms, and at various points around the school – these should be read and memorised. From time to time there will be a fire drill and practice of evacuation procedures. There will also be a weekly call point test.

b) The person responsible has the duty of evacuating their class on hearing the fire alarm. He or she must take their class to the designated safety place outside the building and check that all children are accounted for. The office staff will bring out the class attendance registers (which are kept in the office after registration) and the emergency contact boxes.

c) Each class will have their own Fire Procedures Policy with details of where fire fighting equipment is kept, and where all the emergency exits are. Staff are given brief fire extinguisher training during their induction, but the main priority will always be to evacuate. This policy is reviewed and amended annually.

d) Any defective fire equipment, door closers etc., should be reported to the Head teacher immediately.

e) Under no circumstances should boxes etc be left in corridors or outside emergency exit doors, and fire doors should never be left propped open

***See Fire Procedures policy***

## **Cleaning and Storage**

Cleaning staff are responsible for checking that the toilets are well stocked with paper towels, toilet rolls, soap, etc., but if necessary they should be re-stocked during the day by daytime staff. The main store will be re-stocked weekly and checked for adequate supply by the cleaner.

a) All cleaning materials **MUST** be used with care and kept out of children's reach. All cleaning materials **MUST** be kept in their correct storage locations when not being used. Disinfectant etc. may not be left in mop buckets. If you are not sure where to store any materials – ask.

b) The floors in the room and toilets must be kept clean at all times (rubbish emptied, no bin liners or rubbish left in corners etc.) and any spillages must be cleaned up at once and the floor dried. Hot soapy water and anti-bacterial disinfectant (in a spray bottle) is to be used to wipe the tables before and after meals. Care must be taken with crayons, paints and felt pens – ensure they are not inadvertently used on walls or allowed to get on the floor where they could be trodden on and the floor marked.

c) It is the duty of the person responsible for a class to make sure that the room and all storage cupboards and shelves are kept tidy.

Paints, paint pots, glue pots etc., **must be washed and cleared away to their proper home** after activities or lessons and not left on the floor, shelves, window ledges, or on cupboards, etc. Children's work must be put away, thrown out or sent home once dried and not left lying around the room.

d) Any soiled clothes must be placed in a bag either on the child's peg or in his or her bag.

e) After lunch all food debris must be cleared off the chairs, floor, walls and the trolley and the tables wiped down with hot soapy water and anti-bacterial spray. Tables should be stacked and the hall floor **left clean** for others to use.

f) No coats, bags or other items of clothing may be left on the floor at any time. Children must be asked to pick up such items and hang them up properly or be assisted in doing so if they are nursery children. This applies to all cloakroom areas.

g) **Mopping/Drying floors** whenever a floor is wet, a warning of WET FLOORS must be put in the area, without causing an obstruction in itself, until the floor is dry.

h) Any water play activities must be set up carefully, and mopping must be done on a regular basis while the activity is ongoing.

i) All cloths to be thrown away immediately after use.

j) All cloths and mops are colour coded: Always ensure the correct coloured mop and bucket is used for cleaning the correct area. If in doubt, ask:

- RED- Bathrooms**
- BLUE- General**
- YELLOW- Kitchen**
- GREEN- Body fluids**

There is a set cleaning schedule in place- see separate procedures.

- k) The outside bin must be emptied by the cleaners daily.
- l) The PE cupboard must be kept tidy at all times- if you use any of the resources, please ensure they are put back in the correct place. The PE resources are for the use of P2-P8 teaching staff only- ASC/Holiday club/P1 must have their own separate outdoor resources.

### **THE SCHOOL MUST BE KEPT TIDY AT ALL TIMES**

## **Rules for taking the children outside**

### **A CHILD MAY NEVER BE LEFT UNATTENDED OUTSIDE FOR ANY REASON – EVEN FOR THE BRIEFEST PERIOD OF TIME**

### **The Playground**

a) Before any children are permitted outside, a member of staff must have checked that the area is safe and that there are no hazards. The gate must remain closed and locked at all times.

For extra security a padlock will be used on the inner gate whenever children are out in the schoolyard – playtimes and PE/Games sessions. A padlock should also be used for the gate between P1 playground and the main playground.

The padlock is kept in the office and it is the responsibility of staff members in charge of the group who will be outside, to make sure that it is put on the gate and that it is returned to the office at the end of the session. Under no circumstances must a child open the padlock.

The padlock must not be left on the gate, if no children are outside – parents, etc., cannot then gain access to the building. Do not leave the padlock in place between Infant & Junior break, for example – see point about responsibility.

**NB** If, at any time, the padlock cannot be found, then this must be reported immediately – children are not to be outside without the lock in place.

Also, staffing in the yard needs to be organised so that the lock can be removed to allow genuine visitors to the school to gain access.

b) If a ball or object is lost over the wall or railings, then a member of staff will have to go the long way round to retrieve it. If this means leaving the children alone – then the ball or object will have to remain lost until the end of outside play.

c) Children are not allowed to climb on the railings or trees or play on the grass.

d) If nursery children go out to play then they must be properly dressed in all the extra items of clothing that the parents may have brought in for that purpose.

- e) Supervising staff must be vigilant and mobile and ensure that all children are visible at all times while outside.
- f) Whistle Procedure – All staff (excluding Prep 1) should have a whistle and understand and use the procedure for its use - short blast for 'STOP' and a longer one for 'line up'.
- g) Older children are not permitted in the play area while Prep 1 children are outside and vice-versa. Proper timetabling and management should be employed to ensure this (unless in separate playground).
- h) Toilet use – Prep 1 children should use the downstairs nursery toilet and will need supervision.
- i) The snack box should be taken out daily and it is the member of staff's responsibility to ensure it is fully stocked, or inform the relevant person when stocks are running low.

## **Playground Activities and Supervision**

### **Prep 1**

- a) Time outside is not a 'general playtime' and is to be treated as an activity and planned for accordingly. Games and equipment are to be used to occupy the children or an extension of their themed work is to be incorporated into the outside play. Some time for the children to play more freely is to be allowed but they must be supervised in such a way that they do not become bored, begin to squabble or misuse equipment.
- b) Staff are to be actively involved in the outside activities. This time is not an extended break. Supervising staff need to be mobile and alert. The bench is not to be used for staff to sit on.
- c) All equipment used is to be tidied away at the end\_of the day into a storage box, or toy cupboard. No item should ever be left out overnight. Bikes etc must be put into the locked cupboard outside. They should be checked at the end of every day by the ASC leader.

### **Prep School:**

- a) The large playground is to be used for general play.
- b) Children need encouraging/helping to play.
- c) Children who need the toilet can come back inside using the 'sash' method, two sashes held by staff, child asks permission to come inside and is given a sash. If both sashes are in use a child must wait until one returns from the bathroom and hands the sash back to the member of staff. If children do not quickly return then supervising staff must investigate.
- d) The lunchtime break accident book **must** be used every day. All accidents no matter how small must be entered into the book. It is the responsibility of the member of staff recording the accident to inform the child's teacher when the children return inside. The class teacher must initial the lunchtime book to show that they have been informed. It is then their responsibility to enter it into the class book. If a lunchtime supervisor is at all concerned about an accident a child has had they must bring the child inside to be dealt with by a first aider.

e) Litter should be picked up regularly- P7/8 children are the monitors for this

### **Holiday Club**

During the school holidays, the Prep School children may be outside at the same time as the Prep 1 children, but the following procedures are to be followed:

- if holiday club are playing ball games etc, they must be in a separate playground to P1- always in view of staff
- more boisterous games eg hockey, cricket etc need to be played during sessions when P1 are having class based activities or are based in their own playground

### **Outside the school building and grounds**

a) If going to the recreation centre or playing field, then children must be accompanied by a least two members of staff – always with one member of staff leading and one at the rear (see educational visits policy). If young children are taken they should be paired where possible with older more sensible children. The safest route should be chosen utilising zebra crossings where possible.

b) **School Trips:** May be arranged with the permission of the Head teacher (see format for booking trips) who will agree with the organising staff all the details of the trip – staffing, helpers, clothing, lunches etc. A letter will then be sent out to parents explaining the details of the trip. Permission forms will be held in children’s files for all trips and visits. Prep 1 trips will need to include a signed permission slip which must be returned before children may go on the trip.

While on the trip, the person responsible must ensure the health and safety of the children in their care at all times – directing helpers and other staff as required. Regular headcounts/registers must be taken. Where a group is being supervised by a parent, the responsibility lies with a member of staff. Also, it must be remembered that children are representing the school and their behaviour should reflect this at all times. Staff should always have the school mobile phone with them, the first aid bag, the emergency contact list and any children’s medication. Risk assessments and group lists must be written and circulated to all adults attending well in advance. If a child is found to be missing, the management of the venue must be contacted immediately for their lost child procedures to be put in place.

At all times when you are off site, the school mobile (without a camera) MUST be taken. If you have used the phone, it is your responsibility to inform the office staff so that they can apply more credit if necessary. Phones should usually be charged in the office but may be charged in classrooms if office staff are informed.

*See Educational Visits policy for more detail*

### **Supervision/Registration of pupils**

a) Children within the EYFS will be supervised under the recommended staffing ratio (1:8) for unqualified teachers. (1:13) for qualified teachers or equivalent (nursery) and (1:30) for qualified teachers within the reception class. Children must usually be within sight and hearing of staff and always within sight or hearing.

b) Children would not usually be left unsupervised within classrooms during teaching time, particularly within KS1. Occasionally if children in KS2 are working in other rooms (on computers for example) then the doors must be left open and the person in charge should be mobile and within hearing distance. A member of staff will always be available to all children at any point, but may not be in direct line of sight.

c) Prep 1 children should be marked in the register as soon as they arrive/leave, and there is a separate register for BSC/ASC.

d) Prep 2-Prep 8 are registered each morning and afternoon. If a child is not present at morning registration and a message not received then the office staff must be informed as soon as possible to contact the parents to find a reason for the absence. Registers must be completed as per *Register policy*, in black ink and no tippex used.

e) In the event of a child not being present at afternoon registration (when they should be expected), or at any other point in the day, the Head must be notified immediately and a full search put in place. Parents and the police must be contacted, and the whole incident logged.

### **Lunchtime supervision**

a) Lunchtime should be viewed as a social occasion for the children, and the atmosphere in the hall should reflect this; children would not normally be asked to eat in silence. The school's *Behaviour and Sanctions* policy must be used and no other sanctions such as communal punishments should be used without the express permission of the Head.

b) Good manners and polite behaviour are expected at mealtimes. All children must sit down at the table, make correct use of cutlery, please and thank you, and ask to leave the table.

c) Children should be chosen for the 'special table' as a reward for excellent behaviour or being exceptionally helpful. Head boy and girl may sit at the special table each week.

## **Security**

### **Door Security**

Control of the entrance door is vital for two reasons; to keep children from leaving the building unsupervised, and to keep unwanted visitors out of the building.

a) The door will be wedged open, and a member of staff will be at the door at the beginning of the day when the bell goes and again at the end of the day.

b) The door may be wedged open during outside play to allow children access to the toilets. The last person to enter the building should be a member of staff, who must ensure that the front door is closed properly, and check there are no remaining children outside.

c) **Children and parents are not permitted to answer the door** – we cannot know who is on the other side and a child would not, in any case, be competent to handle enquiries or decide who may be let in.

d) No child may leave the building unattended- staff must always be vigilant and check that all children are present at various times of the day. Prep 1 staff must ensure they perform regular headcounts, especially when moving from room to room or inside to outside and vice versa.

e) Emergency exits are fitted with buzzers which go off when opened. These must not be left open, and all staff must be vigilant if they hear a buzzer sounding. Supplies may be brought in through these doors but it is the responsibility of the staff concerned to ensure that these doors are closed again afterwards. The downstairs Prep classrooms are fitted with higher locks that children cannot access them. During lessons these can be locked so that children cannot leave the building unattended, but the main keylock must always be unlocked as it is a fire exit.

## **General Security**

a) Windows that have been opened in classrooms must always be closed and locked when the classroom is empty, especially the sash type window, which could present a safety hazard if left open in an unattended classroom.

b) No window must be left open at a level where a child may be able to climb out. Children may not be allowed to free play around any low level windows (particularly the bay window in Prep 1 downstairs).

c) All ICT equipment and other valuables must always be returned to the correct storage location and not left on display.

d) The alarm system must be activated when the final person leaves the building.

## **Manual Handling**

At all times, all staff and visitors must make sure that they are taking necessary precautions to ensure the health and safety of themselves and others. Staff must evaluate each situation for 'risks' and ensure that any movement of equipment/lifting etc is necessary. Staff must also ensure that they feel they are comfortable and confident within their physical ability e.g no back problems, no pregnant members of staff to lift/move heavy loads.

Staff must ensure that whilst lifting heavy items, they always bend their knees and keep their backs straight. Wherever possible, two members of staff should move heavy equipment. If it is very heavy equipment, this must be put into the caretakers book for him to move using the necessary equipment. Young children should not move heavy equipment, however, children can be taught how to properly move equipment during a P.E lesson. At all times children must be supervised and shown how to work as a team to move equipment safely and correctly. Children chosen to move equipment must be suitably sensible, have the physical strength and be trained correctly.

## **Visitor Book Policy**

a) A visitors' book, containing visitors stickers to sign in/out will be kept in the school office.

- b) All visitors to the school must report to the office. It is the responsibility of any staff members who open either doors or gates to visitors to take them directly to the office, checking ID if appropriate.
- c) Visitors will be asked to fill in the details on the sheet in the book and will be given a sticker - Visitors must sign out before they leave the building /premises - they must be informed of this. **NB** The car registration section need only to be completed if the visitor is parked in the school car park.
- d) Visitors include parents on visits to the school/nursery, education officials, workmen etc. Parents normally dropping off/collecting do not count, neither do regular delivery men i.e. kitchen, office supplies, as long as they are not left unattended.
- e) Visitors should be informed of fire procedures and evacuation by office staff when signing in.
- f) Visitors should be informed of the mobile phone policy- i.e. if they need to use their phones that they use the office or car park.

## Use of Toilets

- a) A sensible policy will be maintained regarding management of the toilets, i.e., to restrict the numbers of children using them at any one time – especially prior to lunch and playtimes. The same also applies to use of the cloakroom area upstairs.
- b) Nursery children should always be taken to the toilet to assist with clothes or with the toilet, or if they need instruction flushing the toilet or hand washing afterwards.
- c) **Use of Nappy Changing Facilities in Prep 1 Class:** Parents whose children are still in nappies should be asked to provide sufficient nappies for the day and wipes for their child's use. Children must never be left unattended on the changing table at any time. After changing a child the nappy changing mat must be cleaned with hot soapy water and anti-bacterial spray. All used nappies are to be placed in Sengenic unit. The person responsible must keep a supply of refill cassettes up to date. When the unit is full, it must be emptied into a bin bag, which, once tied, is taken immediately to the outside bin.

The changing area must be kept clean and tidy at all times.

- d) Nursery children should have their hand washing supervised before lunch, morning snack and afternoon tea. Prep School children should be sent to wash hands before lunch and tea.
- e) The toilet floor, basins and toilets should be cleaned twice a day (after lunch by assistants and a thorough clean in the evening by cleaning staff).
- f) **Toilet Training:** Children will not start a training program until their parents want them to start. However, if it is felt that a child is ready, then we will discuss this with the parents. We shall try to follow on with any training that has been started at home.

Once training is undertaken, the children are to be frequently asked whether they want to use the toilet. If "yes" then they should be taken to the toilet and praised for their good behaviour. Always be positive, as this will encourage them to ask for the toilet themselves.

Any accidents should be dealt with calmly. Children are also to be instructed in hand washing and drying as well as dressing (pulling up pants, managing buttons, etc.) whilst training. As children begin to master asking to go to the toilet and managing their own clothes, they may be allowed to take themselves to the toilet, but only if they have asked to go first and the staff must then ensure they return soon and physically check the state of the child's hands to ensure that they have been washed properly. Where this is not the case, or children do not return when expected, further investigation is required and more instruction should be given. If a child has an 'accident', any soiled items of clothing should be put immediately into a bag, and not rinsed out. Any bodily fluids should be cleaned off the floor with a GREEN cloth and disposed of immediately.

**g)** Prep School children should use the toilet before lunch and wash hands. They should not then need to leave the hall during the lunch sitting.

## **Disposal of Rubbish**

**a)** Dustbins: The wheelie bins are for kitchen refuse and ordinary school rubbish only. All rubbish should be bagged and cardboard boxes flattened or torn up first. No broken items with sharp edges (eg cups) are to be placed in tin bags. They should be put directly into the wheelie bins.

**b)** The dustbin area must be kept tidy and any spillages must be must be cleaned up. No dustbin bags, empty boxes or other rubbish is to be left to accumulate in any part of the building. They must be placed immediately in the dustbin, and not left outside the back doors for the cleaners to move.

**c)** Slops from mop buckets should be disposed of down the toilet or outside grid, as appropriate- sinks may not be used for this purpose.

**d)** Recycling - All paper recycling boxes are to be emptied on a weekly basis and the area around recycling bins must be kept tidy. Cans and plastic bottles should also be recycled.

## **Broken Equipment, Blockages, Repairs**

**a)** All blockages to toilets, sinks, drains, etc. are to be reported as soon as possible to the person in charge. Nursery toilet blockages are usually due to a foreign item being put down the toilet by a child – staff should investigate first and see if such an item has been put down the toilet and remove if possible.

**b)** Any equipment or fixtures requiring repair must be reported immediately to the person in charge and the equipment disposed of- not left outside.

**c)** Failure of any electrical equipment, broken light bulbs, etc. must be reported as soon as possible to the person in charge.

**d)** A 'jobs' book is kept in the office for the caretaker's use. Staff must report blockages, breakages, etc., that the caretaker needs to deal with in this book. IF YOU NOTICE SOMETHING BROKEN, YOU MUST PUT IT IN THE BOOK AND INFORM THE HEAD IMMEDIATELY!!!

## **Electrical and Heating Equipment**

- a) Children may not be left when mains powered equipment is being used.
- b) Children are not permitted to touch any heater controls.
- c) No unauthorised heating equipment or electrical appliances may be brought into school or used without the permission of the Head teacher.
- d) PAT testing - All electrical appliances are PAT tested annually.
- e) Computers and interactive whiteboards- It is the responsibility of the class teacher to ensure that computers are switched off at the end of everyday. Interactive whiteboards and projectors must be switched off when not in use (over break/lunch time for example), to prolong the bulb life.

## **Staff Room and Staff Breaks**

- a) All staff/students using the staff room are responsible for keeping the sink, shelf and work surfaces clean and free from dirty cups, spoons, cutlery, etc. If necessary a rota should be organised.
- b) Children are not allowed in the staff room without express permission of the Head teacher- they must not be sent to fetch things off the printer.
- c) Areas used by staff during breaks must be kept clean and tidy – no cups, plates, magazines or rubbish must be left, especially in classrooms.
- d) The staff room will occasionally be used for meetings. A sign will be placed on the door, and staff should make other arrangements for their breaks.
- e) Any food put in the microwave must be covered, and the cover cleaned after use. No food should be left cooking in the microwave unattended. If this is not followed, the microwave may be removed.

## **Kitchen Use**

In addition to normal sensible kitchen and hygiene practice, the following points should be noted:

- a) Children are not allowed in the kitchen without the express permission of the Head teacher. The shutter is to be kept shut when meals are not being served. Doors should also be kept shut – they are fire doors and are designed to contain a blaze while the building is evacuated. They also prevent children from wandering inadvertently into the kitchen.
- b) The stainless steel hand basin is for the use of the staff working in the kitchen to wash their hands, and it is for this purpose only.

- c) Kitchen refuse must be removed before the kitchen bin gets full and, in any case, at the end of each day. Items may not be left in or around the kitchen if they do not belong there, they should be placed in their proper home.
- d) The kitchen, shelves, equipment and fridge must be kept clean and tidy at all times. The worktops and floor must be cleaned after the dishes have been washed and the floor mopped after lunch and, if necessary, at the end of the day.
- e) Equipment may not be borrowed from the kitchen without express permission of the cook. If equipment is borrowed it must be washed and returned to the correct place.
- f) The kitchen may be used for baking activities in the afternoon – but all equipment used must be properly cleaned and tidied away to its proper home afterwards.
- g) It is the ultimate responsibility of the cook to keep the kitchen clean, tidy and well organised. A kitchen-cleaning schedule will be maintained with weekly kitchen inspections.
- h) The transport boxes must be carefully stacked in the corner of the kitchen and may not be used for any other purpose.
- i) Tea Towels – soiled tea towels must be placed in the box provided and sent down daily – with the lunches – to the nursery for laundering.

### **Office, Photocopier, Notice Board and Printer**

- a) The office should be kept clean and tidy, unwanted papers or items should be placed in the bin, wanted items should be filed or have a home found for them – papers left lying around may get binned.
- b) The photocopier and surrounding area must be kept tidy. Make sure masters are dry (no wet paint, tippex, etc) and that the glass plate kept clean. No masters or copies are to be left on the copier or window ledge and all scrap paper should be put in the recycling bin.
- c) Do not waste copies – each one costs the school money. Always use the “lightest” setting possible. Where ever possible, copy double sided and in black and white (displays and information sent to parents must always be in colour).
- d) Copier paper must be re-ordered before it runs out and if service is required, then inform the secretary immediately.
- e) Items may only be placed on, or removed from, the notice board with the permission of the Head teacher. Club notice boards must be updated before the first day of the new term. It is the responsibility of the person running the club to do this.
- f) Staff must not use the printer for personal use without the express permission of the Head teacher.
- g) Printing must not be done during lesson times- all resources should already be prepared and printed before/after school, or during lunchtimes.

### **Collection of Children from School**

- a) It is the responsibility of the person responsible to ensure that children are only collected by their parents or by individuals authorised by the parents. For children in the EYFS, these people will be named on the collection sheet. Parents must inform school on that day if someone from the list will be picking up.
- b) Where an unauthorised person arrives to collect a child, the child may not be taken without authorisation from the parents. This usually means contacting them on the telephone.
- c) Where the person responsible leaves before their children have been collected, they must pass on any information regarding any special collection arrangements before they leave the building.

## **Failure to collect a child from school**

A child is deemed not to have been collected from Nursery/School if they are still on the premises at closing time (6pm) and we have not heard from the parents/carers that they will be somewhat late.

### **Actions:**

- a) The person responsible/in charge must remain with that child, while trying all parental contact phone numbers and any emergency contact numbers.
- b) If the parent/carer is contacted and they are coming to collect the child the person responsible must stay with that child, on nursery/school premises and hand them over to parent/carer when they arrive.
- c) If no contact has been made on any telephone number and no contact made by parent/carer to explain lateness and 1/2 hour past closing time has been reached - 6.30pm then the person responsible must contact:-

### **Social Services Team-**

Emergency Duty Team      784 8188 (out of hours)

The person responsible must then follow the instructions given by the Social Services

- d) Following such an event a full report must be made to the Head the next morning, so it can be recorded in full.

## **General**

- a) **NO PLASTIC BAGS ARE TO BE BROUGHT INTO THE SCHOOL**
- b) Staff or visitors are not permitted to smoke in the school or grounds at any time.

- c) All staff must be punctual and should be ready in the classroom by the start time- at least 15 minutes at the start and end of the day.
- d) The cellar is out of bounds to all children and the cellar door is to be kept locked when no-one is down there (please check there is no one down there before locking it)
- e) Hot drinks would not normally be brought into a classroom while children are there – but under no circumstances must a hot drink be either left within reach of a child or left unattended. Lidded thermos cups should be used.

## **Movement of Equipment around the school**

The following is the school's policy on the movement of equipment around the School and how staff may involve children in helping them.

- a) Pupils are not to carry items of heavy furniture or equipment up or down stairs.
- b) Children are not to lift/carry the dining tables in the school hall without staff supervision.
- c) Children can set chairs and benches out in the hall for assembly/lunch/tea etc. and help clear away afterwards. They need adequate supervision to ensure they lift benches correctly and only stack three chairs at the most to be carried. Chairs are not to be dragged in larger stacks - this can be unsafe and can also damage the hall floors.
- d) Children can bring a small table into the hall for the assembly certificates to be set up on.
- e) Sports equipment - bags etc can be carried, as long as it is transported safely.

## **GENERAL DISCIPLINE**

- a) The person in charge is responsible for maintaining firm discipline. Courteous, well-mannered behaviour is expected from all children attending the school, and all staff are expected to speak to children if necessary.
- b) Corporal punishment must never be used except for the purposes of averting immediate danger of personal injury to any person, or damaging property. See '*Handling disruptive behaviour*' policy. Any such action must be logged and reported to the Head teacher immediately.
- c) Children must be orderly when moving around the school building or coming in and out. Quiet orderly queues are expected with no running inside the building.
- d) Older Children – Prep 2 upwards should stand when an adult enters the class and will stand to one side in passages or on the stairs, etc., if an adult wishes to pass.
- e) Discipline, when applied, must always be positive. Always remember to avoid telling the child that "they are silly," but rather "that was silly."
- f) Proper, courteous and correct speech should always be used with the children (and parents). The use of "slang" is not permitted and over-familiarity should be avoided with all but the very youngest children.

- g) When parents collect or drop off children, school discipline standards will apply while the child is in the building and parents are responsible for this. When the child is in the class area, then the responsibility for discipline lies with the person responsible even if the parent is present.
- h) During extended hours, children may not be left unsupervised at any time in areas of the building outside the class area, without the express permission of the person responsible.
- i) Sanctions may be used for particularly poor or repeated bad behaviour. Only the sanctions specified in the school sanctions policy may be used and should be used in accordance with the guidelines set out in that policy. At no time should children feel humiliated by a sanction.
- j) All classes should have two behaviour log books- one for noting minor issues and one for more serious incidents which is only to be used when the Head is involved. This should then be signed by parents.
- k) All children are expected to adhere to the school's uniform policy, and all staff are expected to support this and speak to children/class teachers/parents where required. This includes shirts being tucked in and house badges being worn.
- l) Any pastoral care concerns should be logged with the Head teacher (book kept in the Head's office), and these will then be shared with relevant staff.

## **OTHER PROCEDURES**

### **Extended Hours and Holiday Cover:**

- a) The BSC/ASC leader is responsible for ensuring the extended hours register is marked morning and evening, with specific notes if children are attending clubs. Prep 1 children should be marked in/out on their attendance register.
- b) 'Tea' must be saved for those children attending clubs and then coming back into ASC.
- c) Any child left unattended outside in the morning between 7.30 am and 9.00 am must be brought into the building with the exception of Prep 8 children. A permission letter must be given by parents that children are permitted to wait outside alone. Unsupervised play is never permitted at any time. Parents have been informed of this.

### **Taking Messages**

- a) The diary is provided for the transmission of messages between all users of the office where it is not possible to pass the message on verbally at the time.
- b) All staff **must** therefore check the diary on a daily basis.
- c) Any staff absences must be logged in the diary and the Head informed as soon as possible.

### **Office Records and Children's Records**

- a) Children's records are kept in the filing cabinet in the Head's office in alphabetical order. Records should not be removed from the office and should be returned immediately after use.
- b) Children's records should be kept up to date and information is requested annually. Whilst parents are expected to inform the school of changes, if you become aware of a change, please ask the parent for updated information. It is the class teacher's responsibility at the beginning of the year to gather information about the children in their class- any allergies, regular medication etc

### Use of Keys

#### **ALL KEYS MUST BE RETURNED TO THE KEYBOX IN THE OFFICE MANAGER'S ROOM AFTER USE**

- a) **Cleaners Store – Girl's Toilet – Mortice Key:** For use by authorised staff only. The store must be kept locked when not being used.
- b) **Trophy Cabinet – Small Padlock Key:** Items may only be placed in the cabinet or removed with the permission of the Head teacher.
- c) **Notice Boards:** Items to be added with permission of Head teacher. Staff running clubs must keep their notices up to date by the first day of each term.
- d) **PE Store:** To be kept locked at all times, when not in use. Key must always be returned to the office/ P.E Coordinator.
- e) **Doors in downstairs classrooms – Access to outside:** The person responsible for unlocking in the morning must do so and return keys to the key box. At the end of the day, both doors must be locked by the person responsible – it is not the responsibility of the cleaning staff to lock these doors.

### Answering the Telephone and Appointments

- a) Staff authorised to do so may answer the telephone ("good morning/ afternoon Clarendon Cottage School").
- b) Enquiries should be dealt with efficiently and acted upon directly and any message passed on or placed in the diary, etc.
- c) Appointment with the Head teacher may only be booked in accordance with directions given by the Head teacher. All appointments should be logged in the logbook together with the telephone number of the visitor – in case an appointment has to be re-arranged.

### Internal Mail System

- a) The efficiency of this system is vital to the efficient operation of the school. It **MUST** be reliable.
- b) Internal mail folders are delivered each morning to classrooms.
- c) It is the duty of the person responsible to ensure that parents receive these items, either via the child's homework folder, by directly passing it to them or leaving clear instructions for others to do so.

- d) Desks and trays should be checked on a regular basis to ensure all letters have gone home.

## **After School Club**

### **General**

After School Club operates Monday to Friday during term time, from 4.00pm for infants and 4.10 for juniors – 6.00pm. The ASC is attended by all Prep school children who remain in school after tea (the ASC register should be marked at 4.10pm in tea), unless they are staying to attend another club activity. If they have stayed, but attended another club, they must join the ASC afterwards if their parents are not present to collect them, and be given some tea and marked present. The member of staff must ensure they hand over the children after the club has finished so ASC staff are aware who to mark in.

### **Responsibilities**

The person responsible for running and organising the ASC will be responsible for activities, planning, resourcing (funds, when needed, are available), organisation, care and storage of resources and the discipline of the children. Planning must be done and put up by Monday morning on the notice board in the entrance hallway.

### **Behaviour/Sanctions**

While the ASC is not lesson time and it is for the children to enjoy, there still must be good discipline maintained. A child who seriously misbehaves must be sent out to another member of staff or the person in overall charge. The Head should be notified the next day.

### **Accidents**

There is a dedicated ASC accident book. Any child who has an accident in ASC must have the details recorded in the book. Parents **must** be asked to sign the book when they collect their child.

### **Safety**

At all times the safety of the children is paramount and the full school procedures should be referred to. All ASC activities should be planned in advance and completed unless discussed with the Head teacher. Outside games must be organised to avoid rowdiness or silly behaviour at all times.

### **Messy Play**

If art and craft is undertaken in ASC, the children should wear aprons – especially when painting. It is the responsibility of the ASC leader to ensure that this happens. If aprons are not available for any reason, then another activity should be chosen.

## **Nursery Assistants, holiday workers and relief staff**

a) An assistant/trainee may not be left in sole charge of a group/class until their level of competence has been assessed as capable (for breaks, etc.) by the person in charge. When trainees are supervising activities they may need guidance with organisation and management – this is part of their on-job training and must be managed by the group leader/teacher. A specific induction plan is in place for all staff. They should not treat any accident, bump, etc., (until deemed capable by the person in charge), but immediately report it to a more senior member of staff.

b) An assistant/trainee should not be expected to deal with bad temper tantrums or extremely difficult behaviour from a child, they need to learn by watching the experienced members of staff deal with such situations.

## **Nursery Department curriculum**

**Curriculum:** The nursery school curriculum is based on the Early Years Foundation Stage, with our own targets set.

**Timetables:** The timetables have been devised to ensure that the balance and breadth of the curriculum occurs in the class environment. The timetables should be flexible aside from set activities such as hall time.

## **Planning, Theme and Topic Work**

Theme/Topic work should be planned on a flexible basis by the group leader/teacher, and changed every 4-6 weeks, depending on children's interest.

The daily plan sheets for a whole week should be available for approval by the Head on the Friday of the preceding week. Once the evaluation section of the daily plan has been completed (end of day or following day), it must be filed and used to inform future planning.

## **Assessment and Tracking Records**

Each child has a Tapestry learning journey that needs to be kept up to date regularly. Examples of all areas of development must be added to the journey to build up a picture of a child's development. Observations and other evidence should be collected regularly.

## **Homework**

Homework is available to all Prep 1 children – this can comprise of a simple worksheet, reading etc. While homework is not compulsory, parents are to be encouraged to do it with their child as often as they can – it forms the homework habit and helps strengthen links between home and school.

Examples of work done that day should always be available to show parents – or direct them to it if it is displayed, etc.

Homework is set weekly – Maths and English rotated weeks, for children in the Prep School and handed in the following week.

### **Progress Reports**

In the nursery school there will be twice yearly progress reports written, followed by a simple parents' meeting being arranged. The report needs to be given to the child's parents at least one week before the meeting is arranged. When parents have signed the report and possibly made some comments, they are to be given a copy to keep. The original is added to the child's assessment file, and a copy given to the Head for the parents' comments folder.

### **Displays**

- a) Stepladders should be used to reach storage or put up displays. Under no circumstances should tables or chairs balanced on tables be used. Any steps or ladders should be returned after use and never left unattended. Staff must use the sign 'warning staff using stepladders.'
- b) All displays throughout the school must be of the highest quality and be updated regularly. They should comprise of children's work/comments/photos/information- and there should be a balance of these in each classroom. All items should be double mounted, unless for a given effect.
- c) Old displays should be taken down when the area is empty. All old staples must be removed, and items stuck down with Blu-tac or glue.

See '*Display policy*' for further information

### **Professional Conduct**

#### **Dress code**

- a) Members of the nursery staff must wear their uniforms at all times (unless given express permission by the Head during extreme weather conditions), which is to be kept clean and appropriate for a professional working environment. Black trousers/skirt and appropriate formal footwear should accompany the uniform given.
- b) Teaching staff are expected to wear formal and professional outfits, rather than casual, and must bring appropriate attire for PE/Games lessons.
- c) Premises staff should wear clothing suitable for the task being undertaken.

*Please refer to Staff Dress Code Policy for further information*

## **Recruitment/Ongoing suitability**

a) All newly appointed Staff's documentation will be checked before commencing employment, in accordance with our Recruitment policy. To terminate employment, staff must follow the procedure set out in their contracts in relation to notice period that is required. References must only be obtained from the Head, Deputy a Director or the Chair of Governors.

b) All staff undergo a DBS check before they start at the school. Any convictions/cautions/court orders/reprimands or warnings subsequently given to this must be reported to the Head teacher immediately. Likewise any changes in personal circumstances that could affect your suitability to work with children (including if a member of family is disqualified from working with children).

c) Staff must disclose their alcohol and substance use in a bi-annual meeting with the Head/deputy. If staff were found to be under the influence of anything they would be sent home immediately.

d) Staff must disclose to the Head teacher if they are prescribed any medication (short or long term), as this could potentially affect their suitability to work with children. If necessary, a doctor's note may be needed to state they are fit. Any medication must be stored in a location that is not accessible to children, and not in bags/drawers kept in classrooms.

## **ICT**

### **Emails and Computer use**

Teaching staff are given school emails when they start. These email addresses should be used for school business only. If staff are using the internet at times when the classroom is empty, then discretion and professional conduct is essential, and staff should never access sites that could damage the school's reputation. School equipment should not be used for personal use. Staff must not print out personal items without the express permission of the Head teacher. Any ICT issues should be reported to the ICT technician (Will) promptly, and the Head notified.

### **Social Networks**

Staff should remain professional at all times and keep privacy settings on their highest. A separate policy advises of its usage- *see 'Social Networking policy'*

### **Mobile Phones and Cameras**

Mobile phones and personal cameras must not be kept or used in any areas in which children are present. If they are brought into school then they should be handed into the office to be kept in a lockable cupboard until staff may use them on their breaks. School mobile phones which cannot take pictures and school cameras can only be used for legitimate school purposes, for instance recording work for assessment or displays. Please see mobile phone and camera policy.

### **Safeguarding**

All staff are given safeguarding training during their induction, and sent on a child protection course as soon as possible. They are made aware of what to do if they have concerns about a child, and what signs and symptoms to look out for. If staff have any issues about children, they

must voice their concerns immediately. *See Safeguarding and Child Protection policy* for further details.

All staff should feel that they can speak out about malpractice in the school, without fear of victimisation or subsequent discrimination or disadvantage. In the first instance, staff should report any concerns to the Head, or in the involvement of the Head, a Director. See '*whistleblowing policy*' for further details.

### **Code of conduct**

All staff, whether paid or voluntary, have a crucial role to play in shaping the lives of children and young people. They have a unique opportunity to interact with them in ways that are both affirming and inspiring.

All staff are in a position of trust and have a duty to keep children and young people safe and to protect them from neglect and physical and emotional harm. This duty is in part exercised through the development of respectful caring and professional relationships between staff, children, and young people.

#### **This means that staff will:**

- *Act, and be seen to act, in the child's or young person's best interest;*
- *Avoid any contact which may lead any reasonable person to question their motivation and intentions;*
- *Take responsibility for their own actions and behaviour;*
- *Understand the responsibilities which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached;*

### **Alcohol and Drugs**

During working hours and at all times whilst on work premises employees must be free from the influence of drugs or alcohol. This will help to ensure the health and safety of employees and others with whom they come into contact, to maintain the efficient and effective operation of the business, and to ensure customers receive the service they require. For those reasons, the following rules will be strictly enforced.

No employee, worker or contractor shall –

- Report or try to report for work when unfit due to alcohol or drugs (whether illegal or not) or to substance abuse;
- Be in possession of alcohol or illegal drugs in the workplace;
- Supply others with illegal drugs in the workplace;
- Supply others with alcohol in the workplace, except in the course of work duties. For example serving drinks at a PTA function;
- Consume alcohol or illegal drugs or abuse any substance whilst at work.

In addition, employees, workers or contractors must –

- Ensure they are aware of the side effects of any prescription drugs;
- Advise the Head or in the Head's absence the Deputy Head immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others. For example, drowsiness.

Contravention of these rules is gross misconduct and the Company will take disciplinary action for any breach of these rules.

Please see the Alcohol and Drugs policy for further guidance.

### **Communication with Pupils**

Staff should not establish or seek to establish social contact with children or young people for the purpose of securing a friendship. This includes online relationships established through staff use of social networking sites. Staff should on no account engage in inappropriate electronic communication with a pupil. Staff should not give their personal mobile phone numbers or email addresses to pupils, nor should they communicate with them by text or instant messaging, personal email or via social media. If staff need to speak to a pupil by telephone, they should use one of the school's telephones; always email using staff and pupil school email addresses.

If a child or young person seeks to establish contact, the member of staff should exercise his/the Head's professional judgement in making a response, and be aware that such social contact could be misconstrued.

*Further guidance is available in the school policy: Social Networking policy*

### **Transporting pupils**

It is inadvisable for a teacher to give a lift in a car to a pupil alone. Wherever possible and practicable it is advisable that transport is with at least one adult additional to the driver acting as an escort. There are occasionally circumstances that make unaccompanied transportation of pupils unavoidable. In such cases the journey should be made known to a senior member of staff and a parent/guardian, and usually beforehand.

*See separate policy on transporting children for more information.*

#### **This means that staff must:**

- *Be aware that even well intentioned social or physical contact may be misunderstood by the child or young person, an observer, or by anyone to whom the action is described;*
- *Always follow the management procedures for obtaining prior approval for any planned social contact with children or young people;*
- *Always be prepared to explain actions and accept that all physical and social contact will be open to scrutiny;*
- *Never indulge in horse-play, tickling or fun fights;*

- *Follow published guidelines on transporting pupils on their own*

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children and young people, but it is crucial that they only do so in ways appropriate to their professional role. Staff/volunteers working in a one to one situation with children and young people may be more vulnerable to allegations. Every attempt should be made to ensure that the safety and security needs of all parties are met.

**This means that staff will:**

- *Consider the needs and circumstances of the child or young person involved;*
- *Ensure there is visual access and/or an open door;*
- *Inform other staff of the meeting beforehand, assessing the need to have them present or close by;*
- *Always report to the Head any situation where a child or young person becomes distressed or angry;*
- *Consider the need to make a written note of the meeting.*

This guidance has been produced to help staff establish the safest possible play, learning and working environments. **It must be read in conjunction with Part one of Keeping Children Safe in Education** (September 2018).

All staff, governors and volunteers are reminded of their responsibility to pass on information to the Head or the Head's Deputy as the School's Designated Safeguarding Leads or if they have cause for concern about any potentially inappropriate or suspicious behaviour which has, or may have, taken place between a member of staff or volunteer and a pupil.

**All staff should be aware that the Whole School's Designated Safeguarding Lead (DSL) is the Head teacher, Amber Hartley or in the Head's absence the Head's Deputy, Louise Waghorn. If this concern is about the Head, then this must be reported to the: Chair of Governors, Mrs Liz Bagnall**

**You should be familiar with the School's child protection arrangements and understand your responsibilities in order to safeguard and protect children and young people.**

**For further information please refer to the schools Code of Conduct policy and the Safeguarding and child protection policy.**