

Policy Title:	Premises Staff Holiday Policy	
Date of Issue:	26/11/2019	
Date of Review:	Autumn Term 2021	
Author & Role	C.Harwood - SBM	
Ratified by:	Governors Policy Committee	
Responsible signatory:	W Blundell	M Maher
Date of signature:	26/11/2019	26/11/2019
Outcome:	<p>This Policy:</p> <p>Is to establish a smooth working pattern throughout the year regarding cover and maintenance support at school. There are peak times when certain building works; major refurbishment; and other minor works which require continuous access to the site and buildings, both inside and outside take place.</p>	
Cross Reference:	N/A	

EQUALITY AND DIVERSITY STATEMENT

Astley Park School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

POLICY REVIEW

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.

PREMISES STAFF HOLIDAY POLICY

Purpose of this policy:

Is to establish a smooth working pattern throughout the year regarding cover and maintenance support at school. There are peak times when certain building works; major refurbishment; and other minor works which require continuous access to the site and buildings, both inside and outside take place.

The LCC Guidelines indicate that the Premises Manager (Headteacher); Designated Day-to-Day Premises Manager (Business Manager); and / or Site Staff with Responsibility for the Site Health & Safety (Site Supervisor); should be contactable and within a reasonable distance away from the School Site should any Major or Critical Incidents arise.

There should also be adequate provision of Cleaning Services following any Internal or External refurbishments in order that Staff and Pupils can access a safer environment on return following a Holiday or Weekend Break.

In order to fulfil the above the Governors Policy Committee have approved the following:

Premises Manager (Headteacher):

- Whilst the Premises Manager need not be on-site continually during any works; at certain times, it may be necessary to unlock and lock the buildings in extenuating circumstances.

Designated Day-to-Day Premises Manager (Business Manager):

- Must be available on Premises or within a short distance to facilitate any unlocking and locking of the site should the Site Supervisor be unavailable.
- Any holiday requests submitted by the Business Manager should be made following consultation with the Headteacher.
- Holidays during term time at suitable times, are acceptable for the Business Manager.

Site Staff with Responsibility for the Site Health & Safety (Site Supervisor):

- Should be available for Major Building Works / Refurbishments; but with agreed holidays; of a maximum two-week period; taken at an alternative time to the Business Manager; and not be taken during the final closure week of the Summer Break in order to ensure that the Site is fully operational for the start of term.
- Occasional days may be taken during term time, but arrangements must be made with a responsible person to assist with the unlocking and locking of the premises. This is preferable during the Summer Hours of Daylight.

Cleaning Staff:

- Cleaning staff are contracted to carry out three weeks x normal hours of weekly contract during closure periods; ie 10 hpw = 30 hours of closure cleaning.

- They will be required to be available for duties on the last week of the Summer Closure Period to ensure that the premises are fit for purpose following building works, etc

Booking of Holidays:

- All holidays requests must be entered onto the Self-Service Oracle for the full year staff, is possible, and approved prior to booking travel and accommodation.

If you require any further clarification regarding the Premises Staff Holiday Policy, please speak to Mr Kieran Welsh Headteacher.

