



# Elm Tree

# Staff Handbook

Updated September 2025



**Please note:**

- The term parent is used throughout this document for ease of reading. The term refers to parents, guardians and carers.
- When reference is made to the Headteacher, please substitute Deputy Headteacher or Assistant Headteacher if the former is not available.

# Code of Conduct

## Purpose of a code of Conduct

Guide to good professional practice.  
Engenders good, effective working relationships.  
Builds confidence about personal entitlements.  
Highlights expectations and consequences for breaching good practice.  
Raise standards.  
Makes staff responsible and accountable for their behaviour.  
Provides good positive role models for pupils.  
Supports / encourages professional behaviour.  
Reflects and represents school values and beliefs.  
Helps to identify misconduct, incompetence, and criminality.  
Provides benchmarks for conduct and professional standards.  
Aids competence in the classroom.  
Ensures staff respect and value issues of confidentiality.  
Ensures staff demonstrate appropriate professional conduct.  
Assists Governors in the execution of their duty to ensure highest possible standards.  
Assists collaborative practice.

## Aims of the code:

Outline:  
Personal conduct.  
Standards of personal behaviour.  
Personal behaviour outside school time (personal time).  
Refrain from behaviour likely to cause individuals/groups harm.  
Behaviour in the staffroom.  
Alcohol boundaries.

## Professional conduct:

Respect for one another (staff / staff: staff / pupils).  
How to behave during conflict.  
Maintenance of the integrity of the profession.  
Respect the rights of the individual (needs, aspirations, equal opportunities, trust).  
Maintain the strict code of confidentiality (staff / staff: pupil / staff).  
Pupils achieve their maximum potential.  
Guides managers/leaders in not taking advantage of others.  
Assists in further developing personal skills, knowledge, attitudes.  
No foul and abusive language in schools.  
Compliant with dress code.  
Issues with the minibus (qualification, health and safety, disclosure of driving offences, pre-use vehicle check, security of the bus, responsibility and liability).  
Accept consequences for not complying with the Code.

### **Conduct with outside agencies:**

Bringing the name of the school into disrepute.  
Public relations.  
Relationship with the media.  
Respect, value for parents.

### **Objectives of the code**

A member of staff at Elm Tree School should:  
Behave with integrity (not merely honesty but fair dealing, courtesy and consideration).  
Strive for objectivity.  
Not accept a post for which they are not suitably qualified.  
Carry out their work with due skill, care and proper regard for the technical and professional standards expected of him or her.

### **Integrity**

A member of staff at Elm Tree School should:  
Uphold and enhance the good standard and reputation of the profession.  
Work in collaboration and co-operative manner with colleagues and other professionals.  
Work in collaboration and co-operative manner with parents.  
Not attempt to influence or intimidate a colleague.  
Not seek to undermine the professional competency of colleagues.

### **Objectivity**

A member of staff at Elm Tree School should:  
Work in an open and co-operative manner with parents, pupils and colleagues.  
Ensure that parents, pupils and colleagues are not discriminated against on the grounds of sex, race, colour, religion, disability, national or social origin, or other status.

### **Competency**

A member of staff at Elm Tree School should:  
Acknowledge any limitations in his/her knowledge and competency and take steps to practice in a fully skilled manner.  
Assist colleagues in the context of his/her own knowledge, experience and sphere of responsibility, to develop their professional competence.  
This aspect of the code links with the school Appraisal Policy.

### **Due Skill and Diligence**

A member of staff at Elm Tree School should:  
Ensure that no action or omission on his/her part, or within his/her sphere of responsibility, is detrimental to the interests or safety of pupils or colleagues.

### **Courtesy and Consideration**

A member of staff at Elm Tree School should:

Always act in such a manner as to promote and safeguard the interests and well-being of pupils and colleagues.

Justify pupil and other colleagues trust and confidence.

### **Confidentiality**

A member of staff at Elm Tree School should:

Ensure that confidential information obtained in the course of his/her professional work should not be used for personal advantage or be disclosed without the consent of the pupil, parent, except where there is a legal right or duty to disclose.

Be aware of data protection legislation.

This aspect of the code links with the school Data Protection Policy.

### **Publicity**

A member of staff at Elm Tree School:

Can seek publicity for his/her own services and advertise his/her services and achievements in any way consistent with the dignity of the profession.

Cannot seek publicity for the school without the consent of the Headteacher.

Under no circumstances should publish or cause to be published any notice, newspaper, advertisement, or any other matter likely to damage the standing of the profession or to damage or depreciate the reputation of a colleague.

Can publicise promotional material which may contain factual statements, the truth of which can be justified, but should not make any disparaging references to, or disparaging comparisons with, the service of others.

### **Statutory requirements**

A member of staff at Elm Tree School should:

Comply with all statutory requirements affecting health and safety at work.

Comply with all the statutory requirements affecting the running of the business, including registration of names, income tax, value added tax and any other matter required by law.

### **Health and Safety**

A member of staff at Elm Tree School should:

Ensure that facilities provided are adequately maintained or reported to the appropriate person.

Be prepared to deal with medical emergencies and keep records in CPOMS.

Ensure all fire regulations are on display and adhered to.

Be vigilant regarding possible hazardous situations.

This aspect of the code links with the school Health and Safety Policy.

## **Child Protection and Safeguarding**

All staff are responsible for the welfare of all the pupils. If you have concerns about a child emotionally or physically, please inform the Designated Safeguarding Lead. Staff must use CPOMS reporting tool to accurately document all concerns (see guidance below). If a child makes a disclosure, stay calm and reassuring but inform Harry Cartwright (Designated Safeguarding Lead) or a backup DSL, these are: David Lamb, Abi George, Laura Wilcock, Jane Brownbill and Jordan Calderbank. A written account of what was said must be provided using the CPOMS reporting tool and the relevant members of the SLT informed. All confidential child protection files are kept by the lead DSL.

All staff at Elm Tree School are given Safeguarding training and provided with access to the most updated versions of Keeping Children Safe In Education, Working Together to Safeguard Children and Elm Tree's Whole School Child Protection Policy via the school website. Staff should ensure they have a current, updated knowledge of all Child Protection and Safeguarding Policies and Guidance. Staff are also encouraged to read and understand Elm Tree's Early Help Offer, also accessible via the link below. The school's safeguarding page also provides access to the Low-Level Concerns and Whistleblowing Policy should you need to utilise these during your employment.

<https://www.elmtree.lancs.sch.uk/information/safeguarding>

### **CPOMS Guidance** **Child Protection Online Monitoring System**

CPOMS is an essential part of our management and recording system for child protection and safeguarding.

All staff are responsible for the general welfare of all pupils and have a duty of care to report and respond to any child protection and safeguarding concerns, whether in school or on transport. If you have immediate concerns that a child is at risk of harm, this MUST be reported immediately, via the red slip to the DSL and the Head Teacher must also be notified.

All staff use CPOMS to instantly record and report information or concerns and this is shared immediately with appropriate colleagues and senior management.

All staff can record information, but only appropriately designated staff will be able to view the information that is recorded.

Full training and guidance is given on how to record and view information by senior management during staff induction.

#### **Responsibility and Accountability**

- The Head Teacher, DSL and Team Leaders will have full access to the whole school system.
- The Designated Safeguarding Lead (DSL) will be responsible for responding to and the recording of the outcome of DSL and Red slips.
- All incidents recorded for children on Child Protection, Child in Need Plan or as a Looked After Child will automatically be sent to the DSL.

- Team Leaders have responsibility to escalate any concerns raised within their team to the DSL.
- Class Teachers have full access to their class. They have the responsibility and accountability for the recording, monitoring and management of all incidents, including Yellow Slips. This also includes escalating to their Team Leaders if necessary.
- Teaching Assistants are able to record incidents for any pupil within school. They are encouraged to discuss incidents, which involve their class pupils, with their class teacher and senior management. This is to promote the sharing of information, which is vital for staff to be fully informed and can support the individual appropriately.
- Thrive Practitioners and Specialist Support Staff full access to record, monitor and action incidents.
- Office Administrators have full access to record, monitor and action incidents.
- Transport and HSLOs are able to record incidents and the actions will then be the responsibility of the Transport Administrator and Transport Manager.

Any member of staff can be tagged into an action and they will be able to view that incident, regardless of pre-installed permissions. Once they have viewed the incident, they will not be able to return to it at a later time.

Staff must use the CPOMS reporting tool to accurately document all concerns.

### **Confidentiality**

Many issues/concerns are discussed openly in team meetings with teaching assistants etc. and sometimes involve individual children, family circumstances, or other sensitive matters. Whilst such discussion is encouraged and necessary, it is expected that all such matters remain confidential to the school and are not discussed or mentioned elsewhere. If a parent discusses a confidential matter with any member of staff relating to the wellbeing of a child within the school, the Head Teacher, DSL or Team Leader **MUST** be informed. If a child makes a disclosure, the Head Teacher/DSL **MUST** be informed.

<b>Category of Reporting</b>	<b>Guidance</b>	<b>Actions To Be Taken and By Whom</b>
<b>Chronology</b>	To record events, dates or conversations in order of their occurrence and to establish the dates of past events. Used to build a picture of events or issues. Chronology can also be used when recording something that may not meet the criteria of a yellow slip, but ought to be monitored.	All staff can record.  Class teachers to monitor.
<b>Yellow Slip</b>	To be completed when you are concerned about something regarding a child. Not to be confused with chronology. This section is for concerns of safety or well-being and includes domestic violence, drug and alcohol, neglect and parent and carer issues. This is used to record all issues <b><u>where a child is NOT at risk of significant harm.</u></b>  E.G. 'Child X informed me that she didn't have any tea last night because mum was	All staff can record.  Class Teacher is responsible for actions (phone home, signposting etc)  Class Teacher accountable to escalate if necessary via their Team Leader to a DSL (continuous reoccurrence of same concerns).

	arguing with dad. She doesn't appear her usual self today'.	
<b>Red Slip</b>	<p>To be completed immediately when a child is believed to be at risk of significant harm. For example, this is when a child presents with injuries or makes reference to a potentially dangerous situation that may have occurred or may occur. <b>This needs completing ASAP and a discussion needs to be had with the DSL to ensure it is dealt with immediately.</b></p> <p>E.G. 'Child X informed that he was fighting with his dad last night and he has a small brown like coloured bruise under his right eye'. Use the child's language if repeating and be as descriptive as possible.</p>	<p>All staff can record.</p> <p>DSL is responsible to gather information and decide on next steps (in-house or external support) and record outcomes/decisions made, including the sharing of information with other professionals.</p>
<b>Incident</b>	<p>To be used for any incidents regarding a child's behaviour that occurs across school. <b>This can include when physical intervention has been used.</b> Please refer to prompts under each box to remind yourself what needs to be completed.</p>	<p>All staff can record.</p> <p>Class Teachers and Team Leaders are responsible for the monitoring of incidents.</p>
<b>Contact</b>	To be completed following <b>any contact</b> with the parent and carer or external agency.	All staff can record.
<b>Transport</b>	To record any information regarding transportation to and from school.	<p>All staff can record.</p> <p>Transport Manager responsible for Actions and Outcomes.</p>
<b>Absence &amp; Attendance</b>	To be used if a child is going to be absent from school either authorised or unauthorised for any reason (sickness, medical appointments and other). To be used when monitoring attendance.	Office staff can record.
<b>Accident Form</b>	To be used when a child has had an accident, also in the incident box, you need to record any treatment given and conversations had with parents and carers regarding the accident.	<p>All staff can record.</p> <p>First Aiders to be informed and record outcomes.</p> <p>Class Teacher responsible to ensure parents and carers are informed.</p>
<b>Safeguarding</b>	To be used by DSL, SMT and Family Support Staff when recording information relating to the progress of a child's CIN, CP, Early Help Plan.	DSL/SMT/Family Support to record and monitor.

<b>Looked After Children</b>	To be used by DSL / Designated Person/s for Looked After Children when recording information relating to PEPs, LAC Reviews and Care Planning Meetings.	DSL / Designated Person/s for LAC to record and monitor.
<b>Rewards</b>	To be used when recording a child's rewards / positive behaviour.	Class teacher to record and monitor.

## Supervision

Due to the needs of pupils who attend Elm Tree School, supervision is key to keeping children safe. It is the responsibility of school staff to ensure pupils are not left unsupervised at any time. Pupils must not be left during lunchtime or breaktime unsupervised and if children are out of area they must be supervised from a distance, if necessary, by a member of staff. Pupils who are moving from the portacabins into the main school building must be accompanied by an adult. Under no circumstances should a child be sent down to knock on classroom doors to gain entry to the main school building.

Children going to the toilet must be taken by a member of school staff and that staff member should unlock and check the toilets before the child enters then check and lock them once the child has left the toilets. Staff members must wait outside whilst the child is in the toilet.

All staff must ensure children are supervised whilst walking to their bus at the end of the school day. If you have a child that is not ready for transport, you must notify the Headteacher or support that child to transition from class to their bus.

## Staff Appraisal

### **Teachers**

Teachers appraisal cycle starts at the beginning of the academic year. All teachers will have completed meeting 1 of the cycle and set their yearly targets. This will be followed up with an appraisal week towards the end of January and a final appraisal week towards the end of the academic year. The two follow up meetings are to check teachers are on track to achieve their targets and if not identify support to get them back on track. During appraisal weeks SMT complete a full 360 review of each teacher including lesson observations, book scrutiny and discussions with pupils.

### **ECT's**

All ECT staff will follow the LCC ECT Framework built around the teaching standards. All ECT's will have termly targets to work on. ECT's will have a mentor who will take responsibility for their daily support needs and meet with them on a regular basis to answer any questions, provide individual support and training. The Deputy Headteacher is the lead mentor who will observe ECT's with their mentor and sign off all termly reports. If an ECT has any issues that are not satisfactorily resolved by their mentor they should speak to the Deputy Headteacher as soon as possible to ensure the matter is resolved swiftly. If an ECT is struggling to meet the standards for teaching this will be discussed with them and if necessary an individual support plan

may be put in place with very specific targets and this will be reviewed two weekly. LCC will be informed that we have an ECT who is not meeting the standards and will offer further support.

### **Non-Teaching Staff/Administration Staff**

Classroom based staff will have an appraisal meeting with their class teacher or team leader after October half term where each TA will be set targets for the year ahead. ECT's will be supported through this process by their Team Leader. All non-classroom based staff will have their appraisal with their line manager or

## **Staff Uniform**

At Elm Tree Community Primary School, we pride ourselves in demonstrating positive values, attitudes and behavior to all pupils, parents and carers. All staff are role models and as such the appearance of all staff should always conform to the high, professional standards that the school sets. Below sets out the school's procedures for staff uniform.

### **Staff Uniform by Role**

<b>Role</b>	<b>Uniform</b>
Teaching Assistants	Green Polo
	Black Fleece or Cardigan
Teachers	Black Polo (or other suitable attire in line with dress policy)
	Black Fleece or Cardigan
SHLTA	Teal Polo
	Black Fleece or Cardigan
HLTA	Navy Blue Polo
	Black Fleece or Cardigan
Site and Cleaners	Purple Polo
	Black Fleece or Cardigan
Admin	Grey Polo
	Black Fleece or Cardigan
Drivers	Emerald Green Polo
	Black Fleece or Cardigan

### **New Staff & Supply Staff**

All new staff that commence employment with the school will be entitled free of charge to the following standard uniform items based on their role:

- x3 Polos or Shirt/Blouse
- x1 Fleece or x1 Cardigan

## **Dress Policy**

- **Clothing:** All staff at Elm Tree Community Primary School are expected to maintain a professional and respectful appearance that reflects our school's values. Staff should wear trousers at all times; acceptable options include leggings, trousers, or jeans, provided they are in dark colours such as black, navy, or dark grey. Dresses are permitted as part of the staff uniform as long as full length trouser are

worn underneath. Tops must be appropriate for a professional school environment—this means no sleeveless vests, low-cut tops, or any attire deemed unsuitable for working with pupils. Additionally, open-toe shoes are not allowed to ensure safety and professionalism. This dress code supports a positive and inclusive school culture and aligns with our responsibilities under the Equality Act 2010 and relevant employment regulations.

- **Footwear:** Staff should wear safe, flat shoes. High heels, heavy boots, open-toe sandals, and platform soles are not appropriate to wear in school or outside when working with children.
- **Jewellery:** Jewellery should be minimal and appropriate for the work setting. Wedding and engagement rings may be worn but should be covered if they pose a risk of injury. Staff are advised to remove items such as chains, earrings, large watches, bracelets, or badges when working in close contact with pupils, in line with Team Teach safety guidance.
- **Long / Ornamental nails:** Staff must keep fingernails short to ensure the safety of themselves and others, particularly when handling or supporting children. Failure to comply may result in action under the school's disciplinary policy.
- **Monitoring:** Senior staff will include considerations of staff dress when monitoring lessons or on an ad hoc basis as appropriate. As a result of ignoring this policy staff will be dealt with under the school's disciplinary policy.

## **Use of Mobile Phones**

Personal mobile phones must be securely stored during school hours and only used for authentication or in emergencies. HSLOs may use personal phones for school purposes when travelling. On educational visits, personal phones may be carried but must remain out of sight.

Personal phones must never be used to take photos or videos of children, or to share personal contact details with pupils.

Only senior staff using school-issued phones may take photos or videos for school purposes.

Misuse of personal phones is a serious safeguarding concern and will be addressed in line with the staff disciplinary policy.

## **Use Of Social Media**

Staff must follow the LCC Policy on the use of social media. It is strongly recommended that all personal profiles are kept private and not accessible to the public. Staff must not discuss or share any content related to the school, pupils, parents, or colleagues on social media. Any inappropriate use or content reported to SLT will be addressed in line with the staff disciplinary policy.

## Use Of Artificial Intelligence (AI)

The use of AI within school is limited to approved platforms only. Currently, *Teach Mate AI* and *SLT AI* are the permitted tools. Any staff members interested in using these platforms must first discuss their intended use with SLT to ensure it aligns with school policies and safeguarding expectations.

## Staff Working Hours

All Staff must be in work ready to start their day at the specified time. If you are entering the building at your start time this will be considered late for work. It is expected that you will arrive at least 5 minutes before your day is due to start to allow you time to get yourself where you need to be on time.

### Teachers

Teachers are expected to be in school to allow time to read any briefing notes and set up for the day ahead. Teachers are expected to attend any meetings or training planned at the end of the school day. Teachers are expected to allow extra time for annual reviews and report writing to be completed. This is all within the allocated directed teaching time of 1265 annual hours set out by all trade unions. Directed teaching time includes registration, assembly, PPA and contact with parents.

### Union Guidance

1. The vast majority of publicly funded schools in England and all schools in Wales operate according to the School Teachers' Pay and Conditions Document (STPCD) which states that a classroom teacher can only be directed by the headteacher to work for up to a maximum of 1,265 hours over 195 days of the year
2. You are entitled to a minimum of 10% of timetabled teaching time for PPA as part of your hours of directed time. This should be clearly identified on your timetable in blocks that are not less than half an hour.
3. In addition to the hours for which you can be directed, a teacher may work such reasonable additional hours as necessary. This can include time for planning and preparing lessons and assessing pupils' work.
4. The number of additional hours cannot be specified by your school. Consequently, it does not count towards your hours of directed time.
5. A teacher in receipt of additional payments (TLR) for out-of-school hours learning and continuing professional development (CPD) may be directed to undertake these activities outside their hours of directed time.

### TA2B/3 Hours

Day	Start Time	Lunch	Finish Time	Working hours	Information
Monday	8:45	30 Min	4:00	6h 45m	Support staff must use the extra hour on these three days to complete displays, plan with teachers, attend meeting or training.
Tuesday	8:45	30 Min	4:00	6h 45m	
Wednesday	8:45	30 Min	4:00	6h 45m	
Thursday	8:45	30 Min	3:25	6h	
Friday	8:45	30 Min	3:20	6h 05m	

32.5H

### HLTA Hours

Day	Start Time	Lunch	Finish Time	Working hours	Information
Monday	8:30	30 Min	4:00	7h	Support staff must use the extra hour on these three days to complete displays, plan with teachers, attend meeting or training.
Tuesday	8:30	30 Min	4:00	7h	
Wednesday	8:30	30 Min	4:00	7h	
Thursday	8:30	30 Min	4:00	7h	
Friday	8:30	30 Min	4:00	7h	
				<b>35H</b>	

### SHLTA Hours

Day	Start Time	Lunch	Finish Time	Working hours	Information
Monday	8:00	30 Min	4:00	7H 30M	Support staff must use the extra hour on these three days to complete displays, plan with teachers, attend meeting or training.
Tuesday	8:00	30 Min	4:00	7H 30M	
Wednesday	8:00	30 Min	4:00	7H 30M	
Thursday	8:00	30 Min	4:00	7H 30M	
Friday	8:00	30 Min	3:30	7H	
				<b>37H</b>	

## Staff Attendance

- If you are ill and unable to attend work, you should contact the HR and Transport Manager – Jordan Calderbank (07508 932569) via text or email from 6:00am until 7.30am at the latest giving an indication of the nature of your illness and how long your absence is likely to last.
- Staff may be required to attend a back-to-work interview upon their return to work. This is at the discretion of the HR Manager.
- If the illness is likely to be just a few days, you should contact the school each day before 3.30 pm and let the HR Manager know if you will be in the following day. This is extremely important to maintain the staffing levels in all classes.
- The first five working days are self-certificated, after that a doctor's note is required.
- If a doctor's note is issued it should be sent to school as soon as possible so that it can be processed.
- Any holiday requests during term time **will not** be authorised. Any request for special leave made during term time will need to be passed to the Chair of Governors via the Headteacher.
- Special leave for appointments will only be granted in the following circumstances:
  - To attend an emergency dental appointment
  - To attend an emergency doctor's appointment
  - To attend a specialist Consultant's Hospital Appointment (including dependents)
  - To attend emergency appointments in respect of dependents
- Special leave will not be authorised for all routine appointments.

- LCC Policy states that Special leave for funerals will only be granted for immediate family. Special leave for funerals is at the discretion of the Headteacher and if granted will be paid in cases of immediate family members, unpaid in all other circumstances.
- Special leave will be granted for up to 6 days within a school academic year for absence due to dependent related emergencies.
- All absences are recorded and monitored.

**A leave of absence form must be completed for all periods of leave. This can be obtained from the admin team and returned to your team leader. Evidence of appointments must be copied and attached to the completed form.**

## **Staff Wellbeing**

Elm Tree Primary school recognise that staff are the most important resource and are to be valued, supported, and encouraged to develop personally and professionally within a learning and caring community.

There is a relationship between healthier, more positive staff, children’s achievement, and school improvement.

We offer our staff lots of ways of getting involved in the wider school community, as we believe a positive work life balance greatly impacts on our staff’s wellbeing. Events and activities such as:

- Bake off
- Charity fundraising
- Clubs Outside of school
- Christmas Events
- End of year celebrations
- Health scheme
- Discounts via Lancashire County Council

We have a dedicated well-being team and 2 Senior Mental Health Leads who are extremely passionate about ensuring our staff are well looked after.

## **Health and Safety**

Health and Safety is the responsibility of everyone in the school. All perceived hazards should be reported immediately to the Site Manager in the first instance and then School Manager or a member of the SLT in his/her absence. Health and Safety concerns should be reported verbally and then put into writing if there is a significant concern. The date should always be logged. Hot drinks should not be moved around school without a lid and should be kept away from children.

### **Fire Regulations**

When the fire alarm sounds, the following procedure must be followed by all members of staff and children. All staff should have keys to activate fire alarms and raise the alarm of fire.

1. Everybody will immediately stop whatever it is they are doing.
2. All children will remain still whilst the teachers and other adults issue clear and precise instructions as to what they should do.
3. The nearest or safest exit will be used. Children will be required to walk in an orderly manner, and line up at the exit, which will be opened by the teacher or adult.
4. Adults and children will exit by the designated fire exit and **walk** to the assembly points on the MUGA at the side of school and line up in their class lines.
5. All kitchen and office staff will leave by the nearest or safest exit and assemble on the MUGA.
6. The admin staff will collect registers, late book and visitors' folder and proceed to assembly point.
7. The class teacher will count the children and check the register.
8. All staff must wait for clearance from the Headteacher before re-entering the building.
9. The Site Manager or Health & Safety Governor will record the date and time taken for the drill in the Fire Log Book.

The Site Manager will check the fire alarm on a weekly basis before the start of the school day. This will be recorded in the Fire Log Book. Members of staff must not attempt to fight any fire other than when it is of a very minor nature and any attempt to prevent injury to others must not put their own safety at risk. Their main concern should be to evacuate the building and take a head count.

**The building should be evacuated, and all staff and children accounted for within 3 minutes.**

### **Lock Down**

If a member of the Admin team or Headteacher informs you we are in Lock Down the following procedure must be followed:

- All staff and children must return to their classroom
- All staff and children must remain in their classroom with all doors and window shut and locked
- All staff and children to remain in their classroom until they are told otherwise by the Headteacher.

### **First Aid**

- First point of call for if a child requires First Aid is the Class Teacher as each teacher has undertaken a one-day emergency first aid qualification. There is a first aid kit in each classroom, ice packs are located in the staffroom.
- Mrs K Davies, Miss K Wainwright and Mr S Leyland are the school's Senior First Aiders. The majority of staff at Elm Tree School have undertaken one-day emergency first aid qualification or the 16h outdoor first aid qualification.
- If a child is taken to a First Aider for whatever reason, an adult must accompany them.
- A record of any first aid treatment must be made on CPOMS and parents should be contacted. This contact should also be recorded on CPOMS.
- All staff must follow the administration of medication guidance produced by school when dealing with medication.
- A record of all administered medication will be kept in school.

### **Health/Medication**

- If you have a general concern about the health of a child, you should bring it to the attention of a First Aider / DSL.
- Urgent concerns must be reported to the DSL or Headteacher as soon as possible so that the appropriate action can be taken.
- A medicine form must be completed if medication is needed to be administered during school hours.
- All medicines must be kept in the school office locked medicine cabinet. The administer in the office will administer the child's medication and update the SmartLog record for this.
- Staff must check the name on the box, the dosage and the medication are all correct.
- Inhalers should be marked with the child's name and kept in class and in a place designated by the teacher. Children should have access to them whenever they may be needed but especially at PE times and on educational visits.
- All individual care plans should be available in class and taken on any visits out of school.
- All staff teachers have access to google drive with all pupils' medical information and care plans, which are updated accordingly. It is the responsibility of all staff members to keep themselves updated of these records.

**Medication not in its original packaging with the child's name on and dose must NOT be administered. Any non-prescribed drugs of medication sent in without the original packaging issued by the chemist will be sent back home and not administered by school staff. If medication is administered, it will always be witnessed by two staff.**

## Team Teach

**Staff must have a current 12h Team Teach Certificate in order to use any physical techniques.**

The positive behaviour management strategies that Team Teach develops and promotes emphasise team building, personal safety, communication, and verbal and non-verbal de-escalation techniques for dealing with challenging behaviour which reduce the need for physical intervention. As a last resort, you will be taught positive handling techniques to resolve conflicts in ways that are safe for you and the children, and which provide opportunities for repair and reflection for everyone involved.

## Communication & Whole School Calendar

It is essential that staff are proactive towards communication and seek out information when required. The following systems are in place:

- Daily Team Leader update meetings
- Information board in staffroom
- Shared school Calendar (All staff have access to school calendar and SMT Calendars)
- Shared drives on Google Drive
- Regular teacher meetings
- CPOMS

If teachers are making arrangements, these must be entered into the school calendar as soon as possible so that all staff are aware of events, trips and meetings across school. If such events are not entered into the school calendar they may be cancelled.

## **Visitors to School**

All visitors to the school, including voluntary helpers, are most welcome and need to sign in using the touchscreen camera and wear id throughout their stay in school. Yellow lanyard for individuals who are DBS checked. Red lanyard for no DBS and will require a member of staff to escort throughout their visit.

Any unexpected, unannounced or unrecognised visitor entering the school or the school grounds should be “challenged” by any member of staff who sees them by asking “Can I help you?”

All staff will be informed if any circumstances prevail which prevents a child being taken out of school or being met at school by any person.

No cold callers will be allowed access to school.

## **School Policies**

A range of policies covering all areas of the school have been systematically put in place through staff consultation and collective decision-making.

All policies are reviewed regularly (some annually and others within a three-year period) and as all reviews are fed back in full staff meetings, it is hoped that any member of staff with ideas and suggestions will make their views known. Policies should change and develop to meet the changing needs of the school.

All staff should keep themselves updated with current policies. All policies are available in school. all policies are on google drive or can be obtained from the Headteacher.

Our Child Protection Policy and safeguarding documentation along with other key policies are available at all times on the school website.

<https://www.elmtree.lancs.sch.uk/information/policies>

## **Reporting ICT Issues**

If you are experiencing problems with your computer, then please email the issue to Jane Brownbill – [brownbillj@elmtree.lancs.sch.uk](mailto:brownbillj@elmtree.lancs.sch.uk). This issue will then be logged and fixed during our technician’s next visit. If the problem is a simple fix it will be allocated to a member of staff and fixed sooner.

If your children access websites you wish to block please send the website address to [brownbillj@elmtree.lancs.sch.uk](mailto:brownbillj@elmtree.lancs.sch.uk).

### **ICT Equipment**

It is the responsibility of all class staff to ensure laptops and iPads are looked after and kept safe. Staff must ensure laptops are locked away every night and iPads are stored out of sight. Class Teachers are responsible

for keeping class iPads safe and their own teacher's laptops. If staff lose chargers for their devices, they may be expected to replace them from their own pocket.

## **Transport**

We are currently the only school in Lancashire which runs our own transport. With running our own transport, we use our own members of staff as the Home School Liaison Officers on our vehicles and some of these staff also drive the cars/buses. By using our own staff, we can communicate better from school to home and vice versa and it also gives the children consistency. All support staff are welcome to express interest in being part of the transport team and the more staff on the team the better! Most of the school bus runs set off from Skelmersdale at 7:00am and bring the children into school for 8:45am. At the end of the day, the bus will leave school at 3:15pm (1:30pm on a Wednesday) and many of the buses are back in Skelmersdale for 5:15pm. Your transport position would be a separate contract from your school contract, and it would be casual. The rate of pay for this position is Grade 6. If you are interested in being part of the transport team, please inform Jordan, the HR &Transport Manager.





# Believe to Achieve



## Our School Vision

At Elm Tree we work together to give all children a place to thrive.

## Our School Values

Trust Acceptance Respect Resilience Inclusive Friendship

Ready

Respect

Safe

### VRF's

- Attune** Catch and match the feeling
- Validate** Stop behaviour validate the feeling
- Contain** Make the unbearable survivable
- Regulate** Meet the intensity the calm and soothe

### Relentless Routines

- Meet and Greet
- We Wear Uniform
- We Line Up
- We Walk
- We Use Our Manners

All behaviour is communication so every effort must be made to understand it. All consequences must be viewed as a conversation to improve future behaviour. All responses to unwanted behaviour should be immediate and consistent.

Reconnect & Repair

### Recognition

- Personalised Rewards
- Certificates
- Headteacher Assembly
- Positive Notes/Phone calls home
- Hot Chocolate Friday
- Reading Tokens
- Visit to SMT

### Resilience

- Conversation PIP & RIP (Praise In Public; Reprimand in Private)
- Logical Consequences
- Targeted/Specialist Interventions
- SMT Intervention