

Employee Handbook

If you require this document in an alternative format please contact office@tssmat.staffs.sch.uk
or 01543 472245

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21.05.20	1.0	Scheduled Review	Minor updates	Existing TSSMAT policy
20.05.21	1.1	Internal Lead Scheduled Review	Update to personnel, name & logo.	
09.07.21	2.0	Scheduled Board review	Ratified	
18.11.21	2.1	Clarification of policy	Clarification and expansion of Compassionate Leave, and Emergency Leave information.	
19.11.21	3.0	Board review of changes	Ratified	

Introduction

Welcome to The Staffordshire Schools Multi Academy Trust. We hope that you enjoy being part of the team and that you can easily access information about your role and the development opportunities which are available to you. This Handbook aims to provide general information in relation to your employment; you should refer to your written statement of employment particulars for the detail of your own terms and conditions of employment.

Our employees work hard together to deliver the best possible outcomes for all our pupils. Where possible, we seek to remove any barriers or obstacles to the achievement of anything other than 'professional excellence' and our internal policies and processes are designed to support this.

From time to time this Handbook will be updated in line with changing practice and new legislation. Changes will be communicated to all and you will be consulted on any proposed changes to your contract.

It is important that you keep us informed of any changes in your personal circumstances including contact details and any relevant changes to your health or circumstances. Please ensure you let us know when changes occur.

If you have any queries at any time, please discuss them with the Trust Business Operations Manager.

We look forward to working with you.



Mrs Charlene Gethin
CEO

The Organisational Structure

The Governance of the Trust is made up of three layers; The Board of Members, The Board of Directors and Local Advisory Groups, or Local Governing Committees.

The Board of Members

The function of the Board of Members is:

- ❖ To appoint the Board of Directors following advice, nomination and the fulfilment of any articles of government that might apply;
- ❖ To manage the dismissal of a director or the Board of Directors, if circumstances are deemed to require it; supported by reasoning and if necessary legal advice;
- ❖ To initiate and confirm the appointment of the Chief Executive Officer when necessary;
- ❖ To hold the Board of Directors to account on the following matters:
 1. Standards, over time, in the schools that make up the trust;
 2. Financial probity and confirming CEO salary;
 3. The effective and efficient discharge of the remaining functions and duties of the Board of Directors.

The Members

Ms Claire Shaw – CECET Representative and Chair of the Members Board

Mr Colin Hopkins – Kings Bromley Clergy Representative

Reverend Simon Davies – St. Mary's Clergy Representative

David Grewer

Contact via Jacqui Bowman – j.bowman@tssmat.staffs.sch.uk or 01543 472245

The Board of Directors

The function of the Board of Directors is:

- ❖ To have accountability for, and oversight of, the leadership and management of the schools in the Trust by setting the vision and values of the Trust that will drive the ethos of the schools;
- ❖ To act as an Audit Committee to ensure propriety and value for money;
- ❖ Creating Trust policy and process
- ❖ Setting the expectations that will be used to judge the effectiveness of each institution in the Trust;
- ❖ Providing the resources for each institution to deliver what is required, including CPD;
- ❖ Appointing and dismissing teaching and support staff;
- ❖ To act as a Pupil/Staff Discipline Committee;
- ❖ Monitoring the quality of local leadership;

- ❖ Performance management functions including recommending CEO remuneration to Members;
- ❖ Ensuring that thorough, rigorous and regular self-evaluation is undertaken and reported to the Board by each institution;
- ❖ Ensuring that the leadership of each institution is held to account by the Board;
- ❖ Ensuring that standards, progress and attainment meet expectations, can be accounted for, measured and reported;
- ❖ Challenging aspects that appear to be inconsistent, weak or failing in any or all of the institutions;
- ❖ Approving admissions to the schools and managing the appeals process;
- ❖ To monitor Finance, Personnel, Health & Safety, Safeguarding and Curriculum matters and ensure that they are fit for purpose and meet all regulations.

The Directors

Mrs Heather Bowman, Chair and Director of Performance and Quality – non-executive, non-salaried, oversight of the Trust standards in pupil performance and the quality of teaching in order to maintain institutions being judged as at least good if not outstanding and to focus on self- evaluation;

Mr Peter Halifax, Vice Chair and Director of Strategy & Development – non-executive, non-salaried, oversight of the Trust’s development and strategies to achieve its growth, sustainability and capacity to improve;

Mrs Caroline Humphries, Director of Corporate Affairs - Human Resources: non-executive, non-salaried, oversight of personnel processes including CPD, legalities, salaries, processes in order to ensure viability, sustainability and development of the Trust;

Mrs Melanie Havelock-Crozier, Director of Pupil Care – non-executive, non-salaried, oversight of all matters in the Trust relating to safeguarding, SEND, SIAMS, LAC, Pupil Premium, well-being, behaviour and inclusiveness of all pupils (their spiritual, social, moral and cultural development)t.

Vacancy, Director of Corporate Affairs - Estates, Learning Environment and Health and Safety– non-executive, non-salaried with oversight of the Trust’s estates and their safety and the quality of the learning environments. This role also includes any trading arm that involves Health and Safety issues and legalities;

Mr Charles Bradshaw-Smith, Director of Finance and Trading – non-executive, non-salaried oversight of the financial affairs of the Trust and its trading functions in order to ensure probity, viability and sustainability. This will involve close liaison with the auditors and the Trust Director of Business Operations;

Mrs Sue Cockayne, Director of Communication & Local Advisory Group (LAG) – non-executive, non-salaried oversight of the Trust’s relationship with its stakeholders and LAG ensuring that all relationships are beneficial and the Board gives appropriate attention to matters of concern raised by the due process of the LAG.

Mrs Charlene Gethin – CEO and Accounting Officer

Contact via Jacqui Bowman – j.bowman@tssmat.staffs.sch.uk or 01543 472245

The Members and Directors Boards are supported by

Mrs Alison Howard – Clerk to Directors / Members a.howard@tssmat.staffs.sch.uk or 01543 472245

Mrs Jacqui Bowman – Business Operations Manager j.bowman@tssmat.staffs.sch.uk or 01543 472245

Mrs Shanie Cole – Finance Manager finance@tssmat.staffs.sch.uk or 01543 472245

The Local Advisory Group (LAG)

The function of the Local Advisory Group is :

- ❖ Engaging in local dialogue with local professionals;
- ❖ Identifying local needs and characteristics that create uniqueness;
- ❖ Scrutinising the work of the schools – standards, behaviour, safety, care and guidance, provision;
- ❖ Understanding the vision and values of the Trust and their implementation;
- ❖ Understanding the policy and process of the Trust and how its implementation impacts in their schools;
- ❖ Raising concerns with the Board and seeking advice;
- ❖ Responding to challenges from the Board;
- ❖ Being part of the electoral process for the Director of LAGs role;
- ❖ Sharing its understanding with the parental body and all stakeholders;
- ❖ Help support the Christian distinctiveness of our Church Schools.

The Local Advisory Group (Richard Crosse, St Mary's, The Howard) Members

Mrs Marie Havelock	The St. Mary's Community Member
Mrs Claire Clarke	The St. Mary's PTFA Member
Mrs Anna Redpath	The St Mary's Parent Member
Mr Jon Wynn	The St. Mary's Headteacher
Mrs Chris Billingham	The Howard Community Member
Vacancy	The Howard Friend's Member
Vacancy	The Howard Parent Member

Miss Rachel Mills	The Howard Headteacher
Mr Phil Burrow	The Richard Crosse Community Member
Mrs Marcella Henley	The Richard Crosse PTA Member
Dr Antony Allen	The Richard Crosse Parent Member
Ms Emma Bowring	The Richard Crosse Headteacher

Local Governing Committee – Anson

There is a separate Scheme of Delegation for Anson.

Members:

Lisa Ellis	Chair & Foundation Member. Ex Officio. Responsible for Safeguarding, RE & Worship. Member of the Admissions & Complaints Subcommittee.
Laura Kinvig	Parent Member. Responsible for Finance, Pupil Premium & PE Grants. Member of the Appeals Subcommittee.
Andy Broome	Foundation Member. Responsible for Premises & H&S. Member of the Admissions & Complaints Subcommittee.
Anna Freeman	Parent Member.
Emily Harris	Foundation Member. Responsible for Curriculum, SEND & EYFS. Member of the Appeals Subcommittee.
Charlene Gethin	TSSMAT Director Member. Responsible for Pay & Performance Management. Member of the Appeals Subcommittee.

Objects and Aims

The Trust's object ("the object") is specifically restricted to the following:

To advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the forgoing by establishing, maintaining, carrying on, managing and developing schools which shall offer a broad and balanced curriculum and which shall include:

- 1) Church of England Schools designated as such which shall be conducted in accordance with the principles, practices and tenets of the Church of England both generally and in particular in relation to arranging for religious education and daily acts of worship, and having regard to any advice issued by the Lichfield Diocesan Board of Education;
- 2) Other schools not designated as Church of England Schools whether with or without a designated religious character;
- 3) To recognise and support the individual ethos of all schools whether or not designated Church of England schools.

Vision

Our vision is threefold:-

- To deliver the highest quality learning for pupils in an environment that values the friendliness and familiarity that small numbers allow;

- To ensure that a rural community has a future, and can thrive, if quality education is at its heart; □
To extend learning beyond the confines of the school into the community and beyond.

Values

Our values are threefold:-

- That every child is a child of God irrespective of gender, ethnicity, religion, ability or family background and as such is unique and to be nurtured and be brought to full potential;
- That the ethos that underpins our attitudes and behaviours is that we will love our neighbours as ourselves;
- That learning and being taught well in a caring community makes us better and stronger people

Ethos

The ethos of the Trust is that we operate with honesty and integrity for the benefit of all children attending any of our schools. We recognise the important role small schools plays in the education system in improving outcomes for children which is achieved by creating a caring and nurturing family ethos. As a group of schools this enables us to be larger enough to cope and small enough to care.

The schools within the Trust are:

Anson Church of England Primary School

Main Road
Stafford
ST18 0SU

Miss Nicola Jarrett – Headteacher / Designated Safeguarding Lead

Contact: 01889 881 200

Email: n.jarrett@tssmat.staffs.sch.uk

The Howard Primary School

The Square
Elford
Tamworth
B79 9DB

Miss Rachel Mills – Headteacher / Designated Safeguarding Lead

Contact: 01827 383292

Email : r.mills@tssmat.staffs.sch.uk

The Richard Crosse Church of England Primary School

Crawley Lane
Kings Bromley
Burton- on-Trent
DE13 7JE

Ms Emma Bowring – Headteacher / Designated Safeguarding Lead

Contact: 01543 472245

Email : e.bowring@tssmat.staffs.sch.uk

The St Mary's Church of England Primary School

Bellamour Way

Colton

Rugeley

WS15 3LN

Mr Jon Wynn - Headteacher / Designate Safeguarding Lead

Contact: 01889 224506

Email : j.wynn@tssmat.staffs.sch.uk

Information relating directly to the contract of employment

Conditions of Service

Employees are required to be on duty during academic term time and may be employed on a full or part time basis. Employees may be engaged on term time only or whole year contracts, on either a permanent, fixed term or temporary basis.

Each school's normal opening times are from 8:30 – 15:30, Monday to Friday. Your individual contract may have fixed hours or be subject to the direction of your line manager - see your Written Statement of Employment Particulars for the detail. Where appropriate any additional hours worked will be paid at the normal rate of pay and are subject to approval by your line manager in advance.

Probationary Period

All newly appointed support staff are subject to a probationary period of six months or the statutory probationary period set by their profession, whichever is greater. Performance will be discussed at regular intervals and appropriate training and development identified. Performance will be monitored and satisfactory performance confirmed at the end of the period. Should performance be considered unsatisfactory, measures to improve performance will be identified and agreed. The probationary period may be extended to allow for further training and assessment. In the event of an unsatisfactory probationary period, employee's contracts may be terminated and statutory notice periods will apply.

Notice Periods

You are required to give notice to terminate your employment in accordance with national terms and conditions and/or those set out in your Written Statement of Employment Particulars.

The Trust is required to give you notice to terminate your employment in accordance with the statutory notice periods based on your continuous service as set out below or as set out in the Conditions of Service for School Teachers ("The Burgundy Book").

Continuous Service	Statutory Notice period
One month or more but less than 2 years	At least one week's notice

Two years and for each additional complete year of continuous employment for a period of less than 12 years	At least two weeks' notice and one additional week per year, totalling no more than 12 weeks' notice
12 years or more	12 weeks' notice

Overtime

Paid overtime must be agreed in advance with your line manager and will be paid at the normal hourly rate subject to National Conditions of Service. Overtime claims must be submitted each month and will be paid at the end of the following month.

Annual Leave

The leave year runs from 1 September. In accordance with School Teachers Pay and Conditions, annual leave for teachers coincides with periods of school closure and public holidays. Annual leave must be taken within the school closure periods and within the year in which it is accrued and may not be carried over.

Term time employees must take paid annual leave during closure periods and will not normally be allowed annual leave during term time. All leave is subject to operational requirements and the need to maintain reasonable staffing levels.

Full time employees are entitled to a minimum of 24 days paid leave per year plus normal bank holidays; this is pro-rated for part time employees. Bank Holidays must be taken on the day on which they fall as published nationally.

FTE Annual leave entitlements are below:

Salary	0 - 4 yrs	5 - 14 yrs	15 – 24 yrs
Up to SCP 28	24	29	30
SCP 29 – 40	26	30	31
SCP 41 & over	27	31	32
Chief Officer	29	32	33

Annual leave entitlements are worked out as follows:

Part Time Whole Year Workers

A part time worker is entitled to same number of proportionate days annual leave as a full time equivalent worker.

Before calculating the entitlement to annual leave, the complete leave entitlement should be calculated which includes:

- Annual leave entitlement
- 8 Bank holidays
- 2 Extra statutory days

Calculation method:

No. days worked per week x number of weeks paid leave

Calculation example:

Employee works 3 x days per week (21 hours per week) and has less than 5 years service. Their complete leave entitlement is 24 annual leave days, 8 bank holidays and 2 extra statutory days pro rata [6.8 weeks]: $3 \times 6.8 = 20.4$

To convert the days to hours:

Number of hours worked per week x Annual leave entitlement in weeks = Number of hours annual leave per year

$21 \times 6.8 = 142.8$

Part Time Workers (starting or finishing part way through the year)

Where part time workers only work for part of an annual leave year, a proportionate amount of annual leave should be calculated as follows:

New starters: pro rata annual leave entitlement from the calculation above / 12 x full months remaining in leave year = annual leave entitlement for current leave year

Leavers: pro rata annual leave entitlement from the calculation above / 12 x completed months worked in year - annual leave already taken = balance of annual leave entitlement to take or be paid

Term Time Workers

A term time worker is entitled to the same number of proportionate days annual leave as a full time equivalent worker.

As with part time workers, before calculating the entitlement to annual leave, the complete leave entitlement should be calculated which includes:

- Annual leave entitlement
- 8 Bank holidays
- 2 Extra statutory days

Calculation method for annual leave entitlement:

Number of pay weeks - number of working weeks = annual leave weeks.

Annual leave weeks x number of contracted days per week = annual leave entitlement

Calculation example:

Employee works 5 days a week for 39.2 weeks year and has less than 5 years service. Their complete leave entitlement is 24 annual leave days, 8 bank holidays and 2 extra statutory days pro rata:

45.08 [pay weeks] - 39.20 [working weeks] x 5 [number of contracted days per week] = 29.4 rounded to 29.5 days

Annual leave will be pro-rated for those joining or leaving part-way through the year on the basis of completed months of service. Annual Leave days will be spread proportionately through the school closure periods, for example with 2 days in each half term, and the majority within the Summer break.

You will receive payment for any outstanding statutory leave entitlement untaken; alternatively, any payment made in excess of your statutory entitlement will be deducted on leaving.

Maternity and Shared Parental Leave

A pregnant employee should notify her line manager as soon as possible to enable appropriate steps to be taken with regard to health and safety during pregnancy. Arrangements will then be made to confirm entitlements with regard to statutory leave, occupational pay (OMP) and statutory pay (SMP) and notice periods.

Shared Parental Leave is available to parents of children expected to be born or placed with them for adoption or via surrogacy arrangements.

Mothers and partners remain entitled to maternity, paternity and adoption leave but the mother may choose to return to work after 2 weeks and the remaining 50 weeks leave can be taken by them or their partner as Shared Parental Leave.

Details can be found in the Trust's Maternity, Adoption, Paternity and Parental Leave Policy.

Adoption Leave

Employees who are notified of a match with a child for adoption should notify their line manager immediately to receive confirmation of statutory entitlements with regard to leave, adoption pay and notice periods.

Paternity and Maternity Support Leave

Employees wishing to take paternity or maternity support leave should seek confirmation of statutory entitlements from the Trust Director of Business Operations.

Parental Leave

Every employee who is the parent of a child under the age of 18 with one year's continuous service is eligible to take up to 18 weeks unpaid parental leave any time up until the child's 18th birthday.

Details can be found in the Trust's Maternity, Adoption, Paternity and Parental Leave Policy.

Travel Expenses

You may be required to use your own car when travelling on school business. Any use of your own car on school business is subject to you:

- holding a full UK driving licence
- ensuring that your car is roadworthy and fully registered;
- holding comprehensive motor insurance that provides for business use
- completion of a voluntary driver declaration form

Prior authorisation should be sought from your line manager before using your own car on school business.

The Trust accepts no liability for any accident, loss, damage or claim arising out of any journey that you make on school business. The Trust will not pay for the cost of any insurance policy on your own car. The mileage allowance paid includes an allowance to cover the cost of insurance, wear and tear, depreciation and the cost of the fuel used during the journey.

To claim for mileage expenditure, you should set out the distance of the journey undertaken on your expenses claim form, deducting the distance between your home and normal place of work. The Trust will pay you a mileage allowance as set out in the Nationally agreed rates. Claims forms must be submitted in a timely manner and must be submitted within three months of travel. Claims submitted after 3 months of travel may not be paid.

The school will pay for parking costs on production of a receipt. Toll charges will be reimbursed where the route has been approved by your line manager. Routine use of the M6 Toll Road for travel within Staffordshire is not permitted.

You may claim for standard class rail fares only. Where possible, rail journeys should be booked well in advance to benefit from any discounts for early booking.

If you need any further information with regards to claiming travel or other expenses you should contact the Trust Finance Manager.

Your Personal Information

You should ensure that we have up-to-date information about you including change of address or telephone number; next of kin to contact in an emergency; bank or building society details; gain or loss of relevant qualifications or licences, such as loss of driving licence; and loss of right to work in the UK. It is also important that you inform us of any changes in your health or wellbeing to enable us to assess and minimise any impact that work may have and to support you in your role. Please see our Privacy Notice for more information on how we process your data.

Disclosure & Barring Check

All employees will be subject to the relevant Disclosure and Barring Check as part of pre-employment checking. All employees have a responsibility to declare any investigations, offences or convictions during their employment.

Disqualification under the Childcare Act 2006

The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 require that a person found to have committed a relevant offence, who is employed to provide early years or later years childcare, or who is directly concerned with the management of that childcare; is disqualified from working if they are subject to:

- Inclusion in the DBS Children's Barred List
- Being found to have committed certain violent and sexual criminal offences against children and adults (referred to in the schedules of the Regulations)
- Certain orders made in relation to the care of children (referred to in the schedules of the Regulations)

- Refusal or cancellation of registration relating to childcare, or children’s homes, or being prohibited from private fostering
- Being found to have committed an offence overseas which would constitute an offence regarding disqualification under the regulations if it had been committed in the UK.

Any member of staff who is disqualified under the Regulations, must inform the Chief Executive Officer immediately. The Trust will inform Ofsted and explain the implication of disqualification. The employee will need to make an application to Ofsted who will grant a full or partial waiver.

Remuneration and Benefits

Pay Policy

Employees are subject to Trust’s Pay Policy. Salaries will be reviewed annually in accordance with this policy and will be based on performance against agreed objectives.

Employees should refer to the Trust’s Pay Policy for specific information.

Payment of Salaries

Salaries will be paid monthly via credit transfer to your bank/building society on the last Wednesday of the month, except in December when early pay arrangements exist due to the Christmas break.

Pensions

The Trust operates the Teachers’ Pension Scheme for teaching staff and the Local Government Pension Scheme for non-teaching staff. No alternative pension provision is available.

Please be aware, as per the Privacy Notice, that your personal details are passed on to the LGPS and kept by them in line with their Privacy Notice, which can be obtained directly from them.

Occupational Sick pay

The Trust operates an Occupational Sick Pay scheme based on your nationally agreed terms and conditions of service and which is set out in your Written Statement of Employment Particulars.

Entitlement is based on a 12 month rolling programme from the first day of sickness and subject to the length of service and the number of sickness absence days incurred in the year prior to the current absence.

The terms of payment of sick pay and employee responsibilities are explained the Trust’s Managing Attendance at Work Policy.

Maternity, Paternity and Adoption Pay

Eligible employees will be entitled to receive statutory and occupational benefits and should refer to the Trust’s Maternity, Adoption, Paternity and Parental Leave Policy for specific information.

Flexible Working Requests

All employees who have a minimum of 26 weeks continuous service have the right to request flexible working and to have their request considered seriously by their employer. You should contact the Trust’s Business Operations Manager for further information.

School Policies and Procedures

This section does not form part of your contract of employment and may vary from time to time. You will be informed of any changes in writing. Copies of the Trust's Policies and Procedures can be found on the Trust's shared Policy drive, and on the Trust's website.

Induction Programme

All new employees will be provided with an induction to help them settle in and become effective as quickly as possible. This will include a specific Health and Safety, Data Protection, and Safeguarding Induction Programme. In addition, a structured programme of work will be agreed to support you during the probationary period and beyond, this will identify access to suitable training and development opportunities as well as capitalise on the strengths and experience of new employees.

Training, Mentoring and Support

We are committed to the continuous professional development of all employees. Programmes of support and development are implemented to match individual need and to enhance performance in the role. Employees are encouraged to access new experiences in a structured way and share their own skills and experience with others. Professional qualifications and training routes are encouraged and supported as part of an individual development plan subject to funding.

The Trust operates a Professional Qualification Training Scheme, which requires that employees who receive access to qualifications funded by the Trust are required to repay all or part of the costs if they leave employment for a reason other than redundancy, during the training or during a specified period after the training has ended. The Trust requires employees to enter into an agreement to repay the training costs on a sliding scale. This means that, if an employee is responsible for not completing the training or if they leave employment during the training, or within 12 months of the date of completion of the training or qualification, the employee will be required to repay the full cost of the training.

Following this period, the amount that will be required to be repaid is reduced by 1/12th at monthly intervals. Following 24 months service from the date of the end of the training, employees will not be required to repay any of the costs of the training on leaving employment.

The organisation reserves the right to require an employee to repay any relevant training costs out of your final salary payment. Depending on the circumstances, the organisation may agree to repayment via a series of repayments after your employment ends if the amount is too great to be repaid out of your final salary payment.

Health and Safety

The Trust is accountable for health and safety in all schools within the Trust, and responsibility for oversight sits with the Trust Finance Manager. Responsibility for health and safety on a day to day basis is delegated to the school Headteacher. However, everyone in the school has responsibilities in relation to health and safety. Employees are responsible for ensuring that their actions do not cause danger to themselves or to anyone else.

All appropriate training and equipment will be provided, however employees are responsible for requesting information in relation to health and safety from their line manager and to become familiar with relevant safe working practices.

Compliance with current health and safety legislation is therefore regarded as the absolute minimum standard acceptable. Employees are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of the school. All employees, contractors and sub-contractors are required to cooperate with the school in implementing the policy and shall ensure that their own work is without risks to themselves and others as far as reasonably practicable.

The school will provide appropriate training and make available competent health and safety advice and adequate resources including time and money so that legal obligations may be met.

Employees should refer to the School's Health and Safety Policy for specific information. All employees should have read their school's Risk Assessments, which are updated annually, and are available in the school staff room. Staff must sign each year to show that they have read these.

Accidents and First-aid

By law, accidents, injuries and "dangerous occurrences" at work must be officially recorded. All employees are responsible for following appropriate reporting procedures. The accident books are held in the main School Office at each establishment. These must be filled in by the injured person, or on their behalf if this is not possible. All entries in the accident book must be referred to the Headteacher, or the Finance Manager as soon as possible, by the person making the entry.

The school will investigate all accidents and near misses to determine their underlying cause for the purpose of ensuring that there is no recurrence and using the lessons learnt to improve health and safety performance within the school.

Employees should refer to the Trust's Health and Safety Policy for specific information.

Signing In/Out -

All employees must sign in and out of Trust buildings. Failure to do so will lead to the Trust recording that day as an absence.

Alcohol and Drugs

School staff will not consume or be under the influence of illegal drugs or alcohol or smoke while on duty or on school premises. The school will take all reasonable steps to prevent a member of staff carrying out work-related activities if they are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse.

The school expressly prohibits the use of any illegal drugs or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance. If any such incidents take place on school premises, in school vehicles or at a school activity, they will be regarded as serious and may lead to disciplinary action.

Alcohol may be consumed responsibly on the school premises when the Chief Executive Officer has given express permission, such as during an evening or weekend social function or a celebration event.

Employees should refer to the Trust's Staff Behaviour Policy for specific information.

Smoking Policy

Smoking is strictly prohibited on and around the school premises at all establishments. This includes entry and exit points.

Employees should refer to the Trust's Staff Behaviour Policy for specific information.

Data Protection

The Data Protection Act 2018 (DPA) General Data Protection Regulations 2018 regulate the way in which certain information about employees is held and used. The Trust takes data protection very seriously and has instigated procedures to comply with the Acts.

Throughout employment and for as long a period as is necessary following the termination of employment, the school will need to keep information for purposes connected with an employee's employment.

By entering into a contract of employment with The Staffordshire Schools Multi Academy Trust, employees are consenting to the processing by the Trust or any associated company of personal data relating to the employee as necessary for the performance of the employee's contract of employment and/or the conduct of Trust business. This explicitly includes the processing of any sensitive personal data relating to the employee, including any self-certificates, doctors' certificates, medical reports, details of trade union membership and details of criminal convictions as necessary for the performance of the employee's contract and/or the conduct of Trust business. Details on how the Trust processes staff personal data is available in our Staff Privacy Notice, given to staff on appointment, and available on staff room notice boards, and on the website.

Should you wish to review documentation relating to your employment please contact the Trust Business Operations Manager in the first instance.

Employees should refer to the Trust's Data Protection Policy for specific information, as well as the Trust's Privacy Notice.

Reporting a breach if witnessed by you, or committed by you, is a mandatory part of employment within the Trust, as is fully engaging with any data breach investigations. Failing to do so may become a disciplinary issue.

Sickness Absence

You are required to comply with the Trust's Managing Attendance at Work Policy and should refer to that policy to ensure you understand the requirements.

You are required to contact their Headteacher/line manager by 7.00am if you will be absent from work on that day, in accordance with the Managing Attendance at Work Policy. If you expect to be absent the following day you should inform your line manager as soon as possible.

On your return to work you should contact your office staff to make arrangements for your return to work interview which will be held with your line manager.

Paid Compassionate Leave

Compassionate leave may be granted in certain circumstances of urgent domestic distress, such as when a dependant or immediate family member¹:

- has a serious illness;
- is unexpectedly taken to hospital and you are solely or substantially responsible for making the necessary arrangements;
- dies and you are solely or substantially responsible for making the necessary arrangements;

Compassionate leave may also be granted for an immediate family member or dependant's funeral.

The Trust will give up to 1.5 FTE paid days in total per academic year, at the discretion of the CEO or delegated authority, and dependant upon the needs of the organisation. Appropriate notification procedures should be followed. All leave must be agreed in advance, where appropriate, and the disciplinary procedure may be instigated where leave has not been agreed prior to taking.

Requests will be considered carefully and sympathetically taking into account the individual situation. When considering a request, the school may request documentary evidence from the employee in support of the request.

It is unlikely that a request for Compassionate Leave would be refused but on such occasions the Headteacher/CEO should explain carefully the reasons for turning down the request. The employee has a right of appeal where a request for Compassionate Leave has been declined. The appeal should be put in writing to the Headteacher/CEO no later than 5 working days after notification of the refusal.

Time Off for Emergencies

The Trust recognises that from time to time urgent and unforeseen situations arise for which employees need to be absent from work, such as emergency child care. The Trust will give up to 1.5 FTE paid days in total per academic year, at the discretion of the CEO or delegated authority.

This scheme is intended to cover genuine emergencies or unforeseen circumstances, therefore the leave requested must be for a situation unforeseen or unexpected, and an immediate crisis or emergency. This is not to be viewed as additional absence leave. In all circumstances you should, as soon as is practicable, discuss with the Chief Executive Officer or delegated authority the circumstances surrounding your need for time off.

For the purposes of this policy, an emergency is defined as:

- Providing assistance when an immediate family member falls ill, is injured or assaulted;
- The death of an immediate family member
- The need to make arrangements to provide care to an immediate family member who is ill or injured
- Dealing with the unexpected disruption or termination of care arrangements for an immediate family member
- Dealing with an incident involving the employee's child during school hours

¹ An immediate family member is defined as spouse or civil partner, child or step child, parent or step parent, sibling, in-laws, a person living in the employee's household (not a tenant, lodger or employee), a person who reasonably relies on the employee for assistance in the event of accident, illness or injury, or a person who reasonably relies on the employee to make arrangements for care of a dependent when it is disrupted or terminated.

Some examples of an emergency are:

- Employee's spouse has an accident and needs to attend hospital
- Taking child to alternative childcare if nursery/school is closed
- Caring for a child on the first day of their illness

Emergency time off is not intended to be used for:

- Attending a planned appointment or operation with a dependant
- Looking after a child where a lack of childcare was known in advance
- Providing long term care for a child

Other Time Off Provision

Employees are entitled to **up to** one day's FTE paid time off in the following situations:

- Attend a job interview, up to a maximum of three interviews in a rolling 12-month period;
- Visit a new school as part of a recruitment process (this applies to teachers only) and must be approved by the Headteacher in advance;
- Move into a property the employee is purchasing, (this does not apply to moving into a rental property or where the use of a removal company is not used);
- Attend a partner or child's graduation.
- Attend an immediate family member's wedding

An employee declared 'at risk' of redundancy may take reasonable time off with pay to look for another job including attending job interviews. The employee is required to provide evidence of the interview.

Employees taking relevant work-related qualifications may take paid time off in order to attend an examination. The employee is expected to minimise the impact on their work, for example, if the examination is the morning, the employee is expected to attend work in the afternoon and vice versa.

Unpaid leave for other time off for special situations, such as significant weddings, wedding anniversaries etc., is at the Headteacher or CEO's discretion, and will be based on operational need.

Equal Opportunities

The Trust is committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment and against any member of the school community including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

The Trust will not discriminate unlawfully against third parties using or seeking to use goods, facilities or services provided by the school. Employees should report any bullying or harassment by a third party to the Headteacher, who will take appropriate action.

Every employee is required to assist the Trust to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the Trust for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or member of the school community are disciplinary offences and will be dealt with under the Trust's disciplinary policy.

Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Employees should refer to the Trust's Equality Policy for specific information.

Safeguarding & Child Protection Procedures

The Trust recognises its duty to work with other agencies in protecting children from harm and responding to abuse. Staff who have significant concerns about any child, which may indicate physical abuse, emotional abuse, sexual abuse or neglect, must report their concerns to the relevant school's Designated Safeguarding Lead via the procedures outlined with the Trust's Safeguarding Policy.

As a minimum employees must ensure they have read and understood the Trust's Safeguarding Policy and Procedures and Part One of Keeping Children Safe in Education.

Confidentiality

No employee should disclose any confidential information, either while employed or after having left the employment of the Trust.

Employees will:

- maintain the strictest secrecy with regard to the affairs of Trust
- refrain from revealing or using confidential information for any reason other than that which is necessary in the course of their duties, including using confidential information for personal gain
- refrain from unauthorised use of computer equipment/devices as unauthorised use could result in damage to the equipment and loss of stored data
- be familiar with the Trust's Data Protection procedures as a result of the GDPR 2018 and understand that the Trust is obliged as a consequence to view any breach of these procedures as a serious matter of discipline.

All employees must comply strictly with requirements in relation to confidentiality. Any breach of these requirements will be dealt with under the Trust's Disciplinary Policy and may constitute gross misconduct and could lead to dismissal without notice. All Employees are required to sign the Confidentiality Agreement as part of their Induction.

Dress and appearance

Staff are expected to take a safe and sensible approach to dress and appearance, cleanliness and personal hygiene and must present a positive image of the school and should act as a role model for pupils.

The following should not be worn at work:

- cropped tops, halter neck, low cut tops, vest tops or any clothing with unnecessary flesh visible, visible underwear or very short skirts
- any clothing with slogans or brand names that may cause offence
- excessive or large jewellery, in particular items which cause distraction.
- clothing that has 'fashion holes and rips'
- tattoos should be covered where possible
- finger nails are to be kept clean and not excessively long
- footwear needs to be appropriate and suitable for the activity being undertaken
- sportswear is only to be worn for sports including trainers; PE staff are expected to change where and when appropriate or practical.

Please note staff must ensure that where provided, Personal Protective Equipment (PPE) is worn as required.

Staff and management are encouraged to take a sensible approach to the suitability of 'work wear' in relation to the activity being undertaken.

Employees should refer to the Trust's Staff Behaviour Policy for specific information.

Christian Ethos

The Trust is made up of two Church of England Primary Schools and a Community School. All pupils and staff are welcome within our schools irrespective of their religion.

Security

Employees have a duty of care to safeguard the property and equipment of the Trust. Security arrangements may vary between establishments and you must ensure that you familiarise yourself with arrangements where you are working. Any security arrangements must be strictly adhered to. Staff issued with a laptop, iPad, Keys etc. should ensure that these are kept secure at all times.

All employees are responsible for ensuring the entry/exit codes to the buildings and the door entry codes to restricted areas remain confidential. Staff must ensure staff rooms and offices are locked when unattended where appropriate. Please see the Security Policy for further information.

Conflicts of interest

Employees should not allow their private interests to conflict with, or appear to be in conflict with, the interests of Trust. All staff are asked to make a declaration of pecuniary interests on an annual basis.

Internet and Email

Employees may be required to use e-mail and the internet for work purposes. However, it is important that employees are mindful of the need to use e-mail and the internet appropriately. In particular:

- No obscene or offensive language should ever be used in e-mails;
- E-mails of a discriminatory, derogatory or defamatory nature must never be sent;
- E-mail must never be used as a form of communication which could cause harassment or be abusive to someone;
- E-mails should not be copied to people inappropriately;
- If an employee receives an offensive e-mail this should be reported to the Headteacher. It should not be passed on to other employees;
- Internet sites should only be accessed if they are appropriate to the work that is being carried out;
 - E-mail content and language should remain consistent with the Trust's best practice; E-mail messages should be remain concise and appropriate.
- Any email (internal or external) referring to identifiable people must be encrypted through the use of "confidential" in the subject line. This will automatically encrypt the email to the recipient. Please see the Acceptable Use Policy for further information.

Employees who are found to have used email inappropriately including some of the examples above, may be liable to disciplinary action up to and including summary dismissal.

During an employee's absence (for holiday, sickness or any other reason) the school reserves the right to access the employee's e-mail account. This is necessary to ensure that any school business is addressed in a timely manner.

Employees should refer to the Trust's ICT Policy, and Acceptable Use Policy for specific information.

Internet sites that cannot be accessed

Under NO circumstances can any pornographic internet site be accessed at any time using a device belonging to the Trust. In addition, social networking sites such as Facebook and Twitter cannot be accessed using a device belonging to the Trust during or outside of working hours. Any other internet sites that contain offensive, obscene or otherwise unacceptable material must not be accessed using a device belonging to the Trust during or outside of working hours.

Employees are reminded that any form of communication with pupils, parents, directors or members of the school community or other third parties must be appropriate. It must not be discriminatory, derogatory or defamatory in nature and must not reflect negatively on the Trust or the school community. This includes the personal use of social networking sites.

Employees should refer to the Trust's ICT Policy for specific information.

Personal use of Social Media

The Trust recognises that many employees make use of social media in a personal capacity. While they are not acting on behalf of the Trust, employees must be aware that they can damage the reputation of Trust and the schools if they are recognised as being one of our employees.

Employee's using social media are required to comply with the following:

The employee's online profile (for example, the name of a blog or a Twitter name) must not contain the school's name or make reference to The Staffordshire Schools Multi Academy Trust or individual schools within it.

If employees do discuss their work on social media (for example, giving opinions on their specialism or the sector in which the school operates), they must include on their profile a statement along the following lines: "The views I express here are mine alone and do not necessarily reflect the views of my employer."

Any communications that employees make in a personal capacity through social media must not:

- bring the Trust into disrepute, for example by:
 - criticising or arguing with pupils, parents, directors or other third parties;
 - making defamatory comments about individuals or other organisations or groups; or
 - posting images that are inappropriate or links to inappropriate content;
- breach confidentiality, for example by:
 - revealing information about or owned by the Trust;
 - giving away confidential information about an individual (such as a colleague, pupil or parent) or organisation (such as another school); or

- discussing the Trust's internal workings (such as future plans that have not been communicated to the school community or public);
- breach copyright, for example by:
 - using someone else's images or written content without permission;
 - failing to give acknowledgement where permission has been given to reproduce something; or
- do anything that could be considered discriminatory against, or bullying or harassment of, any individual, for example by:
 - making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age;
 - using social media to bully another individual (such as a colleague, pupil, parent, director or other third party);
 - posting images that are discriminatory or offensive (or links to such content).

Any breach of these requirements will be dealt with under the Disciplinary Policy and may constitute gross misconduct and could lead to dismissal without notice.

Employees should familiarise themselves with and comply with the Trust ICT and Social Media Policies at all times.

Financial

No one without explicit authority to spend money should do so.

Employees should familiarise themselves with and comply with the Trust's Financial Scheme of Delegation.

Personal Property

Employees are responsible for their own personal property and the Trust does not accept any liability or responsibility for damage to, or loss of, individual employees' property.

Mobile Phones

The use of mobile phones within school buildings and grounds is prohibited. Staff are permitted to use their mobile phones during lunch breaks in the staff room and office only, or for specific authorised safeguarding and risk assessment purposes. Staff should refer to the Trust's Safeguarding Policy, and Mobile Phone Policy for further details.

Speaking on behalf of the Trust and its schools

Employees are not authorised to make public statements (verbal or written) on behalf of Trust or any individual school and are not authorised to speak to representatives of the media, unless specifically authorised to do so by the CEO.

Deductions from salary

The Trust has the right to make deductions from salary in circumstances where there has been an overpayment of salary in excess of an employee's contractual entitlement, or in the case of expenses the amount of reimbursement due.

Overpayment may occur for various reasons, such as, mistake in applying a particular rate of pay, an administrative error, unplanned leave at short notice or failure to provide appropriate certification for sick leave, this is not an exhaustive list.

Deductions from salary may also be made in circumstances where money is owed to the Trust, for example if there is an outstanding balance owed for dinner money in excess of £50, or if you leave employment before the end of a funding agreement for training.

Employees will be notified when it is intended to make such deductions, in advance and will be invited to make any representations about the matter, including the frequency and amounts of the deductions. The overpayment will be deducted in the shortest reasonable timescale.

Leaving employment

On leaving, for whatever reason, employees should return all Trust/school property, e.g. mobile phones, documentation, computer equipment/devices, memory sticks and all paper and electronic documents relating to the Trust and its pupils. Failure to comply with a request to return all property may incur a deduction from any final payment due.

Employees should refer to the Trust's Staff Code of Conduct for specific information.

Resignation

The Trust may, at its discretion, require an employee who has resigned to take "garden leave", i.e. not to attend the place of work for the duration of the notice period. In that event employees will be notified in writing and the Trust will have no obligation to provide work during this period, however all contractual benefits would continue to apply.

References

The Trust will provide a reference for current employees when formally requested, in writing, to do so by a prospective employer. The reference will be provided on the Trust's own standard reference form and will be from the Headteacher or CEO. Please note that the Trust will only supply references for staff who have left within the last 12 months from the date of the request.

Pay in lieu of notice

In the event of the termination of a contract of employment, the Trust may choose to pay compensation in lieu of the period of notice to which the employee is entitled if the Written Statement of Particulars allows. This will be equivalent to the basic salary over the notice period.

Redundancy and Redeployment

Due to a constantly changing environment it may be necessary to adjust staffing levels from time to time based on the needs of the schools within the Trust.

In the event that employees are vulnerable to displacement, the Trust will do its utmost to find other solutions first, including redeployment wherever possible and provide support where redeployment is not possible.

If redundancies are necessary, nationally agreed terms and conditions will be applied in terms of qualification and compensation.

Employees should refer to the Trust's Code of Practice for Staffing Reductions for specific information.

Discipline

The Trust aims to ensure that there will be a fair and consistent approach to the enforcement of standards of conduct across all schools. All disciplinary matters will be dealt with in accordance with the Trust's Disciplinary Policy. The Disciplinary Policy is not contractual and may be subject to review, amendment or withdrawal.

Employees should refer to the Trust's Disciplinary Policy for specific information.

Grievance

It is the Trust's policy to ensure that employees encourage and maintain good employee relations, in order to ensure a motivated workforce and an efficient provision. Grievances will be dealt with fairly, speedily and close to the point of origin in accordance with the Trust's Grievance Policy. The Grievance Policy is not contractual and may be subject to review, amendment or withdrawal.

Employees should refer to the Trust's Grievance Policy for specific information.

Capability

The Trust takes a proactive approach to employee development and performance management. The Trust's Capability Policy aims to improve the performance of employees at work and issues of underperformance will be dealt with in accordance with this policy. The Trust's Capability Policy is not contractual and may be subject to review, amendment or withdrawal.

Employees should refer to the Trust's Capability Policy for specific information.

Harassment & Bullying

Our aim is to provide a working environment that respects the rights of each employee and where colleagues treat each other with respect. Any behaviour that undermines this aim is unacceptable. The Trust does not tolerate any form of harassment or bullying under any circumstances.

Where informal solutions fail, or serious harassment or bullying occurs, employees can bring a formal complaint in the form of a grievance, with the procedure adapted to take account of the sensitivities of such situations. Complaints will be dealt with under the Trust's Grievance Procedure and will be investigated swiftly and confidentially while ensuring that the rights of both the alleged victim and the alleged harasser or bully are protected.

Employees should refer to the Trust's Grievance Procedure for specific information.

Whistleblowing

Whistleblowing is where an employee raises concerns about underhand or illegal practices within the organisation. The Trust's policy is to operate within the country's laws and all employees are expected to co-operate in this by adhering to all laws, policies and procedures.

Employees should refer to the Trust's Whistleblowing Policy for specific information.

Employee Handbook Declaration

Employees' contractual terms and conditions of employment are as identified in their written statement of employment particulars and in the first section of this employee handbook (as such documents may from time to time be varied in writing) and are the only terms and conditions upon which employees are employed by the Trust and may not be varied except by a document in writing that is issued and signed by or on behalf of Trust.

I confirm that I have read, understood and agree to the conditions as stated in the employee handbook and understand that the version of this handbook that applies will be the latest version issued.

I confirm that I have read and understood the Part One of Keeping Children Safe in Education, 2020

Employee Signature:

Employee Name:

Date: