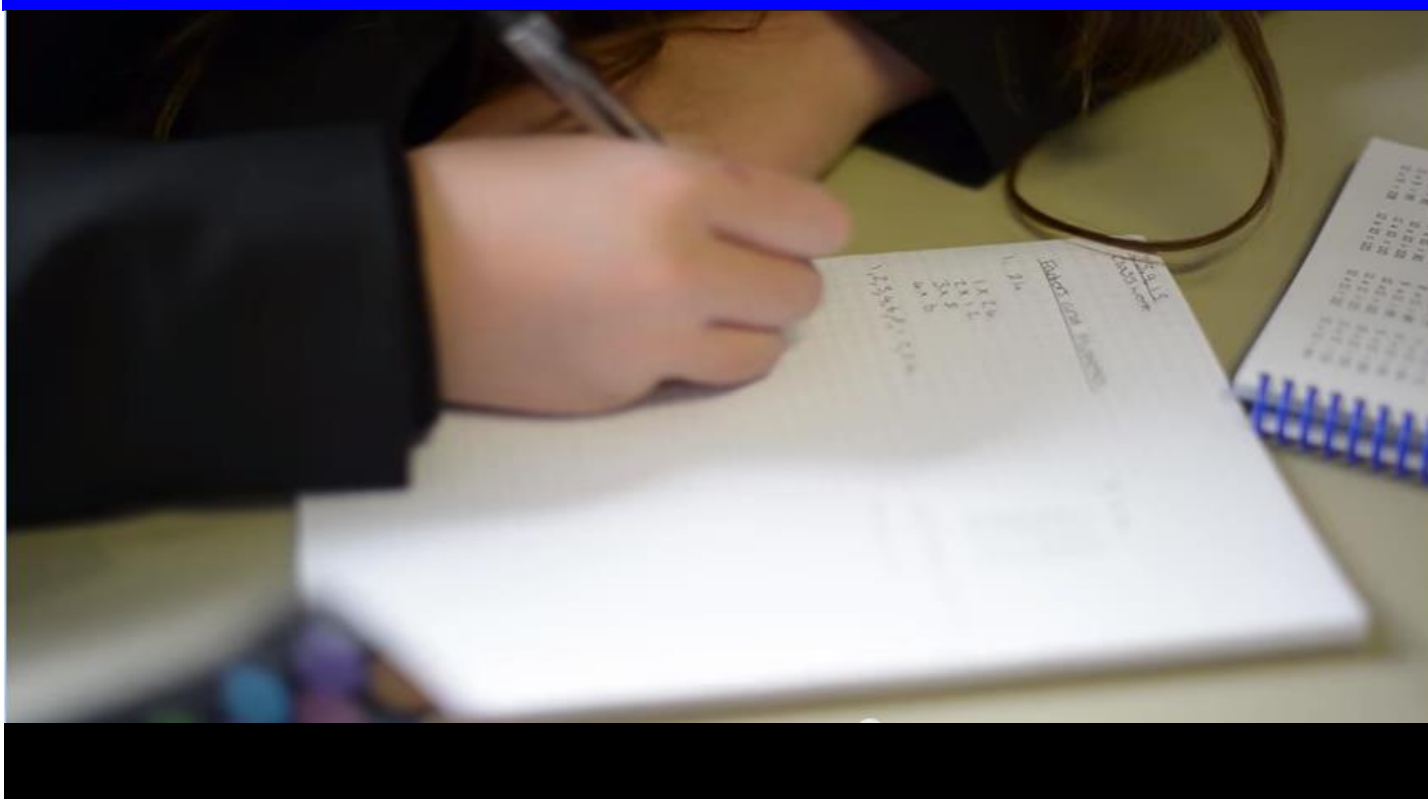


# St Mary's Catholic High School



## Staff Procedures Handbook

2022/23



## School Information

<b>Address:</b>	Royal Avenue LEYLAND PR25 1BS
<b>Telephone No:</b>	01772 421909
<b>Email:</b>	<a href="mailto:head@ismchs.com">head@ismchs.com</a> <a href="mailto:bursar@ismchs.com">bursar@ismchs.com</a>
<b>School Website</b>	<a href="http://www.ismchs.com">www.ismchs.com</a>
<b>DFE no 888 2415</b>	<b>LA no 07/102      URN 11 98 16</b>
<b>Ofsted Dashboard:</b>	<a href="http://dashboard.ofsted.gov.uk/dash.php?urn=119816">http://dashboard.ofsted.gov.uk/dash.php?urn=119816</a>
<b>Pupils on Roll:</b>	787
<b>Type and Age Range:</b>	Voluntary Controlled Catholic High School, 11 – 16 years
<b>Headteacher:</b>	Mr Philip Thompson
<b>Chair of Governors:</b>	Mrs Gill Donohoe
<b>Director of Education Liverpool Archdiocese</b>	Mrs Joan McCarthy
<b>School Hours:</b>	08:45 hours to 15:00 hours First movement bell 8:40
<b>Staff Hours:</b>	Minimum of 10 mins before and end of working day.
<b>Local Education Office:</b>	Jacqui Old Executive Director of Children's Services Lancashire County Council County Hall PRESTON PR1 8RJ
<b>Telephone:</b>	01772 534868
<b>School's Portal</b>	<a href="https://schoolsportal.lancsngfl.ac.uk/security/login.asp?page=/index.asp">https://schoolsportal.lancsngfl.ac.uk/security/login.asp?page=/index.asp</a>
<b>HR &amp; Payroll</b>	Log into School's Portal. Schools Services. HR and Payroll Tel. 01772 535353

## CHANGES AND UPDATES TO HANDBOOK

Date	Section	Change
September 16	Privacy Notice	LA updated version
August 16	Facilities	Middle Car Park is for letting user on a Thursday after 3pm
June 17	Managing Staff Absences	Includes details of new supplier SAS
June 17	Educational Visits and School Clubs	Guidelines for external coaches
February 2018	Health & Safety	Revised Smoke Free regulations
May 2018	Privacy Notice	Updated under GDPR Regulations
July 2019	Staff Leaver's Fund	Removed
July 2019	Inventry Signing In System	Importance of signing in/out highlighted
July 2019	Departmental Meetings	Minutes to be circulated to line manager and SLT
April 2021	Work, Pay & Pensions	DBS Checks being renewed every 5 years
February 2022	Attendance	Statement added

## OUR PROFESSIONAL COMMITMENT

### Mission Statement

Our mission is to educate the young people entrusted to our care in a Catholic, Christian way that ensures that each one is valued and cared for and achieves the best of which he or she is capable.

### Policies and protocols

Available to view on the school website.

Please ensure you are familiar with all policies and procedures suitable to your needs. You will be required to sign for receipt as part of your induction process to say you have read the staffing policies available to you.

## **PRIVACY NOTICE**

***School Workforce: those employed or otherwise engaged to work at a school, volunteers and governors***

### **What categories of information are processed?**

The categories of personal information that we process include the following:

- Personal information – e.g. name, employee or teacher number, National Insurance number, and contact details
- Characteristics information – e.g. gender, age and ethnicity
- Contract information – e.g. start date, hours worked, post, roles and salary information
- Work absence information – e.g. number of absences and reasons for absence
- Qualifications and, where relevant, the subjects taught
- Medical information
- Next of Kin
- Payroll information, including bank details

This list is not exhaustive – to access the current list of categories of information the school processes, please see the school's Data Asset Register.

### **Why do we collect and use your information?**

We collect and use your information for the following reasons:

- To enable the development of a comprehensive picture of the workforce and how it is deployed
- To inform the development of recruitment and retention policies
- To enable individuals to be paid

Under the UK General Data Protection Regulation (UK GDPR), the legal basis/bases we rely on for processing personal information for general purposes are:

- Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.

Paragraph 1 shall not apply if one of the following applies:

- the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union

or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;

- processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;
- processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
- processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;
- processing relates to personal data which are manifestly made public by the data subject;
- processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
- processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;
- processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;
- processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy;
- processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with [Article 89](#)(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Personal data referred to in paragraph 1 may be processed for the purposes referred to in point (h) of paragraph 2 when those data are processed by or under the responsibility of a professional subject to the obligation of professional secrecy under Union or Member State law or rules established by national competent bodies or by another person also subject to an obligation of secrecy under Union or Member State law or rules established by national competent bodies.

Member States may maintain or introduce further conditions, including limitations, with regard to the processing of genetic data, biometric data or data concerning health.

### **How do we collect your information?**

We collect your personal information via the following methods:

- Staff contract forms
- Medication forms

Workforce data is essential for the school's operational use. Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. To comply with the UK GDPR, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

### **How do we store your information?**

Your personal information is retained in line with the school's Records Management Policy, which can be on the school's website.

For more information about how we securely store your information, please see the school's Data and Cyber-security Breach Prevention and Management Plan.

### **Who do we share your information with?**

We routinely share your information with:

- The LA, where applicable
- The DfE
- The Teachers' Pensions Scheme, or LA Pension Fund

### **Why do we share your information?**

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

### **Sharing with the LA**

We are required to share information about our school workforce with our LA under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

## Sharing with the DfE

The DfE collects personal data from educational settings and LAs via various statutory data collections.

We are required to share information about you with the DfE under for the purpose of these data collections, under:

We are required to share information about our school employees with the DfE section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

## How does the government use your data?

The workforce information that we lawfully share with the DfE through data collections:

- Informs the DfE's policy on pay and the monitoring of the effectiveness and diversity of the school workforce.
- Links to school funding and expenditure.
- Supports longer term research and monitoring of educational policy.

You can find more information about the data collection requirements placed on us by the DfE by following this link: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE may share your information with third parties who promote the education or wellbeing of children or the effective deployment of school staff in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to and use of the information. The DfE makes decisions on whether they will share personal information with third parties based on an approval process, where the following areas are considered in detail:

- Who is requesting the information.
- The purpose for which the information is required.
- The level and sensitivity of the information requested.
- The arrangements in place to securely store and handle the information.

To have access to school workforce information, organisations must comply with strict terms and conditions covering the confidentiality and handling of information, security arrangements and retention of the information.

### **How to find out what personal information the DfE holds about you**

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request.

Information on how to do this can be found by following this link:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>.

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>.

### **Pension funds**

We share data with the pension funds, (either the Teachers' Pension Scheme, or the LA Pension Fund), to allow accurate records to be kept of your pension entitlement.

This information is necessary to ensure they hold the correct data for the administration of the scheme as outlined in the scheme regulations, which can be found in the [Teachers' Pension Scheme Regulations](#) or in the [LGPS Pension Regulations](#).

### **What are your rights?**

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.



If you want to request access to the personal information we hold about you, please contact Louise Martin, DPO on 01772 421909 Ext 423.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

### **How to withdraw consent and lodge complaints**

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the Louise Martin, DPO on 01772 421909 Ext 423.

### **Updating this privacy notice**

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last updated on July 2022.

### **How can you find out more information?**

If you would like to discuss anything in this privacy notice, please contact Louise Martin, DPO on 01772 421909 Ext 423.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, [www.lsmchs.com](http://www.lsmchs.com) the Gov.UK [website](#), or download our [Data Protection Policy](#) and [Records Management Policy](#).

**SCHOOL ORGANISATION**

**FACILITIES**

The Business Manager is responsible for ensuring that the accommodation, grounds, health & safety and maintenance of the premises is maintained.

## **FINANCE**

The Business Manager is responsible for the management of accounts, income, expenditure, purchase orders, invoices related to the school budget and the Unofficial School Fund.

## **HUMAN RESOURCES**

At St Mary's Catholic High School we buy back the service from Lancashire County Council for all HR and Payroll services. If you have a query with regards to your pay, please consult with the Business Manager who will advise of the correct department to contact. Lancashire County Council operates a Self Service system called the Oracle. Upon the start of your contract you will be issued with a username and password in order that you may gain access to your employment information and payslips.

[https://schoolportal.lancsngfl.ac.uk/view\\_sp.asp?siteid=4311&pageid=19039&e=e](https://schoolportal.lancsngfl.ac.uk/view_sp.asp?siteid=4311&pageid=19039&e=e)

## **COMMUNICATION**

### ***Email***

E-mail is one of the main forms of communication within the school. Via global e-mails, you can distribute key information and matters of interest to all staff as well as using it for standard one-to-one communications.

In using e-mail, staff are asked to adhere to the usual rules of e-mail etiquette, such as to be concise, use proper structure and layout, read the e-mail before you send it and take care with abbreviations and, especially emotions.

Useful email address:

[head@ismchs.com](mailto:head@ismchs.com) - Headteacher  
[bursar@ismchs.com](mailto:bursar@ismchs.com) - Business Manager

All staff upon commencement of employment are given a global email address which will be their first initial followed by their surname.

EG. [f.bloggs@ismchs.com](mailto:f.bloggs@ismchs.com)

### ***School diary***

All staff are requested to add appointments of professionals visiting school and to identify if you are out of school during core hours for safeguarding purposes. It is your responsibility to ensure cover has been booked during core times.

## **Staff Meetings**

This provides the opportunity for staff to be verbally updated on school developments and to raise issues for discussion.

**Staff Development Meetings** are held weekly on a Wednesday for all teaching staff. **Senior Leadership Meetings** are held weekly on a Monday morning and Monday afternoon.

**Departmental Meetings** are calendars and minutes should be circulated to line managers and SLT

The following also take place:- Pastoral/Curriculum Leaders, Departmental, Pastoral Year and Academic Board

Weekly bulletin sent electronically and in paper from the Headteacher

Mail trays for internal communication are located in the staff room

## **Schudio App**

Download from your App store. (Apple or Android)

## **Groups**

These are the groups currently set up in the app:

- Year 7
- Year 8
- Year 9
- Year 10
- Year 11
- Parents/Carers
- Students
- Other

## **School's Portal**

This is Lancashire County Council's communication system. All staff with a responsibility has been given access to the portal system.

<https://schoolportal.lancsngfl.ac.uk/security/login.asp?page=/index.asp>

Once set up by the Admin Manager you will be given a username similar to:- 07102 (Initials)

Upon appointment of a role the responsibility rights will be assigned to you. These can be changed at any time by you or the admin manager (L Martin and M Owens). If you do not log on within 90 days your account will be deactivated.

The School's Portal is how Curriculum Leaders, Senior Manager and other staff find out about changes in legislation, updates on network events etc

It is your responsibility to check the post on a regular basis. Statutory returns and data collection are all made via this portal. Missing deadlines could have a negative impact on the school budget and/or funding that goes direct to students.

Instruction on the system can be given by L Martin or M Owens.

## **Perspective**

Perspective is the Archdiocese's information portal

<https://perspective.angelsolutions.co.uk/perspective/login.aspx>

There is currently only one set of log in details for the school. Please see M Owens for this information.

## **SIGNING IN SYSTEM**



Once you are on roll as a member of staff eg. Your first start date and we have uploaded your photograph and DBS details we can order you a staff badge, which will allow you to scan in using the machine by the reception and by the car park entrance.

If you forget your badge, you can sign in using the screen at reception or use the Inventory App on your mobile.

Supply staff, trainee teachers and work experience will be issued with a temporary badge.

Passwords are created by the system, so please see a member of the office staff for this password.

**It is imperative that you sign into the system and out** when you leave at this is our fire register and is a legal requirement, failure to do so could lead to disciplinary action.

Visitors can be pre-loaded into the system and you will receive an email notification upon their arrival. If you require more information, please speak to a member of the office staff.

## **CONTRACTS OF EMPLOYMENT**

Term and Conditions are issued by Lancashire County Council on behalf of the school and the Archdiocese.

Teachers are contracted to work for 195 days a year and are expected to be available for work on those days.

Support Staff contracts vary dependant on term time only or full year contracts.

## **ADDITIONAL HOURS CLAIM**

Upon the start of employment all members of staff will be given access to the Schools' Oracle Self Service, where additional hours and expenses can be claimed.

Employees must first seek approval from their line manager before working any additional hours. The Business Manager will authorise claims and seek clarification from the line manager.

Claims must be requested promptly and will only be processed if the correct financial year.

## **DATA PROTECTION**

Staff are expected to adhere to the requirements of the General Data Protection Regulations and school policy in any communications, sharing of personal data or in the storage of information.

Each staff member has log in details for [www.gdpr.co.uk](http://www.gdpr.co.uk) and is required to undertake the training on commencement of employment.

## **FACILITIES**

The staffroom is located in the main building to the left of the front entrance and is equipped with a small kitchen area which has continuous hot water, toaster and a microwave. There are plenty of easy chairs for relaxation and we ask that you leave it in a clean and tidy condition for other users.

Refreshments are currently free to all staff. Hot drink are not permitted to be taken out of the staffroom unless in a lidded cup, this is for health & safety reasons and to avoid spills on the carpet.

Car parking is available to the left of the school for teaching and support staff. Please ensure you park responsibly in the parking bays provided. Spaces are reserved for visitors and the disabled.

Please note that the middle car park by the school canteen should not be used after 3pm on a Thursday, due to the letting user.

## **BENEFITS**

Further details of the benefits mentioned below can all be obtained from the HR section on the School's Portal.

### **Cycle Purchase Scheme**

Staff can purchase cycles through a salary sacrifice scheme. You pay monthly through your salary and are exempt from paying income tax and NI on the deduction. There is therefore the potential to save up to 40% on the cost of a bike and equipment. Further information can be obtained from the School's Portal.

### **Childcare Vouchers**

Childcare vouchers are a flexible way for employees to meet the cost of childcare. A proportion of salary is sacrificed in exchange for the vouchers, which are non-taxable and exempt from NI contributions. For further details on the scheme, please visit the School's Portal.

## **WORK, PAY AND PENSION ARRANGEMENTS**

### **Working Day / Hours - Teachers**

These are subject to the limits on working time set out in the Education (School Teacher's Pay and Conditions of Employment) Order 1987, in particular to those provisions whereby teachers may be required to be available for work at the Headteacher's direction for 195 days per year, of which 190 days may be pupil days, and for not more than 1265 hours per year. (This figure excludes time for marking and preparation.)

All non-contact days must be taken during pupils' holiday time or as twilight sessions. Details can be found in the school calendar handbook. The dates of these days are decided after consultation with the staff and must be passed by the Governing Body of the school.

Staff should not leave the school during core working times without prior authorisation from the Headteacher.

### **Working Day / Hours – Support**

Core working hours for a support staff member are 37 hours. Your hours on site will vary to the role you perform in school and will be determined by the Headteacher and your line manager in accordance with your duties.

A teaching day is 5.5 hours per day = 27.5 per week. KS3 lunch is 12:25 to 13:00, KS4 lunchtime is between 13:25 and 14:00.

Teaching Assistants are employed to work directly with children and their hours will vary upon the role they undertake.

Staff should not leave the school during core working times without prior authorisation from the Headteacher.

### **Insurance**

Staff must ensure that they have the appropriate insurance when travelling to and from courses during the school day.

Employee liability insurance is in place for employees and volunteers registered to work at the school. All requests for voluntary posts/observations should be made through the SBM ensuring that the necessary risk assessment is in place.

The school is covered for public liability through Lancashire County Council and Zurich for Employee's only. Therefore you are not permitted to bring onto school site any family member who is not an employee of LCC to assist with moving of furniture/displays.

## **DBS Checks**

DBS Enhanced Checks are requested on appointment or for any change of significant role in school. These will also be re-checked every 5 years in line with current government guidance.

## **Term dates**

A summary of the dates is available for the school calendar on the website. All staff will be issued with an overview of the year each September.

## **Pay arrangements**

Salaries are paid on the last working day of every month. Payroll deadlines are published on the School's Oracle. Any query should be directed to the SBM.

## **Travel Expenses**

Staff may claim for travel undertaken in connection with school business. Staff should log onto their Oracle Self Service account and register their details. A copy of your insurance details should be printed and given to the SBM before any claim can be authorised. Please remember that using your vehicle for traveling to and from courses during working hours requires 'business use'.

Claims should be made monthly and before the 5<sup>th</sup> of each month for inclusion in that month's salary. Claims outside of the financial year will not be authorised.

## **Attendance**

This school is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. The School Leadership Team will monitor overall levels of sickness absences regularly, will support employees during periods of sickness and will arrange for confidential reports to be submitted to Governors. Action will be taken in accordance with the guidelines and procedures adopted by the school to deal with unacceptable levels and frequency of sickness. All employees must understand the importance of good attendance and ensure that any sickness absence is kept to a minimum and that during any such absence they do not undertake any activity which is incompatible with the illness or which may delay recovery.

## **Sickness Absence Reporting**

### **Teaching Staff**

On the first day of absence you should contact the Headteacher in person between 7am and 8am to let them know why you will not be able to attend work. It is helpful to

keep your manager informed of progress on a day to day basis. A medical certificate is required from day eight, which should be sent to the Business Manager.

Upon your return you must report to the Headteacher to notify them of your return. You will be asked to complete a Self-Certification outlining the reason for your absence. This will then be inputted into the School's Oracle system and a return to work interview will be conducted.

### **Support Staff**

On the first day of absence you should contact the Business Manager in person between 7am and 8.00am to let them know why you will not be able to attend work. It is helpful to keep your line manager informed of progress on a day to day basis. A medical certificate is required from day eight, which should be sent to the SBM.

Upon your return you must report to the SBM and you will be asked to complete a Self-Certification outlining the reason for your absence. This will then be inputted into the School's Oracle system and a return to work interview will be conducted.

### **Site Premises staff**

You should contact the Business Manager in person no later than 9pm the night before or an hour before your shift to let them know why you will not be able to attend work. It is helpful to keep your line manager informed of progress on a day to day basis. A medical certificate is required from day eight, which should be sent to the SBM.

Upon your return you will be asked to complete a Self-Certification outlining the reason for your absence. This will then be inputted into the School's Oracle system and a return to work interview will be conducted.

### **Managing Sickness Absences**

Staff absences are required to be completed on LCC Oracle system on the first day of absence by the Head's PA. This informs payroll.

In addition to this information needs entering on SAS on the 5<sup>th</sup> day of absence for Teachers and 10<sup>th</sup> day of absence for Support staff to ensure we meet the requirements for claiming insurance rebate.

### **Pensions**

The school provides staff with the opportunity to join a final salary pension scheme, which offers pension and tax free lump sum benefits on retirement as well as life assurance benefits. Further information is available from the School's Portal.

### **Well-being**



The school has a Service Level Agreement with School's Advisory Service for staff insurance. This brings with it other useful facilities such as Counselling, Health checks and access to free Physio.

Once a year a nurse visits the school to undertake health checks.

## **STAFF DEVELOPMENT**

### **Commitment**

St Mary's Catholic High School is committed to the ongoing professional and personal development of its staff. Through areas identified by the School Improvement Plan it is possible to deliver appropriate development activities tailored to meet individual needs as identified by managers.

### **Induction**

All new staff are supported by an induction programme and mentor. There is a pre-arrival induction and induction sessions over the first week of employment, plus ongoing advice and support.

### **Performance Management Review**

The school operates an annual PDR process, its aims being to provide a constructive two way discussion of activities, achievements and areas for improvement, agree objectives and a development plan to allow staff to achieve their full potential. This could include linking personal development to the professional guidance notes and information on accredited programmes.

### **On-going Development**

There are a variety of development opportunities that can be accessed by staff, please discuss these with your line manager or Headteacher.

All courses that relate to your professional development are recorded on the school's database. It is your responsibility to ensure that this information is recorded. For courses booked with Learning Excellence, confirmation is received via the School's portal to the Headteacher's PA/Cover Manager. This confirmation is recorded and forwarded to you. You must then communicate with the cover manager to ensure cover has been arranged for your lessons. Failure to arrange this could result in non-attendance and the school incurring a charge. All courses must be agreed by the Headteacher prior to booking and a 'Course Booking Form' CB1 (Found in the Main Office) be handed in for recording purposes.

## **EQUAL OPPORTUNITIES**

### **Policy**

The school is dedicated to providing an environment which supports a diverse range of staff and pupils, promotes equality and diversity and which is free from all forms of unfair treatment, discrimination and harassment. It is committed to encouraging and enabling individuals to achieve their full potential and no one should receive less

favourable treatment while working or studying within the school on a basis of gender, colour, racial or cultural grounds, disability, age, class, marital status, carer responsibilities, any medical condition unrelated to function within the school, political and religious beliefs, sexual orientation, appearance, trade union activity, criminal background or any other category.

The school has specific duties under the Race Relations (Amendment) Act 2001 to eliminate unlawful discrimination and promote equality of opportunity. The Gender Equality Duty also provides that the school fulfils its legal obligations to promote gender equality and eliminate sex discrimination. The school fully supports the Government's aims for Disability Equality. We aim to play our part in adhering to and promoting disability equality issues in the wider community.

### **Dignity at Work**

The school is committed to securing equal opportunities in the workplace and seeks to ensure that all employees are able to work in an environment of mutual respect, free of harassment and intimidation. Harassment is unacceptable.

## **HEALTH AND SAFETY**

The school has a number of health and safety policies, procedures and guidelines, all of which can be found on the department server.

### **Policy Statement**

It is the school's policy to promote the health, safety and welfare of employees, students and visitors and the school seeks the co-operations of all these groups in implementing this policy. The school will:-

- Provide and maintain a safe and healthy workplace
- Provide information, instruction, training and supervision
- Provide and ensure the use of safety procedures and any protective equipment that may be necessary
- Encourage the active interest of all staff, pupils and visitors in the health and safety of themselves and others.

### **Individual responsibility**

Every member of staff has a responsibility to:

- Work safety with due regard for the health and safety of themselves and others, including other staff, students and members of the public
- Report accidents and incidents that may lead to injuries or loss making conditions and any unsafe or unhealthy conditions
- Comply with workplace health and safety rules.

### **E-learning modules**

All new employees are to complete the E-learning modules via the School's Portal. <https://schoolportal.lancsngfl.ac.uk/security/login.asp?page=/index.asp>

Each member of staff has a username of 07102Initials. On the A-Z go to 'E' for E-learning. Each module takes approximately 20 minutes. Upon completion, please print the certificate and hand to the SBM as proof of completion.

### **Risk Assessments**

Staff responsible for risk assessments should acquaint themselves of the school's policy. Assessments must be undertaken in accordance with the Management of Health and Safety at Work Regulations using the school's risk assessment procedure.

Copies of workplace risk assessments are available for inspection from the Business Manager.

### **Display Screen Equipment (DSE)**

Any employee who uses a work station for school purposes should complete a self assessment against the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002). Self Assessments available from the Business Manager.

### **Eye Tests**

The school may reimburse the costs of an eye test (up to a certain amount) if an employee uses DSE as part of their role.

### **Smoking**

- Smoking is not allowed at any time when employees (or workers) are at work;
- Smoking is not permitted when driving whilst on duty or travelling to and from meetings for school business.
- Smoking is banned in the School's premises and grounds and in any school vehicles used for transporting pupils, employees, parents and visitors;
- Smoking is not allowed by employees or others on land owned or controlled by the School e.g., car parks, playing fields, playgrounds. This applies whilst on duty and off duty (for example someone smoking in their car on the car park at breaks or lunchtimes);
- Smoking is not permitted near any windows or entrances to the buildings at any time;
- Smoking breaks are not permitted during working time;

### **Reporting**

The following require reporting immediately

- Fire
- Accidents, dangerous occurrences and near misses (a standard reporting form exists)
- Serious safety hazard

If in doubt about how to report an incident then contact the Business Manager for advice.

## **Training**

The school is committed to providing health and safety training as required. Staff should discuss their needs with their line manager and the Headteacher as appropriate.

## **EMPLOYEE RELATIONS**

### **Trade Unions**

The school recognises, and works in close partnership with all teacher unions and support staff unions.

### **Grievance Procedure**

The school has a formal Grievance Procedure to enable an employee with an employment related grievance to seek redress. The aim is to settle grievance fairly and promptly.

### **Disciplinary Procedure**

A formal Disciplinary Procedure exists to ensure fairness and consistency in handling cases of alleged misconduct. The school provides guidance on the standards of conduct it expects of its employees, which are set out in the Code of Conduct.

### **Capability Procedure**

Where performance concerns arise the school has a Capability procedure to ensure that employees are given the necessary support and guidance to encourage and enable them to perform effectively and to the best of their ability.

The Grievance, Disciplinary and Capability procedures are all available from the HR pages of the School's Portal.

## **CONDUCT**

### **Code of Conduct**

The Code of Conduct and Disciplinary Rules provide guidance on the standards of conduct the school expects of its employees. It is important that all employees carefully read the Code and Rules, which are available on the HR pages of the School's Portal, or the Departments drive.

### **Financial Regulations**

Compliance with the regulations are compulsory for all staff. Any employee who has responsibility for financial management or budgetary duties is required to familiarise themselves and act in accordance with the relevant regulations. Details of the regulations are available within the Scheme of Financing for Schools, available on the School's Portal and the school's own Financial Manual.

Staff responsible for department budgets must ensure they are fully converse with the Credit Control Policy available on the Departments drive.

### **Exclusivity of Service**

All staff are expected to conduct themselves in a manner that reflects the standards of professionalism and quality that the school wishes to provide. It is expected that staff, unless with the consent of the school, will not engage in other work that might interfere with their performance or create a conflict of interest. Consequently before an employee enters into an obligation to undertake any external work, including consultancy, they must inform the school and seek permission.

### **IT Acceptable Use Policy (AUP)**

In using any school computer or accepting any school network account, all employees are expected to accord to the requirement of the AUP. The policy is available from the school's website.

### **E-mail and telephone use**

School telephones are for business use and incoming calls should be discourage where possible. Outgoing personal calls should not be made unless vital. Access to e-mail services is given as part of an employee's IT account. Staff should use their school e-mail address for business purposes only.

### **Use of personal mobile phones**

Unless prior authorisation has been sought from the Headteacher all mobile devices should remain out of sight in personal possessions. The use of mobile phones should be operated in the designated staff areas such as staffroom or office in the employees own time.

### **Photocopying**

Each individual is given a unique PIN to access the reprographics systems. We must be accountable for public money and if you require to use the copiers for personal use, you must use a specific PIN for private copying and the money paid to the Finance Officer after use.

### **Dress Code**

A person's dress and appearance are matters of personal choice and self-expression. However staff should consider the manner of dress and appearance appropriate to their

professional role which may be different to that adopted in their personal life. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegation. Appropriate footwear should be worn at all times.

A uniform is provided for premises and catering staff as part of PPE, hygiene and cross contamination purposes.

## **PROPRIETY, BEHAVIOUR, REPUTATION AND APPEARANCE**

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the public in general. An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting or bring the school into disrepute. A person's dress and appearance are matters of personal choice and self expression. However staff and volunteers should recognise that they are role models to the children and their choice of dress should uphold the school's expectations for the children. Staff and volunteers must ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.

Personal property of a sexually explicit nature such as books, magazines, DVDs or such material on any electronic media must not be brought onto or stored on the school premises.

The school operates a no smoking policy within the building and grounds and this includes the use of e-cigarettes too.

Social networking sites and blogging are extremely popular. Staff must not post material which damages the reputation of the school or which causes concern about their suitability to work with children and young people. Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.

Privacy settings should be set to high. As per the E-safety policy staff must not accept friend requests from current students or parents at the school. Friendships already formed with parents, should be disclosed and you should remind them of school policy.

## **CONFIDENTIALITY, INTEGRITY AND SECURITY**

We expect staff to have an awareness and high regard for the confidential, sensitive and important nature of their role and will be mindful of this at all times including formal and informal discussions with parents, other members of staff, children and the wider school community. Particular attention should be paid in public areas of the school such as corridors, the playground and the staffroom.

A "needs to know" approach should be adopted to safeguard this principle and to ensure no child or group of children is unfairly stereotyped or unnecessarily spotlighted.

Where possible no names should be explicitly mentioned whether for positive, negative or information purposes in public areas, unless it is on a needs to know basis for all present to hear.

Staff should avoid being 'drawn' into discussions which relate to school matters or matters regarding an individual child, group of children or their families. If there are any concerns in this matter please refer them to the Headteacher. Details relating to children are confidential and should only be shared with staff, as part of their professional role or with the parents/carers of the child in question.

Confidential records including those in hard copy, on a laptop or on a memory stick should be kept in a safe place at all times and should not be left in open places in school at home or left in cars.

Members of staff and governors may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be highly sensitive. Confidential or personal information about a pupil or her/his family must never be disclosed to anyone other than on a need to know basis. In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously. Information must never be used to intimidate, humiliate, or embarrass the pupil. There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay to those with designated pupil protection responsibilities. Confidential information about pupils must be held securely. Confidential information about pupils must not be held off the school site other than on security protected school equipment. Information must only be stored for the length of time necessary to discharge the task for which it is required.

If a member of staff is in any doubt about the storage of sharing of information s/he must seek guidance from a senior member of staff. Any media or legal enquiries must be passed to senior management.

## **THE SAFER CODE OF CONDUCT**

This Code of Conduct sets out the standards expected and the duty upon staff, volunteers and governors to abide by it. All staff, governors and volunteers have a duty to keep pupils and themselves safe and to protect them from physical and emotional harm. This duty is, in part, exercised through the development of respectful, caring and professional relationships between adults and pupils and behaviour by adults that demonstrate integrity, maturity and good judgment. Following this Code of Conduct will help to safeguard staff, governors and volunteers from being maliciously, falsely or mistakenly suspected or accused of professional misconduct in relation to pupils. Staff, governors and volunteers must feel able to raise issues of concern and everyone must fully recognise the duty to do so particularly in terms of child protection. A member of staff who, in good faith, "whistleblows" or makes a public interest disclosure will have the protection of the relevant legislation. This Code of Conduct cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. However, it does highlight behaviour that is illegal, inappropriate or inadvisable in relation to pupils. There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the pupil where no specific guidance has been given. Adults are expected to make responsible and informed

judgements about their own behaviour in order to secure the best interests and welfare of the pupils in their charge.

All teachers must by law be registered with the General Teaching Council and comply with the Code of Conduct and Practice for Registered Teachers and the Statement of Professional Values and Practice which are therefore incorporated into this Code of Practice. These documents can be accessed at <http://www.gtce.org.uk>

[The document Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings](#) Feb 22 is also incorporated into this Code of Conduct and is available via the internet.

This Code of Conduct forms part of the school's disciplinary rules for staff. A serious breach of the Code will be regarded as gross misconduct. A less serious breach may result in a disciplinary warning. Where an allegation of abuse is made against a member of staff the governing body will follow the guidance set out in [Keeping Children Safe in Education](#) published by the DfE. This guidance is about managing allegations that might indicate that a person is unsuitable to continue to work with children in their present position, or in any capacity. It will be used where it is alleged that a member of staff or a volunteer or a governor has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or,
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

## **SEXUAL CONTACT WITH CHILDREN AND YOUNG PEOPLE AND ABUSE OF TRUST**

Any sexual behaviour, whether homosexual or heterosexual, by a member of staff, volunteer or governor with or towards a child or young person is illegal. Children and young people are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether there is consent or not. All adults working in the school who have contact with pupils are in positions of trust. The Sexual Offences (Amendment) Act 2000 specifically established a criminal offence of the abuse of trust in relation to teachers and others who are in relationship of trust with 16 -18 year olds.

Sexual behaviour includes non-contact activities, such as causing a child or young person to engage in or watch sexual activity or the production of indecent images of children. 'Working Together to Safeguard Children' defines sexual abuse as "forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening'. There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child or young person, and manipulate that relationship so that sexual abuse can take place. Staff and volunteers should be aware that conferring special attention without good reason or favouring a pupil has the potential to be construed as being part of a 'grooming' process, which is a criminal offence.

A relationship between a member of staff, a volunteer or a governor and a pupil cannot be a relationship between equals. There is potential for exploitation and harm of pupils and all adults have a responsibility to ensure that the unequal balance of power is not



used for personal advantage or gratification. It is important to recognise that women as well as men may abuse a position of trust.

### **Infatuations and Crushes**

Adults must recognise that a pupil may be strongly attracted to a member of staff or volunteer and/or develop a heterosexual or homosexual infatuation. A member of staff or volunteer, who becomes aware that a pupil may be infatuated with him/herself or a colleague, must report this without delay to a senior colleague so that appropriate action can be taken. The situation will be taken seriously and the adult should be careful to ensure that no encouragement of any kind is given to the pupil. It should also be recognised that careless and insensitive reactions may provoke false accusations. Whilst the risk of infatuation is not limited to younger members of staff, newly qualified teachers must recognise their particular vulnerability to adolescent infatuation. Seeking advice in circumstances where concerns arise. Examples of situations which must be reported are given below:

- Where a member of staff or volunteer is concerned that he or she might be developing a relationship with a pupil which could have the potential to represent an abuse of trust,
- Where a member of staff or volunteer is concerned that a pupil is becoming attracted to him or her or that there is a developing attachment or dependency.
- Where a member of staff or volunteer is concerned that actions or words have been misunderstood or misconstrued by a pupil such that an abuse of trust might be wrongly suspected by others.
- Where a member of staff or volunteer is concerned about the apparent development of a relationship by another member of staff or volunteer, or receives information about such a relationship.

### **Gifts**

It is against the law for public servants to take bribes. Staff need to take care that they do not accept any gift that might be construed by others as a bribe, or lead the giver to expect preferential treatment. There are occasions when pupils or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or as a thank-you, this is acceptable, but gifts must be declared and reported at Governors meetings. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Personal gifts must not be given to pupils. This could be misinterpreted as a gesture either to bribe, or single out the young person. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a pupil should be consistent with the school's behaviour policy, recorded, and not based on favouritism.

### **Social Contact and Social Networking**

Staff in school should not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. This includes social networking sites such as Facebook and blogging. Even if a pupil seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgment in making a response and be aware that such social contact in person, by phone or on the internet could be misconstrued and may place the member of staff in a very vulnerable position. Staff and volunteers must not

give their personal details such as home/mobile phone number; home or e-mail address to pupils unless the need to do so is agreed with the Headteacher.

In some cases employees are related to parents/carers and/or pupils or may have formed on-line friendships with them prior to them becoming parents/carers and/or pupils of the school, in these cases employees should inform these contacts that the nature of such relationships has changed.

### **Physical Contact and Personal Privacy**

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate given their age, stage of development, gender, ethnicity and background. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one pupil in one set of circumstances may be inappropriate in another, or with a different pupil. Physical contact should never be secretive or casual, or for the gratification of the adult, or represent a misuse of authority. If a member of staff or volunteer believes that an action could be misinterpreted, the incident and circumstances should be reported.

Physical contact, which occurs regularly with a pupil or pupils, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to pupils with SEN or physical disabilities). Any such contact should be the subject of an agreed and open school policy and subject to review. Where feasible, staff should seek the pupil's permission before initiating contact. Staff should listen, observe and take note of the pupil's reaction or feelings and – so far as is possible - use a level of contact which is acceptable to the pupil for the minimum time necessary. There may be occasions when a distressed pupil needs comfort and reassurance. This may include age-appropriate physical contact. Staff should remain self aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation. Where a member of staff has a particular concern about the need to provide this type of care and reassurance s/he should seek further advice from a senior manager. Some staff, for example, those who teach PE and games, or who provide music tuition will on occasions have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement. Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil. Pupils are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the pupils concerned and sensitive to the potential for embarrassment. Staff with a job description which includes intimate care duties will have appropriate training and written guidance. No other member of staff or volunteer should be involved in intimate care duties except in an emergency.

## **BEHAVIOUR MANAGEMENT AND PHYSICAL INTERVENTION**

All pupils have a right to be treated with respect and dignity. Corporal punishment is unlawful in all schools. Staff and volunteers must not use any form of degrading treatment to punish a pupil. The use of sarcasm, demeaning or insensitive comments towards pupils is not acceptable in any situation. Shouting aggressively or hectoring is not acceptable in any situation. Deliberately intimidating pupils by overweening physical presence is not acceptable in any situation.

The circumstances in which staff can physically intervene with a pupil are covered by the 1996 Education Act. Staff may legitimately intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others. Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence. The school has a separate policy on the use of physical intervention which forms part of this Code of Conduct.

All schools must have trained first aiders/appointed persons. Staff must have had the appropriate training before administering first aid or medication except in an emergency.

### **One to One Situations and Meetings with Pupils**

Staff working in one to one situations with pupils are more vulnerable to allegations. Staff must recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure that the safety and security needs of both staff and pupils are met. Managers should undertake a risk assessment in relation to the specific nature and implications of one to one work for each worker and pupil. Where such a meeting is demonstrably unavoidable it is advisable to avoid remote or secluded areas of the school and to ensure that the door of the room is left open and/or visual/auditory contact with others is maintained. Any arrangements should be reviewed on a regular basis.

Pre-arranged meetings with pupils away from the school premises or on the school site when the school is not in session are not permitted unless approval is obtained from their parent/carer and the headteacher or other senior colleague with delegated authority.

## **TRANSPORTING PUPILS**

In certain situations e.g. out of school activities, staff, volunteers or governors may agree to transport pupils. Wherever possible transport arrangements should be made in advance by a designated member of staff. Wherever possible and practicable transport should be provided other than in private vehicles, with at least one adult additional to the driver acting as an escort. Adults should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They must ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded. Documentation must be held by the School Business Manager.

## **EDUCATIONAL VISITS AND SCHOOL CLUBS**

Staff and volunteers should take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Staff and volunteers remain in a position of trust and the same standards of conduct apply. The school has a policy on educational visits which forms part of this Code of Conduct.

External coaches should have their DBS lodged with the school office and qualifications verified before entering into any contracts.

## **CURRICULUM**

Many areas of the curriculum can include or raise subject matter which is sexually explicit, or of an otherwise sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This plan should highlight particular areas of risk and sensitivity. The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit or otherwise sensitive nature. Responding to pupils' questions can require careful judgement and staff must take guidance in these circumstances from a senior member of staff. The governing body is required by law to have a policy on sex and relationships education and it forms part of this Code of Conduct.

### **Photography, Videos and other Creative Arts**

Many school activities involve recording images. These may be undertaken as part of the curriculum, extra school activities, for publicity, or to celebrate achievement. The Data Protection Act 1998 affects the use of photography. An image of a child is personal data and it is, therefore, a requirement under the Act that consent is obtained from the parent of a child for any images made such as those used for school web sites, productions or other purposes. Students over the age of 13 can consent themselves. Staff need to be aware of the potential for such images to be misused to create indecent images of children and/or for 'grooming' purposes. Careful consideration should be given as to how these activities are organised and undertaken. Particular regard needs to be given when they involve young or vulnerable pupils who may be unable to question why or how the activities are taking place. Pupils who have been previously abused in this way may feel threatened by the use of photography, filming etc in the teaching environment. Staff should remain sensitive to any pupil who appears uncomfortable and should recognise the potential for misinterpretation. It is also important to take into account the wishes of the child, remembering that some children do not wish to have their photograph taken. Using images of pupils for publicity purposes will require the age-appropriate consent of the individual concerned and their legal guardians. Images must not be displayed on websites, in publications or in a public place without such consent. The definition of a public place includes areas where visitors to the school have access.

When using a photograph the following guidance must be followed:

- if the photograph is used, avoid naming the pupil
- if the pupil is named, avoid using the photograph
- images must be securely stored and used only by those authorised to do so.
- be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded

- ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose.
- ensure that all images are available for scrutiny in order to screen for acceptability
- be able to justify the images made
- do not make images in one to one situations.
- do not take, display or distribute images of pupils unless there is consent to do so.

The school has additional guidance on the use of images which includes a consent form. The guidance forms part of this Code of Conduct.

### **Internet Use and Electronic Communication**

The school has a separate policy on internet use, electronic communication and security which forms part of this Code of Conduct. Under no circumstances should adults in school access inappropriate images. Deliberately accessing pornography on school equipment will be treated as gross misconduct and may be a criminal offence. Accessing indecent images of children on the internet, and making, storing or disseminating such material, is illegal and is likely lead to criminal prosecution and may result in barring from work with children and young people.

### **Sharing Concerns and Recording Incidents**

All staff, volunteers and governors must be vigilant and share concerns and report incidents. Whistle blowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion.

The following “Red Flag Behaviours” give indications of the kinds of situations which should be shared with a senior member of staff.

An adult who:

- Allows a pupil/young person to be treated badly; pretends not to know it is happening
- Gossips/shares information inappropriately
- Demonstrates inappropriate discriminatory behaviour and/or uses inappropriate language
- Dresses in a way which is inappropriate for the job role
- Does not treat pupils fairly - demonstrates favouritism
- Demonstrates a lack of understanding about personal and professional boundaries
- Uses his/her position of trust to intimidate, threaten, coerce or undermine
- Appears to have an inappropriate social relationship with a pupil or pupils
- Appears to have special or different relationships with a pupil or pupils
- Seems to seek out unnecessary opportunities to be alone with a pupil

### **Child Safeguarding Competences for staff and volunteers who work with Children and Young People**

The following competences are necessary:

### **Emotional Awareness**

- Aware of the range of emotions in self and others
- Demonstrates empathy for the concerns of others
- Listens to and understands directly and indirectly expressed feelings
- Encourages others to express themselves openly
- Manages strong emotions and responds constructively to the source of problems
- Listens to personal comments without becoming defensive
- In highly stressful situations, keeps own feelings in check, takes constructive action
  - and calms others down
- Has a range of mechanisms for dealing with stress, can recognise when to use them
  - and does so
- Shows respect for others' feelings, views and circumstances

### **Working within Professional Boundaries**

- Demonstrates professional courtesy
- Accepts responsibility and accountability for own work and can define the responsibilities of others
- Recognises the limits of own authority within the role
- Seeks and uses professional support appropriately
- Understands the principle of confidentiality

### **Self-awareness**

- Has a balanced understanding of self and others
- Has a realistic knowledge of personal strengths and weaknesses
- Can demonstrate flexibility of approach
- Shows a realistic appreciation of the challenges of working with this client group

### **Ability to Safeguard and promote the welfare of children and young people**

- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people whatever their life circumstances
- Has a good understanding of the safeguarding agenda
- Can demonstrate an ability to contribute towards a safe environment
- Is up-to-date with legislation and current events
- Can demonstrate how s/he has promoted 'best practice'
- Shows a personal commitment to safeguarding children

### **Staffing Policies available in school**

Appraisals  
Attendance  
Capability procedure – Support

Grievance procedure – Teaching  
Induction  
NQT Induction

Capability procedure – Teaching  
Continuing Professional Development  
Disciplinary procedure – Support  
Disciplinary procedure – Teaching  
E-Safety  
Grievance procedure – Support  
Guidance for Safer Working Practices – DfE  
Keeping Children Safe in Education - DfE

Pay Policy – Teachers  
Pay Policy – Support Staff  
Safe Recruitment  
Short term Absence procedure  
Staff Dress Code  
Social Networking  
Stress Management  
Use of Mobile Phones  
Whistle blowing

Copies available to view on the W drive, or if you are unable to locate a copy of any of the policies above, please email the Business Manager at [bursar@lsmchs.com](mailto:bursar@lsmchs.com)