

Queen Elizabeth High School



# Queen Elizabeth High School

## Staff Handbook

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## Aim of this handbook

### Welcome to Queen Elizabeth High School

This handbook has been created to provide you with all the information you need to know to help you get to grips with how our school operates and to thrive professionally and personally within our school and our school community.

#### 1. School and Academy Trust Values



**Three Counties Academy Trust Vision:** To build a brighter future for all of our stakeholders, rooted in respect, collaboration and a belief in each other that we can achieve our very best.

**At QE** we aim to provide a safe, supportive, and challenging environment where everybody has the opportunity to reach their full potential. We believe that this can only be achieved if a child feels happy and secure, and our staff work hard to provide this environment for everyone. Each child is made welcome as an individual with his or her unique talents, abilities, and personality. We aim to ensure that every child will feel at home at QE and be determined to succeed.

Our school motto is 'support, believe, achieve' and should be referred to as part of everyday school language.

## 2. The school day

The school day begins at **8.35am** and ends at **3.15pm**.

Period 1	08:35 - 09:40
Period 2	09:40 - 10:45
<b>Break Time</b>	<b>10:45 - 11:05</b>
Period 3	11:05 - 12:10
Period 4	12:10 - 13:15
<b>Lunch Time</b>	<b>13:15 - 13:50</b>
<b>Form Time</b>	<b>13:50 - 14:10</b>
Period 5	14:10 - 15:15

## 3. Supervisory duty

Supervisory duty for break and lunchtimes will be organised by a rota system. You are responsible for checking what days you will be supervising the pupils. A rota will be sent via email to all staff. Pupils are encouraged to be outside in all but the very worst weather conditions. The Senior Leadership Team will make the final decision. Staff members will be responsible for organising their own cover where they cannot supervise, unless in the instance of unplanned absence.

### Lunchtimes

You are permitted to use the staff room during all break and lunchtimes when you are not conducting supervisory duty.

You are permitted to bring your own food to school for lunch and can use the **appliances present in the staff room** to prepare food; however, you are also permitted to purchase a school meal.

You must ensure that you always return to your duties from break and lunchtimes punctually. It is important that we, as staff members, set a good example for pupils in this regard.

### Timetable

You will be provided with a specific personal timetable, where relevant, upon your induction. For more information about timetables, including obtaining copies of timetables, please speak to your Faculty Leader.

### Assemblies

Year group assemblies take place **on a Tuesday, Wednesday, Thursday during Form Time**. Assemblies are mandatory for all pupils, and each class must be supervised by at least one staff member.

## Staff meetings

We have staff or faculty meetings, which you will be expected to attend, **every Monday after school at 3:30pm**. You are expected to come to staff meetings prepared to contribute.

### 4. Staff list

Our school prides itself on having a warm and welcoming school community, emphasising the importance of professional respect and effective communication amongst our staff.

It is vital that you are aware of the identities of other staff members, the roles they conduct in the school, and how to contact them if needed.

This list includes the details of the members of staff that are likely to be required in an emergency. Please familiarise yourself with the names and roles of the following.

Role	Name	Office	Contact details
Head of School	Seb Seneque	QEHS	sseneque@tcat.school
Deputy Headteacher	Matt Lake	QEHS	mlake@tcat.school
SENCO & DSL	Emma Davies	QEHS	edavies@tcat.school
Executive Headteacher	Martin Farmer	QEHS	mfarmer@tcat.school
Executive Leader for Safeguarding & Inclusion	Kim Lane	QEHS	klane@tcat.school
Chief Finance Officer	Donna Wiles	QEHS	dwiles@tcat.school
Trust Education Welfare Officer	Russell Jones	QEHS	rjones@tcat.school
Site Manager	Jon Weighill	QEHS	jweighill@tcat.school

### 5. Policies and procedures

You will be provided with electronic copies of the following policies, with which we expect you to familiarise yourself:

- Staff Code of Conduct
- Staff Attendance and Absence Policy
- Health and Safety Policy
- First Aid Policy
- Child Protection and Safeguarding Policy
- Data Protection Policy
- Conduct for Learning Policy

- Ready, Respectful, Resilient & Safe Policy
- Great Teaching at QE Policy
- Disciplinary Policy and Procedure
- Complaints Procedures Policy

## **6. Staff conduct**

You must ensure you have read the Staff Code of Conduct in full and understand what the school expects of you.

## **7. Attendance & absence**

**Regular attendance at work is an integral part of your contract of employment and we expect all of our staff to keep absences to a minimum, where possible.**

**Please ensure you sign in and out via the tablet in reception every time you are in school.**

### **Teaching staff**

**Approved absences** Where you need to take a short period of absence known about in advance, please inform the head of school at the earliest possible convenience, by using the staff absence request form.

You must ensure that appropriate work is set for pupils during your absence with clear instructions. The cover supervisor will ensure that your class is covered by alternate staff.

Where possible, you are expected to make routine appointments outside of working hours. Where this is not possible, please try and schedule these appointments for as close to the beginning or end of the school day as possible.

**Absences not known in advance** Where you must take an unplanned absence, e.g. in the case of sudden illness or bereavement, we expect you to report this using the following procedure so we can support you and arrange cover:

- On the first day of your absence, please call the head of school by no later than 7:30am to notify them of your absence, the reason and the expected duration.
- Please contact the head of school each day of your absence by 3pm to let us know if you plan to be back the following day. Staff should keep the school informed daily if they are to continue to be absent unless they have been signed off by a Doctor
- If you are absent for longer than seven consecutive days, including weekends, please submit a doctor's note to the school where relevant.

The cover supervisor will put in place the appropriate cover arrangements. Cover work must be saved in common staff – cover lessons.

## **Non-Teaching Staff**

**Approved absences** Where you need to take a short period of absence known about in advance, please inform the Chief Finance Officer (Donna Wiles) at the earliest possible convenience, by using the staff absence request form.

You must ensure that you have appropriately planned for your absence and that urgent work will still be completed within relevant timescales despite the absence.

**Absences not known in advance** Where you must take an unplanned absence, e.g. in the case of sudden illness or bereavement, we expect you to report this using the following procedure so we can support you and arrange cover:

- On the first day of your absence, please call the CFO by no later than 7:30am to notify them of your absence, the reason and the expected duration.
- Please contact the CFO each day of your absence by 7.30am. Staff should keep the school informed daily, if they are to continue to be absent unless they have been signed off by a Doctor.

If you are absent for longer than seven consecutive days, including weekends, please submit a doctor's note to the school where relevant.

Where possible, you are expected to make routine appointments outside of working hours – where this is not possible, please try and schedule these appointments for as close to the beginning or end of the school day as possible.

**Returning to school after an absence** Upon return to school, you complete a return-to-work interview with a member of the Senior Leadership Team or Trust Leadership Team.

## **8. Staff wellbeing**

At QE we make every effort to support our colleagues and everyone has the opportunity to discuss their health and wellbeing with a colleague or a member of the SLT. Emma Davies is primary staff wellbeing lead and Kim Lane is the Trust mental health lead. You may contact either of them if you need support. All employees are able to access the Employee Wellbeing Support Service which provides a confidential, free of charge helpline – tel: 0800 1116 387.

All staff members within the Three Counties Academy Trust have access to a range of wellbeing services tailored for you and your family via the Total Spectrum Life platform. You will have received your link after inset or your induction.

## **Total Spectrum Life**

### **For immediate assistance:**

If you need to talk to someone right away, contact the 24/7/365 support service by:

**International (from any country):** 00353 1 518 0277

**WhatsApp UK:** +44 74 1836 0780

**SMS UK:** +44 74 1836 0780

**Freephone UK:** 00 44 808 1968161

If you need technical assistance, please contact:

[support@spectrum.life](mailto:support@spectrum.life)

## **Dress code**

All staff are expected to present themselves appropriately in accordance with the Staff Code of Conduct. You are expected to:

- Ensure that your appearance is clean and neat when at work or representing the school.
- Dress in a manner that is appropriate to your role (jeans and leggings are not appropriate for a classroom teacher).
- Remember that you are a role model for pupils, and that your dress and appearance should reflect this.
- Not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders.
- You must wear your identification badge.

## **Personal belongings**

You should ensure that all personal belongings, e.g. handbags, mobile phones and outdoor clothing, are kept out of sight of pupils and do not clutter your workspace.

## **Food and drink**

You may bring hot drinks with you while you are working if they are kept in an insulated cup or flask with a working lid to prevent excessive spillage or scalding. You should never carry a cup full of hot liquid throughout the school without a working lid. Such cups may only be used for hot liquid within the staff room.

## **Professional respect**

You must remain professional with colleagues and pupils. It is unacceptable to speak unprofessionally about a colleague or pupil, or publicly challenge them or the school, particularly in front of pupils, parents, or other stakeholders.

We expect that you will show professional respect for your colleagues at all times. Any instances of workplace bullying, or disrespect will be handled in line with the Disciplinary Policy and Procedure.

## **Alcohol, smoking and drugs**

Alcohol, illegal drugs and legal highs are strictly prohibited on the school site.

You are not permitted to smoke or vape on school grounds. You must never smoke or vape in front of pupils or parents.

## **Social media**

It is not appropriate to use social media on school computers. We ask that you refrain from using social media on school premises where possible; however, we accept that you may wish to use social media during your break and lunchtimes. This should only be done inside the staff room and using your personal mobile data rather than school networks.



You are also required to avoid posting potential damaging or defamatory content regarding the school on social media. If you breach the school's confidentiality or bring the school into disrepute, this will be managed in line with the Disciplinary Policy and Procedure.

### **Protecting the reputation of the school**

You must ensure that you protect the reputation of the school at all times. This means ensuring you know, have read and are aware of the following policies and your relevant responsibilities:

- Complaints Procedures Policy
- Media Relations Policy
- Gifts, Hospitality and Anti-bribery Policy.

You should never attempt to handle complaints or respond to the press unless you have received training to do so. You should also ensure that you only accept gifts or hospitality from pupils, parents or stakeholders in line with the above policy.

### **Disciplinary procedures**

Where you do not adhere to school rules, including the conduct and behaviour laid out within the Staff Code of Conduct and this handbook, you will be disciplined in line with the Disciplinary Policy and Procedures. Please ensure you have familiarised yourself with this policy.

## **9. Staff training**

### **INSET days and Twilights (teaching staff)**

You are expected to attend various training courses throughout the year, e.g. safeguarding. Days where pupils do not attend school to allow staff to engage in training are called INSET days and twilight sessions.

## **10. Health and safety**

Our school takes the health and safety of all members of our school community very seriously. To ensure that we can achieve a safe environment, all staff members are required to familiarise themselves with the Health and Safety Policy.

### **Fire and other emergencies**

The school conducts fire drills **termly**. The fire alarm will sound throughout the school and consists of a continuous ringing. The fire assembly point is in the **school sports field**. The school's designated fire safety officer is **Trust Site Manager**.

You should familiarise yourself with the Invacuation, Lockdown and Evacuation Policy, as you will be required to implement this in the event that emergency procedures are invoked. You will receive training on these procedures as part of your induction.

Pupils must always be supervised in the event of an emergency; if you are supervising pupils when emergency procedures are invoked, you must ensure that all pupils in your care are accounted for and kept as safe as possible.

You must ensure that you are aware of any pupils in your care who have a Personal Emergency Evacuation Plan, and how to enact that plan where necessary.

### **First aid**

The lead first aider is the School Receptionist.

First aid kits can be found in **reception, science labs, DT & Food technology departments and North Base.** Spare inhalers and adrenaline auto-injectors (AAIs) can be found in **Reception.** You are responsible for familiarising yourself with the school's First Aid Policy.

**First aiders** You are responsible for informing the school where your first aid certificate is close to expiry and we will arrange refresher training and retesting of competence for you before your certificate expires.

**Non-first aiders** You must ensure you know the identities of school first aiders, as you will be required to notify them in the event that you witness injury or illness.

If you witness an incident involving pupils, you must act immediately. If you are first aid trained, you will be expected to tend to the pupil if you are the closest staff member to the incident. If you are not first aid trained, you must locate a first aider to do so.

You must ensure you know how to complete the Pupil Accident Log, as you will be required to do so if you are the closest available staff member to an incident.

In the event that an incident requires a hospital visit:

- The most senior staff member present at the scene will call an ambulance, where necessary.
- The most senior staff member will call the pupil's parents, or delegate this responsibility to another staff member on the scene.
- A member of staff will accompany the pupil in the ambulance in the absence of their parents.
- The Pupil Accident Log will be completed with any additional details, e.g. the severity of the injury once assessed by medical professionals.

The wellbeing of our pupils is our primary concern; therefore, we expect all of our staff to act quickly, though cautiously, regarding incidents that involve injured pupils.

### **11. Data protection**

The school is required to keep and process certain information about our staff members in accordance with our legal obligations under data protection legislation.

The school's DPO is **Sam Smith**; you should ensure you take note of their contact details, as all queries about data protection should be directed to them. If you have questions about how the school uses your personal data, these should also be directed to the DPO.

You must familiarise yourself with the Data Protection Policy, and will receive basic data protection training.

## **Pupils' records**

Academic and general information about pupils is kept on the management information system. Access to this information is limited depending on the role of the member of staff.

You will receive training prior to being expected to handle any pupil data.

## **12. Staff areas on school premises**

### **Staff room**

The staff room contains a **fridge, kettle, microwave and sink** for staff to use.

You are permitted to use the staff room before and after school, as well as during break and lunchtimes. You may also use the staff room for PPA time, if applicable.

You are expected to contribute to keeping the staff room neat and tidy. You are responsible for:

- Tidying up after yourself, including washing any dishes used, throwing away rubbish and cleaning up spillages.
- Ensuring that you remove any perishable products from the fridge prior to their expiry dates.

Please ensure that you do not discuss sensitive pupil information with your colleagues in the staff room; such conversations should be conducted elsewhere with only the relevant staff. It is not appropriate to discuss sensitive information about a pupil in front of colleagues not involved in that pupil's education or care.

### **Staff car park**

Staff are required to park in the staff car park rather than the street outside the school.

CCTV is operational in the top car park only.

Please note that parking your car in the school car park is done at your own risk – the school does not accept any liability for damage or theft.

### **Designated staff smoking area**

There is no designated staff smoking area, QEHS is a nonsmoking site. This includes the use of e-cigarettes and vapes.

We educate over **400** pupils at the school, and all staff have a duty of care to each pupil. We expect you to take your duties towards our pupils very seriously, regardless of the role you hold within the school.

## **13. Pupil attendance and absence**

It is a statutory requirement to record and track pupil attendance. Attendance registers must be marked at the beginning of each session using **the school's management information system (Bromcom)**.

Every day, it must be recorded whether pupils are:

- Present.
- Attending an approved educational activity.
- Absent.
- Unable to attend due to exceptional circumstances.

Class teachers will record pupil attendance in each session. The register will then be passed to the Admin Team who will contact the listed emergency contacts for pupils where they are absent, and the school has not been notified. The Head of School will authorise any term-time absences where necessary, this cannot be done by another member of staff.

If you are responsible for recording pupil absence, you can find relevant information and attendance codes to ensure you can do this effectively within the Attendance and Absence Policy.

Regardless of your role within the school, you **must** contact the DSL where you have any concerns regarding a pupil's patterns of absence, as this could be indicative of safeguarding concerns. You can find the DSL's contact details in the '[Staff list](#)' section of this handbook, and the procedures for reporting safeguarding concerns in the 'Safeguarding' section of this handbook and the Child Protection and Safeguarding Policy.

### **Pupil uniform**

Please refer to the school's School Uniform Policy for a detailed description of the specified uniform.

Where you find a pupil not in acceptable dress, and in violation of the School Uniform Policy, you should ask the pupil for an explanation before referring to the Senior Leadership Team.

In the instance that a pupil has a valid reason for not wearing acceptable uniform, e.g. a reason that is outside of the pupil's control, the pupil will not be disciplined; you should still report this to the Head of School however, who will send a letter home to the pupil's parents to remind them of the correct uniform and the importance of wearing it. In other instances, the pupil should be sent to the Head of School, who will handle the incident.

### **Behaviour management**

You bear responsibility for working with the rest of the school's staff to ensure good standards of behaviour are maintained.

You must ensure you familiarise yourself with the school's Conduct for Learning and the Ready, Respectful, Safe and Resilient Policy so that you are aware of the behaviour that is expected of all pupils. You are expected to model good behaviour for pupils at all times.

Please take particular notice of the following school rules:

### **Break and lunchtime**

Pupils are at liberty to spend break and lunch in any of the following areas:

- Playground

- Canteen
- Sports field (weather dependant)

Pupils are not permitted to enter the following areas during break and lunchtimes, or before and after school:

- Car park
- Classrooms
- Woodland area

If you see any pupils in the above areas during the specified times, you should ask them to leave the area. Where the pupil refuses to leave the prohibited area, you should contact the Senior Leadership Team, who will deal with the incident in line with the Behaviour Policy.

Where there are severe weather conditions, the Head of School will make a decision regarding whether it is safe to allow pupils to continue to spend their break and lunchtimes outside. Where this is decided to be unsafe in the circumstances, pupils will remain indoors, and will be required to stay in **their designated area** under the supervision of **designated staff & SLT**

### **After school**

If your role involves working in the classroom with pupils, or supporting pupils during their break and lunchtimes, you may be expected to wait with pupils while they are awaiting collection by their parents at the end of the school day. Where your role does not involve the aforementioned responsibilities, you may still be required to wait with a pupil if there is not a more appropriate staff member available.

### **14. Educational visits**

The school aims to offer a well-rounded educational experience, including approved educational visits. If you wish to organise a school trip for your class, you should confer with the **Head of School, Mr S Seneque and the Trips Co-ordinator for the Trust, Mr R Jones.**

The trip leader will ensure a risk assessment is conducted before each visit.

You can consult the Educational Visits and School Trips Policy for more information.

### **15. Extra-curricular provision**

A range of extra-curricular activities are available for pupils to take advantage of if they wish. If you wish to participate in any extra-curricular activity, you should contact the activities coordinator, who is **Mr S Seneque**.

### **16. Safeguarding**

All staff members have a duty to safeguard pupils and provide a safe environment in which they can learn. You are expected to maintain an attitude of 'it could happen here' at all times where safeguarding is concerned. This means taking seriously all signs that a pupil may be facing, or has faced, abuse and neglect and all allegations of abuse and neglect, regardless of whom they are against.

You must ensure you have read and understand the Child Protection and Safeguarding Policy in its entirety. You are expected to be aware of the signs of abuse and neglect at all times, and be able to recognise indicators that a pupil is suffering, or has suffered, abuse or neglect through observation, e.g. of their behaviour, appearance and mood. You must also be aware of the processes that follow the identification of a potentially at risk pupil.

You must report all safeguarding concerns to the DSL, who is **Mrs E Davies**, immediately. Where the DSL is unavailable, please report concerns to the deputy DSLs, who are **Mrs L Davies, Mr S Seneque and Mr R Jones**.

### **Bullying and child-on-child abuse**

The school holds a zero-tolerance policy on bullying, abuse and discrimination of any kind. We aim to tackle abuse and bullying using a **preventative** approach, which involves teaching pupils about abuse, its forms, the importance of treating one another with respect, and the importance of reporting bullying and abuse to staff.

Bullying and abuse can come in many forms and can take place inside and outside of the school and home, as well as online. Examples include:

- **Verbal** – including teasing and name-calling.
- **Physical** – including hitting, kicking, or otherwise causing physical harm.
- **Emotional** – including hurting someone's feelings, routinely excluding them or manipulating or controlling them.
- **Sexual** – including sexual violence, abuse, harassment or sharing indecent imagery, e.g. sexting or sharing nudes of others.
- **Discriminatory or prejudicial** – including racist, homophobic, biphobic, transphobic and ableist abuse using any of the above methods.

You are required to be alert to the social dynamics amongst pupils with whom you have regular contact, including being vigilant in observing signs of bullying or abusive behaviour, and signs that a pupil is the victim of bullying or child-on-child abuse.

All reports must be taken seriously. If a pupil discloses an incident of bullying to you, you are required to handle this in line with the Anti-bullying Policy, and the Child Protection and Safeguarding Policy, by referring this to the DSL. If you suspect that bullying or abuse is taking place amongst pupils in the school, you must also report this to the DSL.

### **17. Confidentiality**

You must ensure you familiarise yourself with the duty of confidentiality we have towards our pupils. This is outlined within our Pupil Confidentiality Policy. All pupils must be able to expect certain levels of trust when sharing personal information with staff.

You must never promise a pupil that you will keep their disclosure confidential, however, as this may not be in their best interests, e.g. when they are at risk of harm. In almost all cases, we can only offer limited confidentiality, meaning that you will disclose the information further only to those who need to know, i.e. the DSL in the first instance.

Where a pupil reports abuse, this **must** be reported to the DSL in every circumstance. The DSL will then decide the next steps.

Before passing on sensitive, personal information about a pupil to the relevant individuals, you must tell the pupil when and to whom this will be passed on, and what will be done with the information.

## **18. Pupils with SEND and/or medical conditions**

### **SEND procedures**

We are passionate about meeting our duty, obligation and principal equality values to provide a high-quality education to all of our pupils, including pupils with SEND, and to do everything we can to meet the needs of pupils with SEND.

You are responsible for ensuring you are aware of any SEND of pupils that are in your care, whether daily in the classroom or through supervisory duty, and are familiar with the relevant EHC plans.

**Teaching staff only** You are responsible for ensuring you enable pupils with SEND in your class to study the full curriculum, achieve good levels of progress and be supported in line with their specific EHC plan.

The school's SENCO is **Mrs E Davies**. You must ensure you are aware of the SENCO's identity and contact details, and should address any concerns, queries or issues regarding a pupil's SEND to them.

Staff are expected to read the school's Special Educational Needs and Disabilities (SEND) Policy and any EHC plans relevant to them.

### **Supporting pupils with medical conditions**

The school has a duty to ensure arrangements are in place to support pupils with medical conditions.

You are responsible for providing support to pupils with medical conditions, where required. This includes referring them to the appropriate staff members for care where you are not trained to administer care yourself.

You are not required to administer medication to pupils; however, if you would like to receive training to enable you to do this where required, **please speak to Miss L Taylor who leads on Medical Health Care Plans**, so that training can be organised for you. You are not permitted, in any circumstances, to administer medication or care to a pupil where you are not trained to do so. Where you are trained, and consent, to administer care and/or medication to pupils, you must do so in line with the Supporting Pupils with Medical Conditions Policy and the Administering Medication Policy.