



Staff and Volunteers Handbook

Values

At Caedmon Primary School, we are committed to being an open, supportive and professional team who are committed to ensuring that every child succeeds.

We aim to create a positive atmosphere of trust, mutual respect and high expectations between pupils, staff, parents and other professionals.

We are determined to ensure that we provide a happy, safe and calm environment where children behave well and develop into confident, creative and independent learners.

As well as all of the above, we want all of our children to develop the 'Caedmon Characteristics'.

Caedmon Characteristics

- Respect others
- Be well mannered
- Be friendly
- Be happy
- Never give up
- Work hard
- Be confident and try new things
- Be well behaved
- Work well with others
- Enjoy and be interested in learning

Safeguarding

Visitors to the school must sign-in at the office and present their identity card.

An enhanced DBS clearance and relevant clearances are required for all volunteers and staff. Staff and volunteers will not commence work in the school until clearances are received.

Child Protection

All adults working in this school (including visiting staff, volunteers and students on placement) are required to report instances of actual or suspected child abuse or neglect to the Designated Person with responsibility for child protection.

Please read and follow the school's **Safeguarding and Child Protection Policy and Procedures**.

The Designated Safeguarding Lead is: Mr Pete Wiley

The Deputy Designated Safeguarding Leads are: Mr. Steve McLean, Mrs Colette Restorick and Miss Stacey Downing.

The Designated Governor for Safeguarding is: Mr Jonathan Gordon

Confidentiality

When working in the school, you should treat all information you receive as confidential to the school.

Please read and follow the school's **Code of Conduct**.

Discipline

Please read and follow the school's **Behaviour Policy**.

Mr Pete Wiley leads pupils' behaviour across the school.

Anti-Bullying

Please read and follow the school's **Anti-Bullying Policy**.

Health and Safety

It is the responsibility of all staff to report any hazard or possible hazard to the Headteacher to avoid possible accidents to children or staff. The correct forms are available from the staff room and must be submitted directly to the office.

All electrical equipment is PAT tested annually. If you bring equipment in from home, it must be tested before use.

Please read and follow the school's **Health and Safety Policy**.

School Day

Nursery

Morning session 8.40a.m. – 11.40p.m.
Afternoon session 12.15p.m. – 3.15p.m.

Reception

Morning session 8.50a.m. – 11.30a.m.
Lunch break 11.30a.m. – 12.00p.m.
Outdoor Play 12.00p.m. – 12.30p.m.
Afternoon session 12.30p.m. – 3.00p.m.

Key Stage 1

Morning session 8.50a.m. – 12.05p.m.
Playtime 10.45a.m. – 11.00a.m.
Lunch break 12.15p.m. – 1.00p.m.
Afternoon session 1.00p.m. – 3.00p.m.

Key Stage 2

Morning session 8.50a.m. – 12.15p.m.
Playtime 10.45a.m. – 11.00a.m.
Lunch break 12.15p.m. – 1.00p.m.
Afternoon session 1.00p.m. – 3.00p.m.

Class Registers

Class registers are completed at the beginning of each morning and afternoon. Registration closes at 9.00.

Assemblies

Assemblies are held on Monday, Wednesday (singing) and Friday (celebration) at 2.30. All assemblies finish at 2.50 and staff must be on time to collect their class.

Staff Meetings

When staff meetings are timetabled, they will take place on **Monday from 3.30 - 4.30 p.m.** A prompt start is required so that meetings finish on time.

A staff briefing is held each **Tuesday** morning at 8.15. At times, extra meetings will be arranged to meet the requirements of the school.

A list of staff meetings are sent to staff at the start of each half term. If you miss a meeting, please speak to your team leader to ensure you are up to speed with developments.

Team Leaders

If you have a question or would like to raise an issue, **please speak to your team leader in the first instance.**

If your team leader is unable to resolve the issue, he/she will speak to the Headteacher.

SLT		Team Leaders	
Steve McLean	Headteacher	EYFS	Stacey Downing
Pete Wiley	Deputy Headteacher	KS1	Colleen Robinson
Sarah Hill	Deputy Headteacher	Lower KS2	Kirsty Walker
Sam Butters	Assistant Headteacher	Upper KS2	Sam Butters
Colleen Robinson	Assistant Headteacher		
Stacey Downing	EYFS Leader		
Kirsty Walker	Y3/4 Team Leader		

Subject Leaders

Subject	Person Responsible
English	Sarah Hill
RWI/Phonics	Colleen Robinson
Mathematics	Sam Butters
Science	Kirsty Walker
Curriculum (art/DT/music/history/geography/ICT)	Curriculum Team
G&T/PSHE	Kirsty Walker
R.E.	Gemma Forbes
P.E.	Sam Butters

Mobile Phones

All staff are reminded that it is not acceptable to have a mobile switched on during lessons or walk around school using a mobile phone. If you require your mobile to be switched on due to exceptional circumstances, this must be agreed with the headteacher.

Mobile phones should never be used to take photographs, video or record children.

If you need to make a phone call during the day, please do so in the staff room.

Playground Supervision

Children must be supervised on the playground at all times. In KS1, there will always be two members of staff on duty. In KS2, there will always be three members of staff on duty.

Please see the playground rota for more information.

If children are required to complete lines, they must go to the designated teacher.

Hot drinks are not permitted outside of the Staff Room.

Accidents

All head injuries must be reported to the office immediately. Additionally, any accidents that cause bumps and scrapes must also be reported to the office. For all other incidents, these will be dealt with by a member of staff who is trained in First Aid. First aid kits are available in the Y1 and Y6 classroom.

School Keys

Keys for the P.E. cupboard, art cupboard and other cupboards are available from the office. Children are not allowed in these areas unsupervised.

Fire Drill

When the fire drill sounds, Teachers in charge of the classes will marshal the class in an orderly manner to the assembly point by the exit route away from the fire. Administrative staff, cooks, and parents will immediately make their way to the Assembly Point.

Anyone not actually in class when the alarm sounds, e.g. in the toilets, staff room, corridors etc. will make their way directly to the assembly point and join their appropriate class or group. There must be no rushing or overtaking en route to the assembly point.

As soon as classes and groups are assembled, Mrs Stabler will hand out registers and a roll call will be conducted. All members of staff must report anyone missing to the Headteacher immediately.

If anyone is missing, the school premises must be searched. No other person must leave the assembly point to recover clothing, books etc., until permission has been given by the Headteacher.

Personal Possessions

You are responsible for ensuring the security of any personal possessions you bring to school. The school does not accept responsibility in the event of theft, loss, or damage.

Professional Conduct

All staff are expected to model expected behaviour that can be copied by the children. Staff must not use inappropriate or offensive language at any time.

Adults are expected to speak respectfully to all others at all times.

Please read and follow the school's **Code of Conduct Policy**.

Information and Communication Technology

Please read and follow the school's **Online Safety Policy** and the **ICT Acceptable Use Policy**.

Social Networking

Please read and follow the school's **Social Networking Policy**.

Dress Code

All staff are expected to adhere to the dress code.

All male members of staff must wear a shirt, tie and trousers. Female members of staff are expected to dress to a similar standard. This will ensure that we are all role models for the children.

Please see the following for specifics:

- Smart and appropriate shoes must be worn at all times.
- No jeans should be worn at any time (this includes denim look/denim effect/jeans in colours other than denim - basically anything that looks like jeans!);
- No leggings to be worn as trousers - leggings can be worn as tights, as long as they are tucked into boots and are worn under something that is clearly a dress (ie. longer than a top);
- No vest tops to be worn;
- No trainers to be worn, unless for sporting activities;
- No flip flops to be worn.

Acceptable dress includes:

Smart dress/skirt (of a reasonable length)/trousers;

Blouses/shirts/smart tops.

Smoking

The school operates a no smoking policy.

Staff Room

Tea, coffee and milk is provided to all staff free of charge. Fresh drinking water is also available at all times.

All staff are responsible for ensuring that the staff room is kept clean and tidy at all times.

Staff Absence

Holidays

The Headteacher and governors do not consider request for leave during school terms for holidays to be appropriate.

Medical / Dental Routine Appointments:

The Headteacher and governors do not consider it appropriate that time off for routine appointments should be allowed during contracted hours and so ask that all possible steps are taken to make such appointments outside these hours. **Exceptionally**, where this is not possible an official appointment slip showing the date and time of the appointment should be shown to the Headteacher before the day of the appointment.

Sickness Leave

All absences, whether it be a day, a few days, a few hours or half a day, must be recorded by the employee by a self certification form.

Absences of more than 5 days must be accompanied by a GP's certificate.

Each Day of Absence

You (the person who is sick) must inform the Headteacher of any sickness absence before 7.30 am. **This must be a phone call.** You must give an explanation regarding the reason of absence. Sick or unwell is not a reasonable explanation. Text messaging or any other form of communication will not be accepted, unless there are exceptional circumstances.

Further notice of continued absence must be discussed with the Headteacher by 3.30 pm.

If the employee fails to make contact or provides inadequate information, this may result in a suspension of pay.

Please read and follow the school's **Staff Absence Policy**.

Severe Weather Conditions

The decision to close the school at a time of severe weather conditions will be taken by the most senior member of staff available in consultation with the Chair of Governors, where available.

The Authority expects all employees to make every effort to attend their place of work. Staff who are unable to reach their school should telephone the establishment and report the reasons at the earliest moment.

Medication

Staff who are asked by parents to administer medicines to children (including throat sweets etc.) should refer the parents to the Office Staff.

Medicines must not be kept in the classroom where other children have access.

Inhalers should be named and permission for usage granted.

Please see the **Supporting Pupils with Medical Conditions** for more detailed guidance.

Monies

All trip money will be collected by the office. If a child gives a member of staff money for a trip, this must be sent to the office at the next possible opportunity.

It is not acceptable for teachers to keep trip money for any length of time.

Technical Issues

All members of staff are provided with a photocopying code. If you exceed your credit limit, please speak to Mrs Stabler.

If the photocopier breaks while you are using it, you will find trouble-shooting instructions on the inside of the machine's door. However, if you require any assistance at all, please ask at the office.

If you have any technical issues when using IT equipment, it must be reported to the school's technician who is in school each Wednesday morning. Alternatively, you can log your issue directly via email (helpdesk@oneitss.org.uk)

Maintenance Issues

If you have any maintenance issues, please inform the Site Supervisor, Darren Burnett. He can either be approached personally or, if he is not available, a message can be left at the school office for him.

Resources

The vast majority of resources are kept in classrooms so that children can access them. Some resources are kept in designated cupboards e.g. art cupboard.

Backing paper is stored in the art cupboard for KS1 and KS2. EYFS keep backing paper in their area.

Ordering

All classes are given a budget at the start of the academic year. This will be used to buy consumables. All other items will be ordered using funds from the school's budget.

The following procedure must be used when ordering any item.

1. Complete an audit of resources already available in school.
2. Source resources based on the best value for money.
3. Complete a requisition form and send it to Mrs Stabler.
4. You will be informed as to whether the order has been approved within days.

Under no circumstances will an order be placed without following the above. If this happens, the member of staff who placed the order will be asked to resolve the issue.

Policies

All policies listed in this handbook are available on the school's network (staff shared).

Communication

1. Online Calendar

All staff must read the online calendar every day before they start work. All staff must add any events to the calendar to ensure the smooth running of the school.

2. E-mail

Please check your work email during the day to ensure you remain aware of any developments, messages etc.

Educational Visits

Please read and follow the **Visit Checklist**.

The Educational Visits Leader is Mrs Dawn Hutchinson.

Playtime Snacks/Drinks

Children in KS1 are offered a fresh piece of fruit every day. Children in KS2 are able to bring their own into school. All other forms of snacks/drinks are not permitted and will be confiscated immediately.

Pocket Sized Toys

The headteacher permits pupils to bring a pocket-sized toy to school; this must be stored in the pupil's tray during learning time.

Water

All children are provided with a water bottle.

Water bottles are filled at the beginning of the day. Prefects can refill water bottles at lunch time. Fruit juices are not permitted and will be confiscated immediately.

School Prayer

Before eating lunch, the children say the following prayer.

*For what we are about to receive,
May the lord make us truly thankful,
Amen.*

At the end of the school day, the children say the following prayer.

*Lord,
Keep us safe this night,
Secure from all of our fears,
May angels guard us while we sleep,
'Til morning light appears,
Amen*



Induction Checklist

Name		
Employment Commenced		
Induction Mentor		
Induction Commenced		
Induction Completed		
Induction Element	Tick	Signature
Tour of the school and facilities.		
Read and understand the Staff Handbook.		
Understand how to sign-in.		
Provided with a fob and badge.		
Provided with a login and password for the school's network.		
Read and understand the following policies and procedures		
Keeping Children Safe in Education		
Child Protection Policy and Procedures		
Behaviour Policy		
Anti-Bullying Policy		
Code of Conduct Policy		
Social Networking Policy		
Health and Safety Policy		
Online Safety Policy		
Acceptable Use Policy		
Visit Checklist		
Confirmation		
I confirm that I have completed my induction at Caedmon Primary School.		
Employee Signature		
Induction Mentor Signature		