

Staff Handbook

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All members of staff at Cowes Enterprise College are employed under the understanding that they will be:

- *Ambitious for the future of all our students*
- *Diligent in promoting students' safety and wellbeing*
- *Fair and honest in all dealings with colleagues, students, parents and the community*

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This handbook is intended as a guide. In many cases there are more detailed policies to cover each area. Staff are encouraged to discuss any items in the handbook with their trade union or professional association representative or a member of the senior team.

JOB DESCRIPTION

As an employee of Cowes Enterprise College (the Academy), your job description is made up of two parts (all staff) or three parts (teachers):

1. This general section
2. Any nationally agreed requirements (such as School Teachers' Pay and Conditions)
3. A specific description of aspects of the post you were appointed to, where this is relevant. (These are being updated as time allows).

Core responsibilities

1. All staff at the Academy are employed to support and promote our key aim:
To enable the children who join us to leave as happy, healthy, well-adjusted young adults, who are well-prepared to take the next steps in their education and careers.
2. All staff are required to support, model and, where appropriate, teach or promote, the Academy's values of:
 - ♥ Honesty
 - ♥ Empowerment
 - ♥ Awareness
 - ♥ Responsibility
 - ♥ Trust
3. All staff have a statutory responsibility for the safeguarding of children and the promotion of their welfare. This means that at all times, staff must consider what is in the best interests of our children and young people. In order to fulfil this responsibility effectively, all staff are required to:
 - Ensure that they are aware of the Academy policy and procedures for child protection and safeguarding.
 - To become aware, by attendance at relevant training, of the signs and symptoms of abuse.
 - To attend annual refresher training as required and to have completed the online Level 2 Safeguarding and Prevent training.
 - To report all causes for concern to the Designated Safeguarding Lead
 - To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
 - To carry out or contribute to risk assessments as required.
4. All staff are required to adhere to the spirit and letter of the Academy's Equality Policy, to respect all aspects of diversity, to ensure no conscious discrimination and to challenge potential unconscious discrimination on the grounds of any protected characteristics.
5. All staff are required to maintain an up-to-date knowledge and understanding of all Health and Safety policies and/or legislation relevant to their role, and to notify their line manager in writing if they require additional training or support.
6. All staff are required to undertake any reasonable duties or roles at the request of the Principal.

Attendance and punctuality

Staff are required to attend work as specified in their contract. Conditions of service including sick pay are explained in national conditions of service or the employee's contract.

Staff should arrive for work in sufficient time to be fully prepared for their starting time. Teachers are required to allow sufficient time for preparation at the start of the day to ensure a professional quality of teaching. Lateness will be recorded and treated in a similar manner to sickness absence.

Sickness absence

If staff have been suffering from an infection or contagious disease or illness, such as rubella, hepatitis or a pandemic virus, they must not report for work without clearance from their own doctor. Staff involved in food preparation must not report for work if suffering from gastro-intestinal infections without clearance from their doctor and line manager.

Should a member of staff be unable to attend work through illness or other circumstances, they must:

- Email **absence@cowesec.org** before 07:30 in the morning to allow the cover manager to set up cover. Where possible, this should also contain details of the work to be set for classes*.
- Telephone the Academy on the designated number **07825 925172** between 08:00 and 09:00 to talk to a senior leader to explain the reason for absence and anticipated return date. It is important that this is done because if an employee fails to report absence or follow the reporting procedure, the employee may be subject to disciplinary action for unauthorised absence or failure to follow sickness notification procedures.
- If it is necessary to leave the academy during the day, the duty senior leader should be notified (they can be contacted through reception) so that the reason for absence can be discussed.

** (It is a reasonable professional expectation that unless teachers are too ill to do so, that they will set work for their classes. There is a standard proforma for doing this in the staffroom, and this also allows whoever covers the class to provide the absent teacher with feedback about the class' progress.)*

If a return date is unknown then members of staff must email and call the Absence Line on a daily basis.

On return to work after illness or other circumstances, staff will be required to have a short, informal, return to work interview with their line manager, who will record some basic information about the reasons for the absence. The purpose of this is to ensure that the employer's duty of care is met by looking for any underlying causes of absence such as work-related stress.

Submission of a medical certificate or Self-Certification of Sickness form, despite giving the reason for absence, may not always be regarded by the Academy sufficient justification for accepting an absence. Sickness is just one of a number of reasons for absence and whilst it is understandable that if a member of staff is sick they may need time off, the Academy must also pay due regard to its business needs. If a member of staff is frequently or persistently absent from work, absence may damage efficiency and productivity, and place an additional

burden of work on colleagues. The Academy will, therefore, aim to strike a reasonable balance between the pursuit of its business needs and any genuine need for colleagues to take occasional short periods of time off work because of sickness.

In deciding whether absence is acceptable or not, the Academy will take into account the reasons and extent of all absences, including any caused by sickness, and any statutory obligations if absence relates to a disability. The Academy cannot operate with an excessive level of absence, as all absences, for whatever reason, reduce the Academy's efficiency.

The Academy will take a serious view if staff take sickness/injury leave that is not genuine, and it will result in disciplinary action being taken. The Academy monitors all absences and will seek to improve attendance where it is deemed that a particular employee's absence is high. You should be aware therefore that the Academy may use triggers such as 5 separate occurrences or 9 days absence in a rolling 12 month period to determine whether or not any action is required.

The Academy reserves the right to refer members of staff to an occupational health doctor if absence hits trigger points or if there is concern about their safety or wellbeing, or if there is doubt about their physical or psychological suitability to be at work.

Leave of Absence (LOA)

There are a number of circumstances where members of staff may be granted leave of absence. The Principal has discretion to authorise some absences, others may be authorised by the governing body. The following covers some common issues, but the full details are contained in the Academy's Leave of Absence Policy.

Compassionate leave with pay

- Death - up to five days' leave with pay on the death of partner, son or daughter, father or mother, brother or sister. This list may also apply to in-laws.
- Sickness - up to five days' leave with pay in any 12-month period in the case of sickness of the relatives referred to above who are living with the employee or living alone. As a general guide such leave should only be granted in an emergency, i.e. where the illness occurs suddenly, cannot be predicted or planned for and requires prompt attention.
- Death - up to one day's leave with pay on death of a grandparent.

Additional Leave

With or without pay up to a maximum of five days in exceptional circumstances.

Other Cases

- **Interviews** - Leave with pay.
- **Attendance at own graduation ceremony** - Leave with pay for one or two days dependent upon location of ceremony.
- **Attendance at son's/daughter's or partner's graduation ceremony** - as above.
- **Accompanying child or dependent relative to medical appointment** - Leave with pay for up to two days per year.
- **Moving house** - up to one day's leave with pay.
- **Accompanying partner on official engagement** - Leave without pay.

- **Magistrate's duty** - Leave with pay. Up to nine days' leave with pay for support staff may be granted to enable employees to undertake duties as a Magistrate. Teacher absences are fully covered by the Teacher Absence Insurance Scheme
- **Jury Service** - Leave without pay. NB The employee should not however lose pay when taking account of payments made by Court. Monies should be made up by school.
- **Attendance at Coroner's Court** - Leave with pay.
- **Witness at other Courts/defendant at Court** - Leave without pay. Claim should be submitted to Court for loss of earnings as appropriate.
- **Attendance at Court associated with pupil at school** - Leave with pay.
- **Service in non-regular forces** - Volunteer members of the non-regular forces shall be granted up to two weeks leave with pay to attend summer camp. Such leave should normally be granted automatically unless the employee's absence would jeopardise the service. Volunteers may also be required to undertake up to 16 days additional training per annum (usually on Saturdays and Sundays). Territorial Army and Volunteer Reserve Units should be in a position to offer alternative dates and the onus is on the employee to try to arrange for this additional training to be undertaken during off-duty times.
- **Study/Examination Leave** - Employees who are sponsored by the Academy to undertake courses leading to examination based qualifications may be granted the time necessary for attendance at the examination.

Maternity, Paternity, Adoption and Parental Leave

Please refer to the separate provisions regarding maternity, paternity, adoption and parental leave.

Applying for leave of absence

Staff must never assume that leave of absence will be granted; any planning or expense that is made prior to the granting of permission is entirely at the risk of the staff member.

A request must be made using the Academy's leave of absence request form, as far in advance as possible and in any event, **at least 8 clear working days before** the absence is required. Where there is flexibility, staff are advised to consult the Academy calendar and the list of 'high cover' days available from the Cover Manager as leave requested on low cover days is more likely to be possible. Requests will be considered by the Principal.

In considering LOA requests, managers will consider the operational needs of the Academy and also the total absence record of a member of staff before deciding whether or not it should be approved.

Appearance and dress

A high standard of appearance is an important part of raising expectations and standards for students of the Academy. As a result, all members of staff are required to lead by example and maintain an appropriate standard of dress, appearance and hygiene. Staff are required to be neat, well-groomed and presentable whilst at work or on any official Academy business such as school trips.

Dress

All staff must wear appropriate business like dress. Expectations that apply to students regarding, for example, ties, jeans, shoes, leggings, skirt length etc, must also be observed by all staff. Shoes need to be practical for the site and appropriate to enable staff to function effectively both inside and outside (for example in the event of a fire alarm). Flip-flops or high heels are generally unsuitable.

Teachers in specialist areas such as physical education, drama and technology should adapt this appropriately or wear Academy staff PE kit. Where for example, PE teachers also teach other subjects, they will be expected to modify dress to be more suitable for the other subjects.

Support staff whose normal work includes a significant proportion of the Academy day should wear either business like dress or Academy-logo work wear.

Appearance

Makeup and jewellery should broadly conform to the expectations placed on students, be discrete and appropriate. Visible body piercings, apart from small and discrete earrings should not be worn during the Academy day. Tattoos should be kept covered and not visible. Where working circumstances make this difficult, tattoos must not be inappropriate for a school environment.

Safety

All members of staff are issued with a high-visibility waistcoat. This should be worn:

- When on duty
- During fire alarms or other emergency drills
- Departmental areas are encouraged to have a few spare waistcoats to allow for temporary staff and those teaching out of area.

Behaviour management

The Academy has a separate, detailed Behaviour Policy. All staff involved in the care or supervision of students are required to read and follow this policy.

Communication with parents and the community

Good communication is a vital part of our work. Staff should aim to be prompt, clear and accurate in all their communications. The following guidelines should be followed:

- All email and telephone enquiries from parents or others should as far as possible be responded to within 24 hours – even if this is a holding email or telephone call with a promise to follow up with further details as soon as possible.
- Letters must be written on the Academy template in accordance with the style guide, available electronically.
- All letters must be checked through the admin system to ensure that they do not contain spelling or grammar errors and to confirm that the messages being communicated are the correct ones.
- Letters or emails of complaint should be dealt with using the Academy complaints policy. Staff should not enter into lengthy written exchanges and where it looks as if this might be likely, advice of a senior leader or the Principal should be sought.
- The Academy web site and Facebook page are also a very important tool of communication and often the first point of contact for prospective parents and Ofsted

inspectors. Staff should ensure that subject and other content available through these sources is accurate and current.

- All email correspondence should take place through the Academy systems; staff should never use private email addresses to exchange correspondence with parents.
- All communication that might generate political or press interest must be cleared with the Principal before being sent.

Conduct and disciplinary procedures

Academy staff are role models for our students and are in a unique position to set standards of behaviour by example. All members of staff have an individual responsibility to maintain their reputation and that of the Academy through their behaviour both inside or outside working hours. Teachers are also covered by the contractual requirements of the Teachers' Standards.

The Academy expectations of behaviour apply to:

- All staff employed by the Academy, including the Principal
- All staff in units or bases attached to the Academy
- Staff individually contracted to the Academy

Staff employed by an external contractor are subject to their employers' code of conduct, which as part of their employer's contract with the Academy, includes accepting the principles outlined in this document.

Language use

As far as possible, all staff and teachers in particular, should model the correct use of standard English. There is nothing wrong with regional accents, but for our students not to be disadvantaged in their future careers, it is important that they understand the difference between colloquial language and standard English.

Derogatory terms about any individuals or groups, such as racist, homophobic or discriminatory, must never be used by staff and must always be challenged when used by students. Any such incidents must be reported and recorded. Staff should never use offensive language or swear words in the hearing of students.

Honesty and integrity

Staff must maintain high standards of honesty and integrity in their work.

All staff must comply with the Bribery Act 2010. A member of staff could commit an offence under this act by offering to give financial or other advantage to anyone or if they request, agree to accept or receive a bribe from another person. Any member of staff who suspects that a person has failed to comply with the Bribery act should use the Whistleblowing procedure.

Gifts from suppliers or associates of the school must be declared to the Principal, with the exception of one-off token gifts (i.e. valued at less than £20) from students or parents. Personal gifts from individual members of staff to students are inappropriate, could easily be misinterpreted and must not be made.

Disciplinary policy

The following is a summary of the full disciplinary policy which has been agreed between Ormiston Academies Trust and unions and professional associations nationally.

The following Rules covering unsatisfactory conduct and misconduct are examples only. You will be liable to disciplinary action if you are found to have acted upon any of the following:

- Failure to abide by the general Health and Safety Rules and Procedures.
- Smoking on Academy premises or in Academy vehicles.
- Consumption of alcohol and non-prescribed drugs or misuse of prescribed drugs on the premises
- Working whilst under the influence of alcohol, non-prescribed drugs or misused prescribed drugs.
- Persistent absenteeism and/or lateness.
- Unsatisfactory standards or output of work due to carelessness, negligence or lack of effort, or application.
- Rudeness towards other employees, students, parents or members of the public, objectionable or insulting behaviour, harassment, bullying or bad language.
- Failure to devote the whole of your time, attention and abilities to the Academy's business and its affairs during your normal working hours.
- Inappropriate or unreasonable use of email and Internet systems, or abuse of personal telephone calls.
- Failure to carry out all reasonable instructions or follow Academy Rules and Procedures.
- Unauthorised use or negligent damage or loss of Academy property.
- Failure to report immediately any damage to property or premises caused by you.
- If your work involves driving, failure to report immediately any type of driving conviction or summons which may lead to your conviction.

Gross misconduct

Some issues of misconduct are regarded as sufficiently serious to normally lead to dismissal. These include (but this is not a full list):

- Inappropriate behaviour towards students, including inappropriate physical contact (see section), sexual behaviour or innuendo, bullying, discrimination, intimidation or emotional abuse.
- Bullying, harassment or discrimination towards other members of staff.
- Any breach of the law on Academy premises.
- A breach of the law or behaviour out of work that brings the Academy into disrepute or indicates unsuitability to be working with children and young people.
- Breach of confidentiality (except as covered under the whistle-blowing procedures) relating to personal data on staff or students or sensitive Academy information.
- Falsification of records, grades, evidence or dishonesty in any respect.
- Undertaking private work during working hours or using any Academy facilities or privileges, or for full-time employees, undertaking additional employment outside of normal working hours that might be deemed to impair performance.
- Persistent minor misconduct.
- Causing loss or injury due to carelessness or neglect.
- Being under the influence of, possessing or supplying any illegal substances.

Disciplinary Procedure

Minor disciplinary issues may be dealt with through informal action. The Principal or other senior leader may draw an employee's attention to an area of conduct through an informal, one-to-one meeting. A record of this meeting will be kept and a summary of the discussion will be put into a letter, but it does not form part of the formal discipline policy. No request to

include a trade union or professional association representative will be unreasonably refused.

In the formal process, the Academy will notify a member of staff in writing of the allegations against them and will invite them to a Disciplinary Hearing to discuss the matter. In this case, staff are strongly advised to seek advice from their trade union or professional association.

Confidentiality

Most members of staff have some access to confidential information on students, about colleagues and about the Academy. We are all contractually obliged to comply with the requirements of the Data Protection Act as well as Academy policies.

Confidential information about students, personal and academic, should only be shared with colleagues as necessary and parents with parental access. It should never be shared beyond this, and in some cases might put students at risk to even confirm that they are students at the Academy.

Staff must:

- Take all reasonable care to ensure that confidential information is not left accessible or unattended.
- Follow all Academy policies regarding the storage of confidential material electronically.
- Never weaken or disable password access to Academy IT systems including laptops or tablets.
- Never store confidential or sensitive material on portable memory devices that are not protected to the same standard as Academy IT systems.
- Ensure that any information relating to safeguarding or child protection is personally delivered to one of the designated officers or is kept securely until this is possible.
- Be highly sensitive in the sharing of students' assessment grades. Normally this should be with agreement and must never be done without this in the case of external examination grades or results.
- Never discuss confidential or sensitive Academy matters in the presence or hearing of persons who are not OAT or Academy employees or governors.

Members of staff must never promise total confidentiality to a student who wishes to disclose issues of a child protection nature. If any member of staff becomes aware by any means that students are at risk, in any way, they are required to discuss the concerns with the appropriate senior manager.

Duties

Staff are required to complete supervision duties as part of their contractual requirements. The duties will be allocated as necessary and may include before school, break time or (by agreement with a suitable alternative lunch break provided) at lunch time.

Once duties are established, attendance at the required place and time is essential. Where staff have a planned absence on a day or time that they also have a duty, it is the responsibility of individual staff members to arrange duty cover.

Educational visits

The Academy welcomes staff offering opportunities for students to broaden their experience and horizons through educational visits. A separate educational visits policy is available and must be consulted when staff are at the planning stage and well before any offer of a visit is made to students or parents. A trip should be discussed with the educational visits coordinator or other members of the senior team at this stage. Strict rules apply to the way in which parents can be asked for funding to support trips that take place during the normal working day.

As a guide to planning, the following ***minimum*** lead times are normally required:

For a day trip within the normal Academy day	4 weeks
For a day trip longer than the normal day	6 weeks
For a residential trip in the UK or day trip abroad	1 term
For a residential trip abroad	1 year

Exceptions can be made under special circumstances (such as a team qualifying for a regional competition), but in the normal course of events, it is necessary to plan well in advance. For expensive trips, parents need time to plan finance and the Academy needs time to ensure that the trip can be safely led and staffed. The visits policy includes all the planning and permission stages.

Once approved in principle, the Ormiston 'Evolve' system should then be used.

Equalities

The Academy and all members of staff have a duty in law to promote equality. There is a more comprehensive equalities policy, which covers the following:

- Assessing the impact of Academy policies and practice. This requires careful monitoring of the relative progress of students from potentially underachieving groups such as girls, boys, ethnic minorities, disabled students, gay, lesbian, bisexual and transsexual students, disadvantaged students etc.
- Planning and implementing strategies designed to reduce unequal achievement.
- Ensuring that Academy facilities and learning are made suitably accessible to all students so that none are disadvantaged.
- Tackling robustly any prejudice and discrimination from other staff or students.

The Academy is fully committed to equality of opportunity in employment and takes very seriously the duty to ensure that staff with disabilities have reasonable adjustments made to enable them to access or complete their work.

Grievances

Where a member of staff is concerned that they have not been treated fairly in some way, they may feel that they have a grievance against a colleague or against the Academy.

When the employee's grievance is against a colleague, it would be good practice for the employee to approach the other member of staff concerned to see whether the grievance can be resolved by informal discussion, before approaching the Principal.

Where an employee is aggrieved about any other matter relating to their employment, the appropriate course of action, in the first instance, is for the employee to discuss their concerns with their line manager or the Principal. At this stage the meeting should ideally be as informal as possible and a request from the employee for professional association or trade union involvement will not be unreasonably refused.

Once these routes have been exhausted, a member of staff may feel that they need to use a formal route. The steps involved in this are explained fully in the Academy Grievance Policy.

Health and safety

All staff are responsible for the health and safety of the students in their care and for identifying, rectifying and/or reporting any health and safety concerns that may affect other users of the Academy site to the relevant person. Where appropriate, staff will be required to complete or follow suitable risk assessments and must follow all key safety related policies.

The Academy management are committed to establishing and implementing arrangements which will ensure that staff and visitors will be safeguarded when on the premises or engaged on offsite activities (e.g. visits to other areas) and that the premises for which they are responsible is safe for visitors including young persons.

It is understood that good health and safety management encourages safe practices and improves morale. The Principal will ensure all staff are aware of their responsibilities towards health and safety by ensuring that training and good communications throughout the organisational structure are maintained.

Please note there is a site ban on all hot drinks being carried in corridors unless they are in a travel mug with a securely fitted lid.

Identity badges

The Academy ID badge is an important part of the safety and security of the site. All members of staff will be issued with a badge, which also acts as an electronic 'key' to access parts of the building, register arrival and departure and operate Academy printers. It is also used as a means of paying for food in the Academy restaurant.

Staff must:

- Wear their ID badge at all times in and around the Academy.
- Take good care of the badge.
- Immediately report its loss to the Principal.
- Use the badge to 'swipe' in and out of the Academy via the main entrance when they arrive and leave. This ensures that we have an accurate list of the staff who are on site in the event of a fire or other emergency.

Sixth-form students are also required to wear their badges at all times. Students in Academy uniform are not required to wear their badges.

Visitors are required to wear a visitors badge; a red lanyard indicates where we have no evidence of DBS clearance. Black lanyards are for visitors who are DBS checked. All staff are required to challenge any adults on site who do not have identity badges or who have 'red' visitors identity and appear to be unaccompanied in the presence of students. They should be escorted to reception to ensure that they are properly authorised on site.

Information technology and social media

This policy is designed to ensure that all staff are aware of their responsibilities and liabilities in relation to the use of ICT equipment.

Use of Academy equipment

ICT equipment belonging to the school, including laptop computers, mobile phones or any portable ICT devices, may only be used for:

- Work associated with the employees role in the Academy.
- Professional development in the use of ICT which will support the employee's work in the Academy.
- Personal communications (such as correspondence and email) which are open to public scrutiny and meet a professional standard in terms of language, content and tone.

(All Academy equipment remains the property of the Academy and the content of hard-drives and other storage media may be inspected on demand by the Academy. Communications of any sort on Academy equipment may also be subject to Freedom of Information requests and therefore available to a wider audience under certain circumstances.)

- Staff members are responsible for the safety and security of equipment loaned to them, both on the premises (where portable equipment should never be left in a vulnerable position) and off site (where such equipment should be covered by the employees own personal insurance policies against theft, loss or accidental damage).

Use of ICT to communicate with students

As in all aspects of work with young people, communications using ICT should meet the normal standards of professionalism in language, tone and content expected of Academy employees. In addition, all employees are required to ensure that any communications with young people are conducted in their own full name and in an accountable manner. By way of advice:

- Email correspondence should only be conducted using the official school email address. Staff members should not disclose personal email addresses.
- Personal telephone numbers and mobile phone numbers should not normally be disclosed to students.
- The use of social networking sites by staff, where they might communicate informally with students is to be discouraged unless such communication is carried out under the member of staff's full name and in a professional manner in terms of language, content and tone.
- Staff who use social networking sites for their own personal communication should be aware of the risks of inappropriate personal material leaking into the public domain. All reasonable precautions in relation to privacy settings should be taken at all stages.
- ***Personal disclosure via social media which might bring into question the professionalism or suitability of the member of staff may be treated as a disciplinary matter.***

Data Protection

All staff are responsible for ensuring that they meet the school's responsibilities under the Data Protection Act with regard to the protection of personal data about young people, stored on computers. Such information would include any personal information about students such as addresses, telephone numbers, photographs or assessment data. It would also include correspondence or written notes about them.

Staff are required to take the following minimum security measures in relation to any such data stored on any ICT equipment (including personal computers and portable devices not belonging to the Academy):

- Equipment should never be left unattended in cars or any public place.
- All portable equipment should be protected by a password or encryption so that in the event of theft or loss, the information is not immediately accessible.
- Staff are required to ensure that all personal data relating to their work is effectively removed from any personal ICT equipment before it is sold or disposed of (using the advice and support of the Academy IT Manager if necessary).
- Portable media containing student data, such as CDs, disks or pen drives should not be used.

Passwords giving access to Academy systems must never be written in ways which could enable others to access them. Passwords and user names must (if not memorised) be recorded in an encrypted format. Teachers' must take adequate precautions to ensure that students do not observe them entering passwords.

Physical contact

There will be occasions when there will be appropriate physical contact between members of staff and students. The Academy welcomes this as an appropriate support to good education and care, subject to the following guidance.

Reasons for contact generally fall into four categories:

- Human contact – such as for example a handshake, pat on the back or similar widely socially acceptable behaviour.
- Guidance and support – such as for example, assisting students in practical subjects by adjusting grip, stance or providing support to undertake a challenging activity such as gymnastics or administering first aid.
- Control – as in behaviour management, safety and organisation. Control means either passive physical contact, such as standing between students or blocking a student's path, or active physical contact such as leading a student by the arm out of a classroom.

If a member of staff has been involved in a control situation where physical contact has taken place, they should, at the first reasonable opportunity and in any event by the end of the day, report this to the Principal.

- Restraint - means to hold back physically or to bring a student under control. It is typically used in more extreme circumstances, for example when two students are fighting and refuse to separate without physical intervention.

Only members of staff who have been specifically trained and identified are authorised, by the Principal to use physical restraint on students.

Except where this occurs in an unavoidable way (such as a crush through a doorway), it must be recognised that many young people do not find physical contact from adults pleasant or welcome so the following principles should be observed by staff:

- It should be made absolutely clear to a student what is to take place. This might be straightforward such as offering a hand to shake. Alternatively, it might need to be carefully explained such as “I would like to just adjust your fingers gripping that knife so that you can cut the onions more safely, is that OK?”
- Students should have the opportunity to object or refuse. Some young people because of aspects of their childhood will not be comfortable with any contact – this should be respected unless the safety of the student is at risk.
- Contact should not be prolonged beyond that required for the specific purpose.
- Contact should never be with any intimate parts of the body.

All staff should be aware that physical contact where there are no other neutral witnesses places them at risk and should be avoided.

Detailed guidance on the appropriate use of force in schools is provided by the DFE.

Politics and extremism

Staff are free to be involved in mainstream political activity provided:

- They do not use their position at the Academy to try to influence the views of students in a partisan way
- Obvious indications of political views such as posters or political badges are not displayed in the Academy unless done in a balanced way as part of citizenship or political education.

The Academy has a duty under law to prevent the promotion of extremism or radicalisation. Extremism is defined as:

“Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas”

If the Academy becomes aware that any member of staff is:

- active in an organisation that is promoting extremism
- promoting extremist views or ideology

this will be treated as a disciplinary matter.

Press and publicity

A positive view of the Academy in the local press is vital for the future of the Academy and for the protection of colleagues’ employment. All opportunities to gain maximum exposure for ‘good news’ stories should be taken. The Ormiston press officer should always be consulted for advice and press releases must be agreed with the Principal.

There is a record on SIMS of parental consent regarding photographs of students. When providing photographs to the press, where this has been agreed with parents, only the first names of the students should be provided.

The direct or indirect ‘leaking’ of sensitive information to the press that results in adverse publicity for the Academy will be treated as a disciplinary matter.

Individual details of examination results will only be released to the press with student's permission. Whilst the school's results are a matter for public scrutiny, individual students' results are private to them.

Purchase of Goods and Services

No purchases can be made without first completing a purchase requisition form which is available from the Finance department.

The form needs to be signed by the appropriate budget holder and must be approved/scrutinised by the Business Director before it will be processed. Requisitions over £1,000 must be countersigned by the Principal and will require 3 quotes. Where it is not possible to get 3 quotes a justification needs to be attached to the requisition.

Small items which are required urgently or for purchases made during a training/conference course can be purchased by staff and reimbursed via petty cash. The petty cash claim must not exceed £20 and can only be processed if a valid VAT purchase receipt is provided. A debit card slip is not sufficient.

The petty cash system should not be used to by-pass the authorisation routes. Petty cash is only meant for emergencies and is limited to £20 unless it has been discussed and agreed with the Business Director.

Our external auditors expect to see a signed purchase requisition for all purchases no matter how small and there are no exceptions.

The academy will not take responsibility for items ordered by staff without an official order authorised by the Business Director or Principal. Staff that make such purchases will either be required to return the item to the supplier at their cost or to pay for it themselves.

If you need any further clarification please contact the Business Director.

Safeguarding and child protection

The protection and promotion of wellbeing of our students is the most important role and duty of all members of staff. There is a detailed child-protection and safeguarding policy, and all staff must receive training before or shortly after starting to work for the Academy in child-protection. This training must be refreshed annually and updated every three years. Staff must sign a statement each year to confirm that they have received updated training.

The Academy has a designated lead on child protection, who must be consulted whenever there is a concern for the welfare or wellbeing of a student. Full details of the current designated person and other staff with enhanced training are in Part 2 of the staff handbook.

Site security

It is vital for the safety of students and staff on site that the only access to the Academy building is via the reception desk and front entrance. All staff are required to:

- ensure that site security is not compromised by doors being left open or unlocked

- report any potential security problem immediately to the Academy wardens and reception
- challenge any adult or sixth-former on site without visible identity (visitors who should not be unaccompanied will have a visitors badge with a distinctive lanyard)
- ensure that students do not compromise site security by opening fire doors.

Smoking, alcohol and drugs

The entire Academy campus is a no-smoking area. Smoking must always be out of the view of students and the public. It is not acceptable for staff to stand just outside the Academy grounds smoking in such a way as to be clearly identifiable as Academy staff.

Alcohol should not be consumed on the Academy premises or during normal working hours unless it is part of an official Academy function (such as a reception event). If a member of staff is judged to be under the influence of alcohol, this will be treated as a disciplinary matter. Staff accompanying Academy residential visits must not consume alcohol in other than the strictest moderation, both to set an acceptable example for students and to ensure that their ability to exercise 'loco parentis' is not hampered. Staff must not encourage or allow students, even if over 18, to consume alcohol on any official Academy activity.

Non-prescribed drugs should never be brought on to or consumed on Academy premises or during normal working hours. Staff need to be aware that possession or use of illegal drugs or 'legal high' substances, if brought to the attention of the Academy, could be regarded as gross misconduct. The misuse of prescribed drugs during working hours could also be considered a disciplinary matter.

Teaching, marking and assessment

There is a detailed teaching and learning policy, which includes Academy required practice in marking and assessment.

Teaching staff need to be aware, however, that whilst there is a requirement for them to work 1265 hours 'at the direction of the Principal', this time does not include all that is required to ensure that a teacher completes their professional role to ensure good planning and regular, high-quality marking of students' work.

It is a crucial professional responsibility to ensure that students' work is regularly and effectively marked so that they value it and can receive feedback about how to improve. Staff also need to ensure a healthy work-life balance so a mixture of techniques such as peer assessment, self-assessment and verbal feedback can be used to manage workload according to the overall marking load.

Whistleblowing

Whistleblowing is **‘the disclosure by an employee or professional of confidential information which relates to some danger, fraud or other illegal or unethical conduct connected with the work place, be it of the employee or his/her fellow employees’** (*Public Concern at Work Guidelines 1997*).

Statutory protection for employees who whistleblow is provided by the **Public Interest Disclosure Act 1998 (“PIDA”)**. The PIDA protects employees against victimisation if they make a protected disclosure within the meaning of the PIDA and speak out about concerns about conduct or practice within the school which is potentially illegal, corrupt, improper, unsafe or unethical or which amounts to malpractice. 1.3 This policy applies to all school staff including full and part time, casual, temporary, substitute staff and to individuals undertaking work experience in the school. The Academy whistleblowing policy is available on the website. In principle concerns should be raised as follows:

Concerns about:	Should be reported to:
Child protection / safeguarding (relating to a member of staff or other adult in the Academy)	The Designated Lead on CP The Local Authority Designated Officer (LADO) 01983 823723
Illegal or financial malpractice	The Business Director The Principal The Chair of the Governing Body
Malpractice in relation to examinations or assessment	The Principal The Chair of the Governing Body
The Principal in relation to any aspect of malpractice	The Chair of the Governing Body Ormiston Academies Trust (0121 236 5100)