



White Spire School Staff Induction Policy

Date: September 2017

Review Date: September 2018

Introduction

This policy applies to all employees and also, as appropriate, to volunteers agency staff and governors who will all receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. Safeguarding Children and Child Protection will feature prominently in every induction programme.

The first term is vital to the success of any appointment made at White Spire School. The induction process made for introducing a new employee, volunteer or governor to the duties of the post, and to the school as a whole, provide the foundation for successful and safe contribution to our school. White Spire School Induction Programme is designed to help new employees, volunteers and governors become familiar with the requirements of their position and learn about the school culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

The induction process will :

- Provide information on key policies and procedures of White Spire School.
- Provide Safe Guarding training
- Details of help and support available
- Details of other relevant individuals with responsibility for induction key areas.

Appendices

Appendix 1: Staff Induction

Appendix 2: Staff hand book

Appendix 3: Information given to agency staff

Staff Induction

Mentor

Your mentor will be..... They will be your first point of contact and will guide you through your first weeks at our school. This person has had experience in the school for some time and knows the ins and outs of our school life. If you have any queries or questions then they will be able to advise you on what to do. You may think that your questions are trivial but please do not think that, we were all new at one stage. If you need advice please feel free to ask any member of staff. They will all help you.

The below list should be completed by the end of the first of joining the school

Start of Induction:.....

Induction to be completed by:.....

Induction	Staff Member	Completed
Tour of school	Mentor	Yes/No
School Ethos	Mentor	Yes/No
Form Class	Mentor	Yes/No
School Uniform	Mentor	Yes/No
Meetings	Mentor	Yes/No
CPD	Mentor	Yes/No
Performance Management	Performance Manager	Yes/No
Policies	Mentor/ Various	Yes/No

Induction	Staff Member	Completed
Attendance	Michelle Bartle	Yes/No
Safeguarding	Michelle Bartle	Yes/No
Behaviour -Structure -Reports -Incident Sheets -On call	Michelle Bartle	Yes/No
EHCP -Pupil target sheets	Michelle Bartle Debbie Walker	Yes/No
Pastoral Interventions	Michelle Bartle	Yes/No
Trips structure	Michelle Bartle	Yes/No
Rewards/Certificate Structure	Michelle Bartle	Yes/No
Curriculum	Katy Cozens	Yes/No
Time Table	Katy Cozens	Yes/No
Curriculum Interventions	Katy Cozens	Yes/No
Marking over time	Katy Cozens	Yes/No
Lesson Planning	Katy Cozens	Yes/No
Observations	Katy Cozens	Yes/No
Assessment	Phil Wilson	Yes/No
School Reports	Phil Wilson	Yes/No
Health and Safety	Phil Wilson	Yes/No
Request for absence/ Appointment	Phil Wilson	Yes/No
Network Structure and Saving work	Phil Wilson	Yes/No

Policies to be read:-

- Child Protection
- Working together to safeguard children (2015)
- Keeping children safe in education (Sept 2016)
- Code of conduct
- Behaviour
- Confidentiality Policy
- Emergency Plan
- Prevent
- Whistleblowing

Policies are available on the network system.

I have read the policies listed in the induction policy and agreed to follow the school's standard of behaviour.

Name _____ Date _____

White Spire School STAFF HANDBOOK

Welcome!

Dear Colleague,

We all hope that this booklet will be of some help to you, whether you are an existing member of Staff or just joining the school. Our aim is to present you with a baseline of information. Please ask if you are not sure because we have a helpful and supportive staff group who will certainly assist wherever possible.

Please take time to read this through even if you are an existing member of staff as some things have been changed and many have been added

Mission Statement and Aims

'Through learning to Independence'

THE "AIMS":

The aim of the School is to meet the individual needs of each pupil, enabling him or her to achieve their full potential.

What really matters:

- All members of our community are equally valued
- Positive thinking
- Praising and encouraging each other
- A stimulating environment
- To have the highest expectations of our pupils
- To prepare learners to become independent young adults
- Teamwork and mutual support is the foundation of our success - and we are successful!

Times of the school day

08:35	School opens for pupils/Breakfast club
08:55	Morning registration
09:05	Lesson 1
09:55	Lesson 2
10:50	Morning Break
11:05	Lesson 3
12:00	Lunch
13:00	Afternoon registration
13:10	Registration
13:50	Lesson 4
14:00	Lesson 5
14:50	Form Time
15:00	Bus rooms

Tuesday	15:00 - 16:30
Wednesday	15:00 - 16:30 After School Club
Thursday	15:00 - 17:00 After School Club

Assembly

Friday	Key Stage assemblies every week
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Staff should sit amongst their tutor groups and supervise where necessary.

Meetings

Tuesday	Grade Moderation
Thursday	SMT/Extended Leadership/Whole Staff Meeting

Break / Lunchtime Arrangements

Staff rotas

Break-time duties are listed on the staff notice board by the school Library. Staff should be outside with the pupils as soon the bell goes. If they are delayed they should inform the Head or Assistant Heads immediately. For any known absences such as courses, it is essential to arrange to swap duties in advance.

The good order of the School depends upon set duties being carried out promptly and efficiently during breaks and lunch-times. Staff have a collective responsibility for discipline at all times. The active and full supervision of pupils is essential if the normal routine of the working day is to be maintained.

In good weather the field may be used, on days of poor weather this is at the discretion of the duty staff. It is important that the playground equipment is brought out at the beginning of each break and collected in and put away at the end by staff on duty.

Staff should not take hot drinks onto the playground for safety reasons.

Lunch arrangements

Classes 1, 2, 3, 4, 5, 12, 13 and 14 go into lunch at 12.00pm. They are supervised by staff members who are allocated to a table until they go onto the playground where they will be supervised by duty staff.

Classes 6, 7, 8, 9, 10 and 11 have break at 12.00pm and Lunch at 12.30pm.

Lunch time clubs

There is a range of clubs taking place throughout the year. Pupils choosing to go to a club should do so at the beginning of their break and stay there for the duration of lunch to avoid unnecessary movement around the school.

Wet break

In the event of wet breaks, the pupils will be directed to the indoor spaces. Duty staff are allocated an indoor duty.

End of day arrangements

Most pupils go home on school transport and will go to different rooms to wait. Each room is supervised by at least two members of staff. Rooms will be called when the designated member of staff calls them. After checking their names on a list they will wait to be called and then escort them to the bus, one member of staff at the front, wearing a high visibility and one at the back. For safety reasons no pupil should be allowed to run to their bus.

A bus duty rota will be available at the beginning of the school year with the other duty lists. It is the responsibility of any member of staff who is out of school or unavailable for duty to arrange cover.

At the end of year 9 pupils will be encouraged to start using public transport to come to school. Obviously this will not be appropriate for all of them. Any pupil wishing to cycle to school needs written permission from home to do so.

General information and procedures

Absence

The school expects all its employees to provide effective and reliable service, however, it recognises that a certain level of absence due to sickness is unavoidable.

The school is committed to ensuring that employees suffering from ill health, including mental and physical illness and disability are treated with understanding and sensitivity whilst achieving an acceptable level of attendance.

A level of absence due to ill health, or the nature of the illness affecting an employee's ability to carry out their duties will be managed in accordance with this policy and steps taken to improve attendance. Where such steps prove unsuccessful the employee may have their employment terminated on the grounds of unsatisfactory attendance.

Employee responsibility:

- It is the employee responsibility to make every effort to achieve full attendance. If this is not the case, it could be deemed that you are not fulfilling your contract
- To comply with the school policy and keep in regular communication with the Head teacher during sickness.
- If an employee is unable to attend work because of sickness they must advise the Head Teacher on the first working day of absence. **This must take place prior to the start of the school day.** It must be done by the employee phoning the school number on 01908 373266.

Courses and meetings

If any member of staff wishes to attend a course, they need to speak to the Head Teacher. This request will be considered in line with the school improvement plan. Any member of staff wishing to attend a meeting needs to ask the Head or Assistant Head for authorisation. Any dates need to be given to the office staff to be entered into the school diary. A CPD sheet needs to be completed after the course. Any member of staff who is out of school needs to leave work for classes that need covering.

Ordering

There is an 'internal order form' that must be completed. This is available on the school network and can be typed or printed off and handwritten. **If the form is not completed the materials etc will not be ordered or paid for by the School. At no time should inspection copies be ordered as these incur return postage costs.** There are cut off dates for ordering to ensure that goods and in particular invoices do not arrive during holiday periods.

Do not buy anything to be reimbursed from petty cash without first consulting the bursar there is a £25.00 limit to this.

First Aid

There is a timetable for staff who are on first Aid.

Registers

These are kept at the student reception desk. They are a legal document and as such need to be completed accurately. **They need to be completed in blue or black ink not felt tip, with red circles for any absence. There is a code for the different reasons for absence and these need to be put inside the circle.** Please ensure you are using the latest ones. **At no time should registers be left uncompleted.** At the beginning of the year pupil names are entered at the side.

First day calls are generally carried out to check on all pupils' absence.

Any absence notes should be initialled when they have been seen and the register marked accordingly. Once they have been initialled they will then be removed and filed by the office staff. Please do not store documents in the registers.

If a pupil is missing from the lesson the teaching assistant should be sent to look for them in the first instance with the office being informed if they cannot be located.

School Transport – Best Practice

Minibus and people carrier

There are three minibuses and a people carrier available for use by qualified and named drivers.

Bookings

Lil is the administrator for bus and car bookings. All bookings are to be made through her on a half-term basis. **On no account should keys be removed from the office until the booking is confirmed at the time and day of use. Keys are to be logged in and using the “Key Log File” in the office, and a member of the office staff told they have been taken or returned. This is important so that keys can be located quickly should it become necessary to do so.**

Do not swop transport arrangements without consulting Lil as it could have a knock on effect.

Staff Responsibilities

All drivers are responsible for the passengers and all aspects of the vehicle they are driving. It is good practice to observe the following:

Safety checks at the start of the journey (tyres, lights, indicators, seat belts).

Some members of staff are not re-fuelling the vehicles when the gauge reads one quarter full. **This is important as it results in a lack of fuel for subsequent journeys and causes a great deal of inconvenience to other users.** If for any reason you feel you cannot fuel the vehicle, please speak to the bursar. Fuel cards are available from the office.

Pupils should not sit in the back of vehicles unless supervised by a member of staff. Remember, our school transport is a valuable resource and an integral part of school life. It is up to all of us to look after it.

A seating plan needs to be completed as part of the risk assessment for the trip. Any damage to the bus should be reported to the caretaker immediately. After using the minibus complete the mileage log and make sure all the windows are closed and the bus is locked and return the keys to the office.

Trips out of school

Non hazardous: Complete trip request form and hand into Michelle Bartle at least 3 weeks before the selected date. Order forms for the trip must not be completed until the risk assessment has been signed off.

After trip request has been agreed complete the risk assessment forms found in visits and Journeys. A letter must be sent home detailing the nature of the trip and its educational value. The letter must also contain other relevant information such as times and activities to be undertaken.

Hazardous activities: Complete trips request for at least 8 weeks in advance. After trip request is agreed complete the EVC process.

Collecting Money

This generally takes two forms.

Regular payment such as dinner monies which should be marked in the register, put in the class tin and returned to the office.

Payments for school journeys, donations for visits and activities etc

All monies should be sent to the office for recording and safekeeping. Failure to follow this procedure contravenes financial regulations and could also result in the member of staff being held responsible for any shortfall or loss.

School council

There is a school council which has a representative from each class. Kelly Cross-Saunders is the staff representative, supported by Lorraine Hanson. Elections for pupil representatives take place in September and a training programme for all members of the school council follows.

House teams

When pupils and staff join White Spire they are put into a House team, Red Yellow, Green or Blue. These teams are used for inter house sports and quiz events.

Staff Room

Tea and coffee are available for all staff with money being paid to Deborah Robinson. If you wish to partake of this facility it will cost £10 per term. This also covers the cost of the use of the dishwasher and sundries. Please keep this room tidy so that it can be used and enjoyed by everyone, and place any dirty cups in the dishwasher.

Telephone Calls and Mobile phones

If a member of staff is expecting an important call please inform the office to ensure that you can be located and the call put through to you. Mobile phones should be switched off during lesson time. Staff wanting to make calls can use the telephone in the staff room if they do not wish to use the one in their classroom. Please try to avoid using the office as it gets very congested.

Children

Whilst it is accepted that there are times when staff would like to bring in their own children to school, this should only be done after asking the Head first.

School Policies

Staff need to familiarise themselves with school policies. Copies of these are held on the shared drive.

Any member of staff leaving the premises during the school day needs to sign out in the book kept by the student reception area.

School Property

Any property that is taken off school premises needs to be signed out in the book in the office. All full time teaching staff will have a laptop which remains the property of the school and an agreement has to be signed.

SCHOOL EVACUATION PROCEDURES (Fire / Bomb alert / others)

THESE INSTRUCTIONS ARE SPECIFICALLY FOR FIRE, BUT WILL ALSO APPLY FOR OTHER NECESSARY EVACUATIONS OF THE SCHOOL (e.g. Bomb alert)

INSTRUCTIONS TO STAFF:

IN CASE OF FIRE

1. In the event of Fire it is the first duty of all concerned to prevent injury or loss of life.
2. For this purpose, you should make certain that you are familiar with all the means of escape in case of fire. Since there may be an opportunity, in the event of fire, for you to attack it with the nearest fire-extinguisher or hose reel, you should also be familiar with how to use them.
3. **IF YOU DISCOVER A FIRE, or one is reported to you, you should SOUND THE ALARM**
4. Immediately after the fire alarm has been sounded, you should:
 - a) See that any doors surrounding the fire situation are closed
 - b) Escort the persons in your charge from the building / area in accordance with the detailed fire drill procedure, ensuring that all doors through which you pass are closed behind you
 - c) The School registers and list of people who have left the School grounds, will be taken by the Secretary to the Assembly Point
 - d) When the group arrives at the Assembly Point: (which is the SCHOOL PLAY GROUND) the tutor will call the roll

ACT QUIETLY AND SENSIBLY USE THE NEAREST AVAILABLE EXIT

The fire brigade will be called automatically and **NO ONE** should re-enter the premises until told to do so by the fire brigade office

By day:

Go at once to the Assembly Point

At All Times:

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

List of Governors September 2017

<i>Chair - Co-opted</i> Mr Neil Griffiths
<i>Vice Chair</i> <i>Parent Governor</i> Kelly Poulter
<i>Head Teacher</i> Mr Finlay Douglas
<i>Co-opted Governor</i> Catherine Burnett
<i>Co-opted Governor</i> Liz Manning
<i>LA Governor</i> Ernie Thomas
<i>Co-opted Governor</i> Shanie Jamieson
<i>Staff Governor</i> Barbara McGlory
<i>Parent Governor</i> Tracy Simpson
<i>Parent Governor</i> Derek Stanley
<i>Parent Governor</i> Carol Fordham
<i>Co-opted Governor</i> Paul Burham

Class Organisation

Class 1: Key stage 1

Class 2 and 3: Key stage 2

Class 4, and 5: Years 6 and 7

Class 6, 7, and 8: Key stage 3

Class 9, 10 and 11: Key stage 4

Class 12, 13 and 14: Key stage 5

Health and Safety

All staff must be aware of Health and Safety guidelines - available in the school policy.

Equal Opportunities

All students are given equal opportunities to study all areas of the curriculum. The staff aim to provide a curriculum that is free from bias and stereotyping. Equal Opportunities policy outlines our procedures in detail.

Partnership with Parents

We believe that parents have a significant part to play in the life of our school. Our relationship with parents and the community is outlined in our Partnership with Parents and the Community policy.

The Governing Body

The Head, Staff and Governing body enjoy an excellent professional relationship working together for the good of the school. All governors are involved with the school not only by actively working on committees but by visiting the school to observe and report on teaching and learning.

All new governors are introduced to the school through an induction programme and each governor is given an induction training pack, which gives details of their roles and responsibilities, standing orders, terms of reference for committees as well as other information concerning the functioning of the school.

Curriculum Days

These are listed on the school calendar and take place across the year.

Classroom code

The following procedures must be followed;

- Pupils should not be in a classroom unattended

They should;

- Line up outside
- Be greeted at the door by staff
- Asked to remove coats and hoodies as they enter the room
- Sit where the teacher says
- At the end of the lesson leave the room tidy and wait to be dismissed

Behaviour Support

Tutors play an invaluable role in supporting pupils in their tutor groups, additional support can be obtained from colleagues. The tutor is the first person to approach if concerned about a pupil. They can then refer on to Key stage Leaders and then the Assistant Head Teacher. The Behaviour support worker can also be used to support pupils both in and out of class. A referral will need to be made for this to Michelle Bartle/Sophie Lunnon. There are also several staff who are trained in the use of Restorative Justice who can be used to work with pupils.

Team Teach

Staff are trained in positive handling through Team Teach systems and these procedures must be followed. This is regularly revisited to ensure that all staff are confident in the techniques required. It is important that all staff participate in this training even if they are only observers.

Following an incident that has involved the use of positive handling any staff involved need to complete the Positive Handling Book. The Team Teach trainers are Phil Wilson and Karen Richards, who both hold the advanced qualification.

Incident Sheets:

These are kept on the system under staff share, behaviour and should be completed as appropriate. The sheets are then to be completed and saved in the appropriate folder. A hard copy of the incident sheet is to be given to Michelle Bartle.

If a pupil has had to be restrained then the positive handling book needs to be completed. This is kept in the Head's office. Parents must also be informed on the same day.

Detentions

Pupils can be placed into detentions as a result of poor behaviour, either in class or on the playground. These can be given by teachers or teaching assistants

They are supervised by the member of staff giving the detention but support is available from the extended leadership team if needed. After school detentions are for more serious issues and are given as a result of a dual decision between two members of staff, one of them to be from the extended leadership team. In some instances it may be appropriate to give an after school detention on the same day with parental consent by telephone. Transport arrangements need to be confirmed with the parents by the member of staff giving the detention and the office informed.

Teachers can give their own detentions at break time but must make sure the pupils are supervised.

Restorative Principles in Practice:

All the school has been trained and are equipped to work with pupils to create a positive ethos in the school.

Our KEY WORDS are:

Find Out

What happened?

What were you thinking about when happened?

What did you think when you realized what had happened?

Acknowledge Feelings

Who has been affected by what happened?

How has been affected?

What has been difficult for you?

Take Responsibility

What needs to happen next?

What do you need to do to make things better/right?

What do you need to happen to make things better/right?

DRAFT

Appendix 3

Welcome to White Spire School and thank you for working with us. We are a complex needs school that has about 150 pupils on roll. We teach from Key Stage 1 up through to post 16. Some of our older pupils are 19.

We split the school into Key Stages with classes grouped according to ability. Classes 1-9 follow a primary approach and are more class based. Classes 10, 11 and 12 follow a Secondary approach and are working towards externally accredited courses. Classes 13, 14 and 15 are our 6th form classes and follow a curriculum designed to prepare them for an independent life on leaving school.

Each class has a tutor and at least 1 TA (some classes have 2 TAs).

The school day runs from **08.55** until **15.00**.

Times are as follows

08:55 - Register	09:05 - 09:55	09:55 - 10:50		11:05 - 12:00	12:00 - 13:00 Lunch	13:00 - 13:05 Register	13:05 - 13:55	13:55 - 14:50	14:50 - 15:00 End of Day Tutorial
	Lesson 1	Lesson 2	Break	Lesson 3			Lesson 4	Lesson 5	

You will be given a timetable on which will be the lessons you will be covering and in which rooms. There will be a map of the school attached to show you where classrooms are. Please refer to the times of lessons on the top of the timetable. You may be asked to eat with the children or cover a lunchtime club do a playtime duty. In the event of this you will be told at the beginning of the day.

You will be given lesson plans which will show you what the classes are doing. If not then the class TA will have an idea of the topic that the pupils are being taught at this time. They will also be able to connect you to the interactive white boards that are in most classrooms.

Can you also be aware that mobile phones should not be used in lesson time. If they need to be on, please could you make sure they are on silent. If you need any more information please do not hesitate to ask.

Thank you again and we hope you enjoy your visit to us.



Visitor Code of Conduct for ICT

To ensure that Visitors are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this code of conduct. Visitors should consult the school's e-safety policy for further information and clarification.

- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner
- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, e-mail and social networking, and that ICT use may also include personal ICT devices when used for school business
- I understand that school information systems may not be used for private purposes without specific permission from the head teacher
- I understand that my use of school information systems, Internet and e-mail may be monitored and recorded to ensure policy compliance
- I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager
- I will not install any software or hardware without permission
- I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely
- I will respect copyright and intellectual property rights
- I will report any incidents of concern regarding children's safety to the head teacher (e-Safety Coordinator and Designated Child Protection Coordinator)
- I will ensure that electronic communications with pupils including email, IM and social networking are compatible with my professional role and that messages cannot be misunderstood or misinterpreted
- I will promote e-safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing

The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and do accept the Visitor Code of Conduct for ICT.

Signed:

Capitals:

Date:

Accepted for White Spire School

MKSCB Safeguarding Induction Leaflet

Everyone in this organisation shares an objective to help keep children and young people safe by providing a safe environment, identifying children and young people who are suffering or likely to suffer significant harm and taking appropriate action.

This leaflet has been given to you to make sure you understand what is expected of you.

Please seek advice from your Designated Safeguarding Lead for Child Protection if you are unclear about anything in this leaflet.

When and what might I be concerned about?

At any time you may be concerned about information which suggests a child is being neglected or experiencing physical, emotional or sexual harm.

You may observe physical signs, notice changes in the child's behaviour or presentation, pick up signs of emotional distress or have a child disclose a harmful experience to you.

Harm to a child can be caused by:

- A parent/carer
- A family member/friend
- Another child
- A stranger
- A member of staff/volunteer

What should I do if a child discloses that s/he is being harmed?

1. Listen

Listen carefully to what is being said to you, do not interrupt.

2. Reassure

Reassure the pupil that it is not their fault. Stress that it was the right thing to tell. Be calm, attentive and non-judgemental.

Do not promise to keep what is said a secret.

Ask **non-leading** questions (**TED**) to clarify if necessary:

Tell me more...

Explain that to me...

Describe what happened....

Allow the child to say what they need to say, do not stop them.

Then follow the steps in the flowchart

The information you have may not be enough on its own for a Child Protection referral, however it will help your Designated Safeguarding Lead to make a decision about risk of harm to the child.

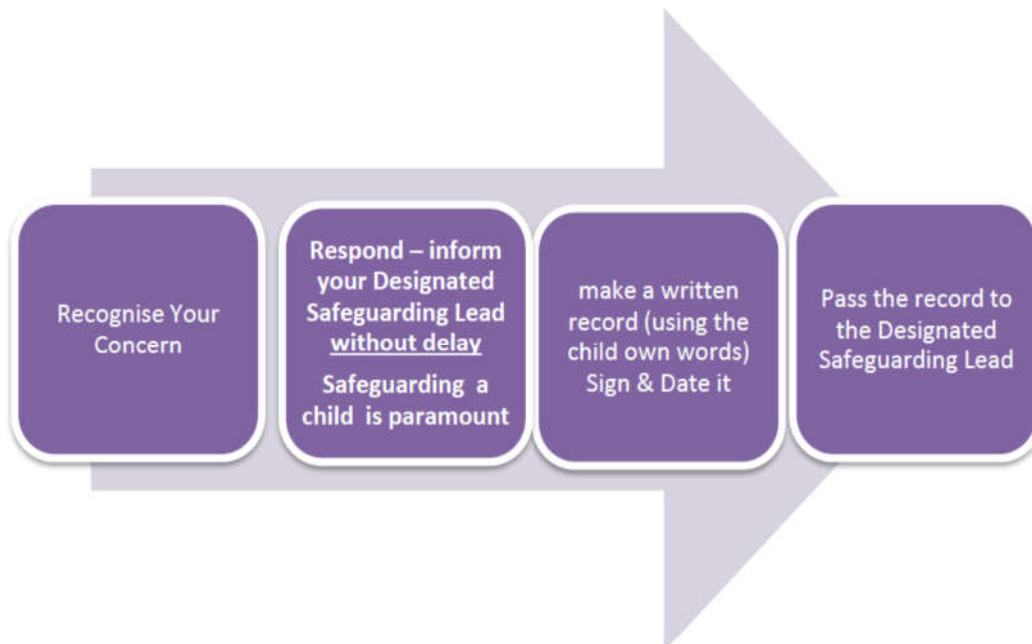
Please email any queries regarding the content of this document to: mkscb.training@milton-keynes.gov.uk

MKSCB Safeguarding Induction Leaflet

What should I do if the alleged abuser is a member of the staff or a volunteer?

If your concern is about a staff member or volunteer, you should report this to the Designated Safeguarding Lead. If your concern is about the Designated Safeguarding Lead, you should report such allegations to the Local Authority Designated Officer. Contact details can be found on the bottom of this leaflet.

What must I do?



Important Contact Information

The Child Protection Policy can be found :

.....

In line with this, **any concern must be reported**

Your Designated Safeguarding Lead is:

.....

Your Deputy Designated Safeguarding Lead is:

.....

Contact Number:

Local Authority Designated Officer is: Bill Cook (01908 254306)

Milton Keynes Referral Hub: 01908 253169/70

Out of Hours: 01908 265545

Please email any queries regarding the content of this document to: mkscb.training@milton-keynes.gov.uk