



HALL GREEN SCHOOL

**Staff Handbook
2016 - 2017**

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Accidents and First Aid

1. First Aid treatment for serious injury must be administered only by those with an official qualification. If in doubt, summon the Lead First Aider or another qualified member of staff, via the School Office.
2. In the case of serious injury, call for Mrs Sheena Harvey (Lead First Aider) and a Senior member of Staff.
3. Be aware of any pupils in your class who are recorded as Special Needs. Be prepared for any medical problems which may arise.
 - (a) In practice, problems are well understood by the children involved.
 - (b) The Learning Inclusion Department (LINC) regularly provide up-to-date information on the specific requirements of individual pupils.
4. All accidents and injuries must be recorded on an Accident Report Form, available from Mrs R Dhillon (Exam/Data/Health & Safety Officer) and the Lead First Aider. Serious injury (staff or pupils) needs to be reported to the School Governors. Please inform the Headteacher of any such occurrence.
5. Minor wounds may be treated by a First Aider only by cleaning with a 'mediwipe' or similar, and apply an adhesive dressing (individually packed type).

ALL OTHER MEDICAL TREATMENT IS EXPRESSLY FORBIDDEN

6. Pupils who become ill must be referred to the Medical Room, accompanied by another pupil, in case of sickness, fainting, dizziness, etc.
7. First Aid boxes are located as follows:
 - Farm
 - Food Technology Rooms R2, R3, R4
 - Medical Room
 - Science Prep Rooms
 - R20, R22, R23
 - PE Office
 - Design and Technology Block PD1, PD2
 - D1, Prep Room, D2, D5 and D7
8. Safety precautions must be strictly observed in the case of 'body fluid' spillage.
9. Qualified First Aiders in School for 2016-2017:

Bilhar Biling	Helen Green	Yasin Khan	Teresa Smith
Nathan Bressington	Sheena Harvey	Adam Martin	Shelley Paxton-Gault
Kiran Dharni	Graham Jackson	Sam Morgan	Kevin Webb
Phil Goodyere	John Kennard	Sheila Souakri	
Palminder Gosal	Laura Smallbone	Emma Smith	

After School Detentions

- 20 minute detentions are carried out by the class teacher (Stage 3) and 24 hour notice to parents is not required.
- 40 minute detentions (Stage 4) are normally carried out by the Head of Department. Parents need to be given 24 hours notice of the detention either by a text message or phone call home.
- 60 minute detentions are issued by the Senior Management Team or the Pastoral Team (Stage 5). Parental notice is given in the form of a text message or a phone call home from the relevant Head of House. A Friday detention is run every week by Mrs P Evans (Assistant Headteacher).
- A 40 minute lunchtime detention is run every day by the Pastoral Team for pupils who are late, fail to wear correct school uniform or have no planner. The lunchtime detention is held in D5.

Please note that it is never acceptable to use indiscriminate whole class detentions.

If staff are keeping pupils in school for over 20 minutes, for a detention, P6 or any other reason, they must send a register to the school office as soon as possible, including details of which room they are in.

Assembly

There will be a weekly House Assembly (Monday-Thursday) which will take place in form time.

Notice of additional assemblies (e.g. Year Groups) will be given in staff briefing, via the staff noticeboard and via e-mail.

Banked Hours

All support staff who are paid for the whole year, rather than term-time only, are required to bank extra hours during term-time to make up for the hours in the holidays for which they are paid but do not work.

As this is information required for audit, staff are required to keep an up to date record sheet of hours banked, which should be signed weekly by their line manager. At the end of each term the sheet is passed to the Ms T Dragoonis (Bursar) for signing, who will then pass it to the Headteacher for signing.

Ms T Dragoonis (Bursar) can also supply the banked hours sheet to be filled in, plus details on how many hours each individual needs to bank.

Borrowing Equipment

It is perfectly in order for staff to borrow equipment e.g., laptops for use at home overnight, at weekends or during school holidays, provided that:

1. The equipment is returned on the next school day or on the agreed date as specified on the initial loan date.
2. It is signed out in the book kept in the Bursar's Office.
3. Staff are fully aware that there could be insurance implications. It is assumed that insurance cover, while an item is in an employee's possession, is provided by the employee's own household insurance.

Child Protection and Safeguarding

Designated Senior Leader for Child Protection (DSL): Mrs P Evans (Assistant Headteacher)
Deputy Designated Senior Leader for Child Protection (DDSL): Mrs K Harper (Welfare and Inclusion Manager)

This information provides a brief introduction to Safeguarding and Child Protection issues. It should be read in conjunction with the Safeguarding and Child Protection Policy, available in the StaffCommon area.

Teachers and others in regular contact with children and young people are in a position to get to know those individuals well, to develop trusting relationships, observe changes in behaviour and may be chosen by the young person to share confidence and concerns. Regrettably, there are occasions where child abuse is alleged or suspected. All such situations must be taken seriously.

Categories of abuse

1. *Neglect*
Persistent failure to meet a child's basic physical and/or psychological needs including failure to:
 - Provide food, clothing, adequate supervision
 - Ensure access to appropriate medical care
 - Protect child from danger.
2. *Physical abuse or injury*
 - Hitting, shaking, biting, scalding, drowning, suffocation
 - Giving of poisonous substances, inappropriate drugs and alcohol.
3. *Sexual abuse*
 - Forcing or enticing a child to take part in sexual activities
 - May involve penetrative/non-penetrative/non-contact activities.
4. *Emotional abuse*
 - Persistent emotional ill-treatment
 - The child may be made to feel unwanted, ugly, worthless, guilty or unloved, frightened or in danger
 - May involve witnessing the ill-treatment of another person.

Signs and symptoms of abuse

The list below is a few examples of possible signs and symptoms:

- Visible marks e.g. bruises, burns, cuts on body
- Inappropriate state of clothes, poor hygiene
- Behaviour e.g. centre of attention, aggressive and bullying, very withdrawn
- Relationships e.g. isolated with no peer group interaction, clingy/inappropriately close
- Patterns of behaviour or a change in behaviour
- Patterns of absence or punctuality.

If you have a concern about a child, NEVER underestimate your information – PASS IT ON TO THE DSL (Designated Senior Leader for Child Protection).

Receiving/Dealing with disclosure

The role of the school is to establish whether there is a child protection concern. Schools must not investigate.

Disclosure is often what a child deliberately communicates to you in words or actions. However, what you notice/observe can also amount to a disclosure, whether or not the child intends it as such.

1. *Receive*
 - Listen, remain neutral, and accept what the child says.
2. *Reassure*
 - Stay calm, reassure the child that they have done the right thing, don't make promises including promises on confidentiality, try to alleviate feelings of guilt and shame, empathise with the child.
3. *React*
 - Only use open questions, don't criticise the perpetrator, explain what happens next, inform the DSL, try to see the matter through.
4. *Record*
 - Make notes asap and use the child's actual words where possible, be objective, keep notes safe.
5. *Support*
 - Create space and time for the child throughout and after the process, get support for yourself.

Confidentiality

Staff must NEVER promise total confidentiality to a child. However, that does not mean that you can tell colleagues about a disclosure. Pass any information on to the DSL but do not tell anyone else. The DSL will inform other staff if they need to know any information about the child.

Safe Working Practice

- Be visible and open in your practice
- Let pupils do as much for themselves as they can

- Offer support/help rather than assume the child needs it
- Keep physical contact to a minimum and be able to justify it
- Think about the level and type of contact
- Be aware of reputation
- Only use physical restraint as a last resort, when the child concerned is at risk of doing harm to themselves or to others
- Staff are in a position of trust with pupils. Inappropriate behaviour with or towards children is unacceptable
- It is an offence for staff to have a sexual relationship with a child under 18
- If something goes wrong or could be misinterpreted then tell the Headteacher
- Refer to staff 'Code of Conduct'

Safeguarding pupils who are vulnerable to extremism

Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

It is important to be aware that there is no such thing as a "typical extremist": those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity. Pupils may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities.

When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak with the SPOC (Single Point of Contact) Mrs Pauline Evans and put their concerns in writing, on a note of concern form. Possible indicators of vulnerability include:

- **Identity Crisis:** the pupil is distanced from their cultural/religious heritage and experiences discomfort about their place in society;
- **Personal Crisis:** the pupil may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
- **Personal Circumstances:** migration; local community tensions; and events affecting the pupil's country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
- **Unmet Aspirations:** the pupil may have perceptions of injustice; a feeling of failure; rejection of civic life;
- **Experiences of Criminality:** which may include involvement with criminal groups, imprisonment, and poor resettlement/reintegration;
- **Special Educational Need:** pupils may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

More critical risk factors could include:

- Being in contact with extremist recruiters;
- Accessing violent extremist websites, especially those with a social networking element;
- Possessing or accessing violent extremist literature;
- Using extremist narratives and a global ideology to explain personal disadvantage;
- Justifying the use of violence to solve societal issues;
- Joining or seeking to join extremist organisations;
- Significant changes to appearance and/or behaviour;
- Experiencing a high level of social isolation resulting in issues of identity crisis and/or personal crisis.

For more detailed information on Safeguarding please refer to your safeguarding pack.

Communication to Staff and Pupils

Communication is sent via e-mail to allstaff@hallgreen.bham.sch.uk and also in the Tuesday morning briefing. Other communication will be through the form folders each day at form time or the school bulletin system.

Procedure for the Emergency Evacuation of the Building

The purpose is to evacuate the building as quickly as possible, but in a safe and orderly manner.

THE ALARM IS INDICATED BY CONTINUOUS SOUNDING OF THE ELECTRIC SIREN.

Pupils

1. On instruction from the teacher, all pupils must leave the room in SINGLE FILE in accordance with the designated route (found in each classroom).
2. All bags etc. must be left in the room.
3. PUPILS WITH MOBILITY DIFFICULTIES AND WHO ARE UPSTAIRS MUST BE ESCORTED TO THE NEAREST STAIRS. They will then be the responsibility of a Teaching Assistant. Staff involved should inform the teacher in the next room, who can then supervise the exit of other pupils from both rooms.
4. **It is essential that all staff members ensure corridors and exit routes are completely clear at all times. Furniture or combustible material should never be present outside classrooms.**

Staff

Once pupils have left the room, staff must ensure that:

1. All windows are closed.
2. The door is closed but **not** locked.

Evacuation Route

In general, this should be by the nearest exit:

1. Main Entrance - Room 1, 1A, 10, 10B (Attendance Office), Student Support Base, all Offices & Dining Area
2. Main Stairs/Entrance - Rooms 11, 12, 13, 14, Library, 30, 31, 26, 27, 29
3. Stairs/Car Park Exit - Rooms 15, 16, 17, 18, 19
4. Fire Exit by Girls Gym - Rooms 2, 3, 4, Girls' Gym
5. Exit to Rear of the School - Rooms 7, 8, 9, Boys' Gym (or own Fire Door), Hall,
6. Stairs to exit by Performing Arts Centre - Rooms 20, 22, 23, 25, Prep Room, Staffroom
7. Performing Arts Centre - Directly to the playground
8. Dolphin Block - Directly to the playground (Emergency Exits from D1, D2, D5, D6). D3, D4 and D4A Dolphin block entrance. From the upper floor D7 and D8 (nearest emergency exit); D10 and D11 (nearest emergency exit); D9 and D12 main staircase
9. Design and Technology - Directly to the playground
10. Kitchen - To rear of building by South & City College. Separate checking.

Fire Assembly

1. Pupils must assemble in TUTOR GROUPS, in silence, and in alphabetical order for immediate registration. A plan of where each group should line up is available in each form room. Form groups will gather together in their houses as per plans.
2. Form Tutors must collect their registers from the Office Staff; register their form as quickly as possible; report to their Head of House that either every pupil is accounted for or provide the names of anyone missing.

Form Tutors will be registered by their Head of House, who will then report to Ms G Sears (Deputy Headteacher).

3. Heads of House must pass on the above information and confirm the presence of Form Tutors to Ms G Sears (Deputy Headteacher).
4. All support staff who are not form tutors must register their presence with the relevant Fire Officer (staff are notified individually), who will then report to Ms G Sears (Deputy Headteacher).

All staff not attached to a form group should monitor the behaviour of pupils in support of the Form Tutors, providing extra support as necessary. This would usually be most effectively deployed at the rear of the form groups.

For further information on evacuation procedures and emergency action, see the Policy on Fire Safety and Evacuation and the Lockdown Policy.

Extra Curricular Activities

If any staff are involved in these, please ensure that details are communicated via e-mail and brought to the attention of the Senior Management Team.

For any activities off site, full details must be left in the School Office, including approximate finish and return times.

Please refer to the Trips and Visits Policy.

Free School Meals

1. Pupils whose families are entitled to extra support may claim Free School Meals. Application Forms are available from the School Office.
2. Pupils entitled to Free School Meals will have suitable funds credited to their biometric account.

Guidance for Professional Dress

Staff should consider the manner of dress and appearance appropriate to their professional role. Smart and professional appearance is expected at all times for staff. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. The staff dress code is smart rather than casual and the recommended attire is:

- Smart business dress
- Appropriate attire for teaching PE
- White coat for technicians in Science and DT (as appropriate to the area of DT)
- Appropriate attire for practical activities or duties
- All members of staff are supplied with an identity badge on a purple Hall Green School lanyard. The badge must be worn and visible at all times when at work.

This means that staff should ensure their appearance and clothing:

- promotes a positive and professional image
- is appropriate to their role
- is not likely to be viewed as offensive, revealing, or sexually provocative
- is absent of any political or otherwise contentious slogans
- facial piercing is restricted to one small stud only in the nose. This piercing must be discrete.

Guidelines for Conversations with Parents

- Very occasionally, conversations with parents can become difficult. In the public context of a Parents Evening, it is very important that staff do not get embroiled in a heated discussion. Immediately, in this situation, excuse yourself and bring it to the attention of Senior Management Team, who will pick up the conversation with the parent concerned.
- If parents are unreasonable on the telephone, curtail the conversation and instruct them to raise any concerns they have, in writing, to the Headteacher.
- Staff must never make ad-hoc comments about Special Needs or Learning Needs regarding individual students. This is the Senco's remit. If a parent raises a concern about a learning difficulty, write down that concern and inform the parent you are referring it to the Senco, who will contact this parent.

Inset Days and Twilight Sessions

- Full-time staff are expected to attend all INSET days or twilight sessions in lieu of INSET days. Any request for absence should be made in the same way as it would be on a normal teaching day.
- Part-time staff are expected to attend all INSET days which coincide with their normal working hours. Twilight sessions will be planned in lieu of one or more of the INSET days. If the date of the INSET day (when the school will be closed) falls during a part-time member of staff's normal working hours, they are expected, as a minimum, to attend the matching number of hours worth of twilight sessions. One INSET day is reckoned as five hours for teaching staff.
- Where possible, twilight sessions will fall on the same day of the week as the INSET day they are replacing, so that part-time staff will make the correct number of hours by attending those twilights which fall on the days when they work. On those occasions where this is not possible and the remaining twilight hours fall at a time when the part-time member of staff would not normally be working, then the remaining hours should be made up at a time agreed in advance with the member of staff's line manager.
- When there is a day off in lieu of an INSET day, support staff (other than teaching assistants for whom twilight sessions will be arranged) should arrange, with their line manager, to work an additional number of hours equal to the number they would have worked on that day.
- Occasionally the content of an INSET day may be felt to be so important that all part-time staff will be asked, where possible, to try to make arrangements to attend even if it is not their normal working day. In such a case, those part-time staff will be offered time off in lieu. All arrangements must be made in advance of the day.

Mobile Phones

It is not acceptable for staff to have personal mobile phones switched on during teaching and learning time.

Use of mobile phones should only occur in the staffroom at break, lunchtime or before and after school. Staff should not use mobile phones during the normal working day in areas where pupils are present.

Tuesday Morning Meeting

All staff are expected to attend a briefing meeting in the Staffroom at 8.20 am every Tuesday morning.

Movement of Pupils during the School Day

Pupils may use the main entrance and car park when moving between lessons 1 and 2 and 3 and 4. During change of lessons, pupils must use the one-way system.

ParentPay

All school trips, revision guides and school activities involving collection of money must be set up via the online system ParentPay. Staff must contact either Mrs V Ali (School Trips Administrator) or Mrs T Dickerson (School Fund Administrator) as soon as possible to ensure details of the trip or activity are set up correctly on ParentPay. In the cost of a trip, revision guide or school activity you must include an admin fee. Please see table below for details:

1.29% on top of cost plus VAT

All deadlines for monies to be paid must be adhered to. Pupils who have not paid must not be allowed to attend and take part in the activity.

Personnel and Payroll

If any staff have a Personnel or Payroll query please see Ms T Dragoonis (Bursar). Also please inform Ms T Dragoonis (Bursar) if you change your personal details (i.e. address/telephone number).

Referrals to Student Support Base

Referrals can only go through Mrs P Evans (Assistant Headteacher), via Heads of House.

The room will only cater for these groups:

- Sharing Panel pupils, who may benefit from a staged transition
- Pupils who are vulnerable and at times would benefit from extra support
- Newly arrived children
- KS4 Students who may have dropped an option and will use this facility for progressing their other subjects

- Children in Crisis/Home situations/Bereavement etc. who may require counselling and individual support
- 6 Day exclusion provision
- It will also provide a lunchtime facility for key children or groups
- It will act as a meeting room, after 3.15 pm
- If a child is withdrawn from a lesson because of misconduct, the senior member of staff or Head of House who collects him/her will decide whether the Student Support Base is an appropriate base for supervision.

School Day - Timings

Movement Time:	8.35	-	8.40
Period 1:	8.40	-	9.40
Period 2:	9.40	-	10.40
Form Time:	10.40	-	11.00
Break:	11.00	-	11.20
Period 3:	11.20	-	12.20
Period 4:	12.20	-	1.20
Lunch:	1.20	-	2.10
Movement Time:	2.10	-	2.15
Period 5:	2.15	-	3.15
Period 6:	3.15		onwards

School Minibuses

Minibuses must be booked in advance in the Minibus Diary held in the School Office. They must only be driven by qualified drivers who have undergone training organised by school.

It is the responsibility of the Visit Leader to check the condition of the bus before departure and on return, using the tick sheets which are left in the minibus on a clipboard, and to ensure that the bus is left clean and free of litter. Any concerns or damage to the bus must be reported to Mr A Simson (Deputy Headteacher).

School Mobile Phone

The School Mobile Phone can be booked out to take on School Trips/Events etc. The signing in/out book is held at Reception.

School Policy Documents

This Staff Handbook should be read in conjunction with other School Policy Documents. These are available on J:/Staff Common/Policy documents. Its contents include:

Accessibility Plan

Admission Criteria
Appraisal (Support Staff)
Appraisal (Teaching Staff)
Assessment
Assessment for Progress
Behaviour
Business Continuity
Charging and Remissions
Complaints Procedure
Data Protection
Design and Technology Health & Safety
Employer Discretions
Equality and Diversity
Equality Information
E-safety (to be adopted by Governors October 2016)
Fixed Assets
Flexible Working
Fire Safety and Evacuation Instructions
Freedom of Information
Governors Code of Conduct
Guidelines for Staff Users of the Schools ICT Equipment
Home School Agreement
Homework
Intimate Care
Literacy
Lockdown
Medication
No Platform
Pay
PE Health and Safety
Probationary
Recruitment and Selection
Redundancy
Risk Register
Safeguarding
School Development Plan
Science Health & Safety
SEND
Sex Education and Relationship
Staff Capability
Staff Code of Conduct
Staff Disciplinary
Staff Grievance
Staff Sickness Absence
Trips and Visits
Whistle Blowing Code

Security

Visitors

All visitors to the school should sign in and out at the School Reception. They will be issued with a Visitors' Pass (RED – supervised at all times or GREEN – DBS cleared, identified by Reception staff), Safeguarding leaflet, Health and Safety leaflet and a notice will be given to all contractors. Please ensure that your visitors follow this procedure.

Intruders (or apparent intruders) on site - should you suspect potential danger, immediately notify Reception/School Office or notify one of the Senior staff.

Designated colleagues will then take appropriate action, including summoning emergency services if deemed necessary.

VIGILANCE, CAUTION AND CALMNESS ARE PARAMOUNT

Staff Absence (Support/Teaching)

Staff requests for absence

Staff requests for absence and/or cover fall mostly into 3 categories and in each case, there is a procedure for making the request:

- *Personal reasons (e.g. family related, medical appointment)*
 - There are occasions when staff have to request leave of absence from school because of unavoidable emergencies, for domestic, medical or other reasons. In these circumstances staff should seek permission to leave school from a senior line manager. For all other requests, an absence request form can be downloaded from Staff Common/A1 Teacher Zone/Admin Procedures and submitted to the senior line manager, normally one week in advance. It is expected that requests will only be made for leave of absence in term time once all other possible alternatives have been considered. As far as possible, medical or personal appointments should be made outside of school hours. Requests for holiday absence during term time will be refused. All periods of leave of absence will be recorded and considered on a rolling 12 month basis.
- *CPD related*
 - A CPD cover request form can be downloaded from the Staff Common/A1 Teacher Zone/Admin Procedures and submitted to Mr A Simson (Deputy Headteacher).
 - The feedback section should be completed and returned to Mr A Simson (Deputy Headteacher) following the CPD.
- *Trips and Visits*
 - An outline trip proposal form can be downloaded from the Staff Common/A1 Teacher Zone/Admin Procedures and submitted to the senior line manager for approval. Any research visits etc. related to the trip should be mentioned on the proposal form. If the trip or visit is already on the school calendar, it would not be necessary to submit a proposal form as the trip has already been approved.

In each case, if the absence is approved, the form will be signed and returned and should then be passed to Mrs H Lloyd (Office Manager/Cover Co-ordinator) who will organise the necessary cover. It is the responsibility of the person being covered to pass the signed form to the Cover Co-ordinator and also to inform them should the cover need to be cancelled. Trip organisers should provide Mrs H Lloyd of the staff requiring cover for the trip/visit. If cover is needed for any other reason or in an emergency, a senior line manager should be consulted to give approval.

1. Absences Known in Advance

- (a) These must be notified to Mrs H Lloyd (Office Manager/Cover Co-ordinator), for teaching staff, and Mrs P Elliott (PA to the Headteacher), for support staff, for official returns, etc.
- (b) The member of staff concerned must ensure that work is left with the relevant Heads of Department.

2. Illness (for more detail see the Staff Sickness Absence Policy)

Support Staff

Please telephone the school as early as you can and no later than 8.00 am. If no one answers your call leave a message on the voicemail. The number is 0121 325 6918. Ensure you also notify your Line Manager of your absence.

Teaching Staff

- (a) Please telephone school AS EARLY AS POSSIBLE and no later than 7.30 am on 0121 325 6901. There is usually someone available to take your call from 7.15 am, before which you can leave a message.
- (b) Please notify the return date as soon as possible so that unnecessary cover is not arranged.
- (c) For sickness absence of up to seven calendar days staff will be required to complete a self-certification form, available from Mrs P Elliott (PA to the Headteacher).
- (d) For absence in excess of seven calendar days you must obtain a certificate from your doctor (a 'Statement of Fitness for Work') stating that you are not fit for work and the reason(s) why. This should be forward to Mrs P Elliott (PA to the Headteacher) as soon as possible. If your absence continues, further medical certificates must be provided to cover the whole period of absence.
- (e) If your doctor provides a certificate stating that you 'may be fit for work' you should inform your line manager and Mrs P Elliott (PA to the Headteacher) immediately. We will discuss with you any additional measures that may be needed to facilitate your return to work, taking account of your doctor's advice. This may take place at a return to work interview. If appropriate measures cannot be taken, you will remain on sick leave and we will set a date to review the situation.

- (f) Where we are concerned about the reason for absence, or frequent short-term absence, we may require a medical certificate for each absence regardless of duration. In such circumstances, we will cover any costs incurred in obtaining such medical certificates, for absences of a week or less, on production of a doctor's invoice.
- (g) Where an employee is absent immediately prior to Hall Green School's closure period, they will continue to be deemed as being absent for the purposes of recording sickness and statutory and/or contractual sick pay during Hall Green School's closure period, unless they provide a fit note indicating they are fit to return to work. The cost of fit note will be covered by the School if applicable.
- (h) It is expected that the absent member of staff will supply appropriate cover work and the Head of Department facilitates the arrangements.

3. Cover

Mrs H Lloyd (Office Manager/Cover Co-ordinator) will provide, on the Staffroom notice board, a day to day list of cover arrangements. This will appear before 8.40 am. Please check to see if your name is on this list. Cover required after that time will be notified directly to the member of staff concerned.

4. Leaving the Premises

If staff leave the school premises during the day, staff must sign in and out at the School Reception.

Staff Duties

HALL GREEN SCHOOL DUTY TEAMS 2016/2017

<i>Mondays (13 staff)</i>			
Mr L. O'Keefe	Mr C. West	Mr J. Sheard	Mr J. Kennard
Miss C. Pierce	Mrs N. Bukovych	Miss J. Hannan	Mrs R. Minihan
Mrs S. Paxton-Gault	Ms G. Wright	Ms N. Qureshi	Miss M. Aguilera
Miss P. Gosal			
Tuesdays (12 staff)			
Miss E. Rose	Miss A. Welsby	Mrs E. Smith	Mrs C. Challinor
Miss K. Carlisle	Ms Z. Ziebeck	Mrs L. Smallbone	Mr K. Fenn
Mr B. White	Miss E. Ieronymaki	Mr Y. Khan	Mrs C. Day
Wednesdays (12 staff)			
Mr G. Jackson	Miss S. Sohal	Miss C. Patton	Mrs V. Rex
Mrs B. Kennard	Miss K. Dharni	Mrs S. Morgan	Mr M. Rizwan
Mr B. Billing	Miss K. Alexander	Mr K. Webb	Mrs Z. Rahman

Thursdays (13 staff)			
Mrs C. O'Neill	Mr N. Phansi	Mrs P Dawkins- Sewell	Mrs J. Mali
Mrs J. Lowe	Mrs S. Watkin	Mrs A. Boliya	Mr C. Main
Mr D. Sutheran	Miss. M Iqbal	Mr R. Amin	Mr S. Clarke
Miss Webster	V.		
Fridays (13 staff)			
Mr S. Pitfield	Mrs N. Kennedy	Mrs N. Jassell	Miss A. Butt
Mr E. Taylor	Mr J. Peace	Mr A. Adams	Miss N. Shah
Mr N. Bressington	Ms P. Choudhury	Mrs S. Saberi	Mr T. Patchell
Mr S. Nazran			

A team of staff, under their Team Leader, is allocated to each day of the week. The Team Leader is responsible for establishing the team rota. The membership of each team is published at the beginning of the academic year. Senior Staff will be available each day for duty during break and lunch time. Duties are an essential part of the smooth running of the school, and a scheduled duty takes priority over other activities.

Duties

1. Supervision of Pupils Entering the School

Duty staff are to ensure that the pupils enter the school in an orderly manner at **8.30 - 8.40 am.**

Staff should be allocated as follows:

- Front Entrance – 1 member of staff
- Main Gate (Top Gate) – 2 members of staff
- D Block Entrance – 1 member of staff
- Girls Gym/Boys Gym side entrances – 1 member of staff each
- Bottom Gate (Stonerwood Avenue) - 1 member of staff
- Bottom of Stonerwood Avenue gully – 1 or 2 members of staff
- Drama/Music block side entrance – 1 member of staff
- Any additional staff as required at gates/on playground.

2. Supervision at Break and (3) the end of lunchtime

A minimum of 11 teachers are required. The Team Leader will not be allocated to a specific area of the school but should ensure that all areas of the school are covered adequately by the team:

- 2/3 patrolling the central playground.
- One member of staff outside the Performing Arts Block by the huts
- One member of staff by the service hatch by the boys gym.
- One member of staff should patrol by the girls gym and near to the lower gate, ensuring pupils are not behind the D Block, or on the fire escape.
- One member of staff covering D Block
- 1/2 in the Dining Area.
- 3 patrolling the remainder of the ground floor – specifically around the boys' toilets (1 member of staff) and girls' toilets (2 members of staff).
- One patrolling the upper floor.

Pupils should not be allowed to cross the car park at the end of break or lunch.

4. Supervision of Pupils Leaving the School

Duty staff are to ensure that the pupils leave the school in a safe and orderly manner between **3.15 pm and 3.25 pm**. Staff should be aware of safe road use by pupils and vehicles using the school entrance.

Staff should be allocated as follows:

- Front Entrance, 1 member of staff
- Main Gate, 2 members of staff
- Bridge, 1 member of staff
- Bottom Gate, 2 members of staff
- End of gully, 1 member of staff
- D Block, 1 member of staff
- Car Park, 1 member of staff
- Upper Floor, 1 member of staff

Pupils should not be allowed to cross the car park at 3.15 pm.

Movement of pupils during the school day

Pupils may use the main entrance and car park when moving between lessons 1 and 2 and 3 and 4.

Wet Weather

1. If the Team Leader decides that weather conditions demand a 'wet break', pupils may remain inside.
2. In such circumstances, staff normally outside should supervise pupils in the Hall. Pupils must not be left unsupervised in classrooms.

Staff Absence

1. If a teacher is absent, then the Team Leader should arrange a substitute, on the understanding that the 'debt' will be repaid on return.
2. If an absence is known in advance, the member of staff concerned should arrange an exchange of duties with a colleague.
3. In the case of difficulty (e.g. several staff absent who should be on duty) then Senior and pastoral staff should be called upon to assist.

MONDAY DUTY TEAMS 2016-2017

DUTY 1	SUPERVISION OF ENTRY TO SCHOOL
Front Entrance	G Wright
Top Gate – 2 or 3 staff	RMinihan/L O’Keefe
D Block Entrance	M Aguilera
Girls Gym Side Entrance	C Pierce
Boys Gym Side Entrance	S Paxton-Gault
Bottom Gate	J Kennard
Bottom of Gully - 1 or 2 staff	J Hannan/N Bukovych
Playground	J Sheard
Drama/Music Block Side Entrance	N Qureshi
Overall	C West
DUTY 2 and 3	SUPERVISION AT BREAK and the <u>END OF LUNCHTIME</u>
Playground Boys Gym Side and the Huts	J Sheard
Playground Girls Gym Side	J Hannan
The food hatch	S Paxton-Gault
Playground/Tennis Courts - 1- 2 staff	P Gosal/N Bukovych
Ground Floor Girls toilet/staffroom side	R Minihan
Ground Floor Girls toilet/girls gym side	G Wright
Ground Floor Boys toilets	L O’Keefe
D Block	J Kennard
Upper Floor	N Qureshi
Dining Area	M Aguilera
Overall	C West
DUTY 4	END OF THE DAY
Front Entrance	J Sheard
Top Gate 1	R Minihan
Top Gate 2	S Paxton-Gault/L O’Keefe
Bridge	G Wright
Bottom Gate 1	J Kennard
Bottom Gate 2	J Hannan/N Bukovych
End of Gully	C West
D Block	M Aguilera
Car Park	P Gosal
Upper Floor	C Pierce
Lower Floor	N Qureshi

TUESDAY DUTY TEAMS 2016-2017

DUTY 1	SUPERVISION OF ENTRY TO SCHOOL
Front Entrance	A Welsby
Top Gate – 2 or 3 staff	Y Khan/K Carlisle
D Block Entrance	L Smallbone
Girls Gym Side Entrance	E Smith
Boys Gym Side Entrance	E Ieronymaki
Bottom Gate	Z Ziebeck
Bottom of Gully - 1 or 2 staff	C Challinor/C Day
Playground	B White
Drama/Music Block Side Entrance	K Fenn
Overall	E Rose
DUTY 2 and 3	SUPERVISION AT BREAK and the END OF LUNCHTIME
Playground Boys Gym Side and the huts	K Fenn
Playground Girls Gym Side	C Challinor
The food hatch	C Day
Playground/Tennis Courts - 2 staff	E Smith/Y Khan
Ground Floor Girls toilet/staffroom side	E Ieronymaki
Ground Floor Girls toilet/girls gym side	Z Ziebeck
Ground Floor Boys toilets	B White
D Block	L Smallbone
Upper Floor	A Welsby
Dining Area	K Carlisle
Overall	E Rose
DUTY 4	END OF THE DAY
Front Entrance	Z Ziebeck
Top Gate 1	E Rose
Top Gate 2	K Fenn
Bridge	Y Khan
Bottom Gate 1	E Smith
Bottom Gate 2	B White
End of Gully	K Carlisle
D Block	L Smallbone
Car Park	C Day
Upper Floor	A Welsby/C Challinor
Lower Floor	E Ieronymaki

WEDNESDAY DUTY TEAMS 2016-2017

DUTY 1	SUPERVISION OF ENTRY TO SCHOOL
Front Entrance	B Kennard
Top Gate – 2 or 3 staff	S Morgan/K Alexander
D Block Entrance	S Sohal
Girls Gym Side Entrance	B Billing
Boys Gym Side Entrance	M Rizwan
Bottom Gate	K Webb
Bottom of Gully - 1 or 2 staff	Z Rahman/K Dharni
Playground	C Patton
Drama/Music Block Side Entrance	V Rex
Overall	G Jackson
DUTY 2 and 3	SUPERVISION AT BREAK and the END OF LUNCHTIME
Playground Boys Gym Side and the huts	V Rex
Playground Girls Gym Side	B Kennard
The food hatch	K Webb
Playground/Tennis Courts - 2 staff	C Patton/B Billing
Ground Floor Girls toilet/staffroom side	K Alexander
Ground Floor Girls toilet/girls gym side	K Dharni
Ground Floor Boys toilets	M Rizwan
D Block	S Sohal
Upper Floor	Z Rahman
Dining Area	S Morgan
Overall	G Jackson
DUTY 4	END OF THE DAY
Front Entrance	B Kennard
Top Gate 1	S Morgan
Top Gate 2	K Alexander
Bridge	B Billing
Bottom Gate 1	K Dharni
Bottom Gate 2	K Webb
End of Gully	Z Rahman
D Block	S Sohal
Car Park	V Rex
Upper Floor	C Patton
Lower Floor	M Rizwan

THURSDAY DUTY TEAMS 2016-2017

DUTY 1	SUPERVISION OF ENTRY TO SCHOOL
Front Entrance	J Lowe
Top Gate – 2 or 3 staff	J Mali/S Watkin/C Main
D Block Entrance	V Webster
Girls Gym Side Entrance	P Dawkins
Boys Gym Side Entrance	S Clarke
Bottom Gate	D Sutheran
Bottom of Gully - 1 or 2 staff	N Phansi/A Boliya
Playground	R Amin
Drama/Music Block Side Entrance	M Iqbal
Overall	C O'Neill
DUTY 2 and 3	SUPERVISION AT BREAK and the END OF LUNCHTIME
Playground Boys Gym Side and the huts	D Sutheran
Playground Girls Gym Side	M Iqbal
The food hatch	S Clarke
Playground/Tennis Courts - 2 staff	N Phansi/R Amin
Ground Floor Girls toilet/staffroom side	S Watkin
Ground Floor Girls toilet/girls gym side	P Dawkins
Ground Floor Boys toilets	C Main
D Block	V Webster
Upper Floor	J Mali
Dining Area	J Lowe/A Boliya
Overall	C O'Neill
DUTY 4	END OF THE DAY
Front Entrance	J Lowe
Top Gate 1	J Mali/A Boliya
Top Gate 2	S Watkin
Bridge	C Main
Bottom Gate 1	N Phansi
Bottom Gate 2	P Dawkins
End of Gully	S Clarke
D Block	V Webster
Car Park	R Amin
Upper Floor	M Iqbal
Lower Floor	D Sutheran

FRIDAY DUTY TEAMS 2016-2017

DUTY 1	SUPERVISION OF ENTRY TO SCHOOL
Front Entrance	N Kennedy
Top Gate – 2 or 3 staff	J Peace/T Patchell/A Adams
D Block Entrance	S Saberi
Girls Gym Side Entrance	S Nasran
Boys Gym Side Entrance	P Choudhury
Bottom Gate	N Jassell
Bottom of Gully - 1 or 2 staff	A Butt/E Taylor
Playground	N Shah
Drama/Music Block Side Entrance	N Bressington
Overall	S Pitfield
DUTY 2 and 3	SUPERVISION AT BREAK and the END OF LUNCHTIME
Playground Boys Gym Side and the huts	T Patchell
Playground Girls Gym Side	N Shah
The food hatch	N Bressington
Playground/Tennis Courts - 2 staff	E Taylo/J Peace/A Adams
Ground Floor Girls toilet/staffroom side	S Saberi
Ground Floor Girls toilet/girls gym side	P Choudhury
Ground Floor Boys toilets	S Nasran
D Block	N Jassell
Upper Floor	A Butt
Dining Area	N Kennedy
Overall	S Pitfield
DUTY 4	END OF THE DAY
Front Entrance	N Kennedy
Top Gate 1	J Peace/E Taylor
Top Gate 2	T Patchell
Bridge	A Adams
Bottom Gate 1	S Nasran
Bottom Gate 2	N Jassell
End of Gully	N Bressington
D Block	S Saberi
Car Park	P Choudhury
Upper Floor	A Butt
Lower Floor	N Shah

Use of the Cafeteria at Break

Year groups must only use the cafeteria on the designated day.

Day	Year
Monday	11 and 10
Tuesday	11 and 7
Wednesday	11 and 8
Thursday	11 and 9
Friday	11 and 7

This will be modified in the Summer Term after Year 11 have left.

Use of Cafeteria at Lunchtime

All pupils accessing the canteen are organised by the Lunchtime Supervisors.

Staff Fund

Staff Fund will no longer be collected. When staff leave the school, departments may wish to organise their own collection. Leaving cards and small gifts will be purchased via an identified school fund.

Staff ID Cards

All staff will be issued with ID cards. These must be worn at all times when on the premises.

If you lose your ID card, please report this immediately to Mrs P Elliott (PA to the Headteacher) so a new one can be ordered for you. Please hand in your ID card to Mrs P Elliott (PA to the Headteacher) when leaving employment at the school.

Travel Expenses

Travel expenses for official journeys during the school day are paid on submission of the appropriate claim form available in the Bursars Office. These payments also have to be made through salaries and are subject to Income Tax and additional Insurance contributions.

The Press

1. If any member of staff is involved in a project or activity which they feel is noteworthy, they should inform Mr A Simson (Deputy Headteacher) who will contact the local press.
2. If you are approached by the press concerning matters of school, LA or Government Policy then the caller must be referred to the Headteacher.

Trips and Visits

See the Trips and Visits Policy for full details of organising tips.

- Check if the visit/trip is possible. Is there anything else on the calendar? Speak to Senior Line Manager.
- Contact transport provider and venue. Work out costs.
- Complete an outline proposal form, found in the trips and visits folder in the staff shared area or in Staff Common/A1 Teacher Zone/Admin Procedures and pass it to your senior line manager. If it is approved by seniors, pass a copy to the Mr J Sheard (EV Co-ordinator) and Mrs H Lloyd (Cover Co-ordinator).
- Ensure that at least one qualified First Aider is on the staff team.
- Prepare consent letter for Parents (exemplar in Staff Common Area, Trips Visits Folder). Forward letter to Mrs V Ali (Trips Administrator).
- Look in the Staff Common Area, Trips Visits Folder, Trips and Visits checklist and follow the advice given. Check the Trips and Visits Policy.
- Discuss with Mrs V Ali the list of pupils, cost and deadlines for payments.
- Download and complete the form from the Staff Common Area, Trips and School Trip Visits Folder. Submit to the EV Co-ordinator Form – 1 month in advance or 3 months in advance depending on the nature of the trip.
- Ensure medical information is taken on trips. Details can be downloaded from SIMS.
- Ensure you have consent forms for all pupils to attend. This is the responsibility of the trip leader.
- Ensure a copy of all pupils and staff attending is left with at least 3 Senior Management Team members – include contact names and phone numbers for all participants. An additional copy should be left with Mrs M Severn (Attendance) and Mrs S Harvey (Lead First Aid Officer).
- With advance notice from the Trip Leader, Mrs S Harvey (Lead First Aid Officer) will collate all necessary medication and have available, prior to departure.
- If a trip is being led for the first time by a member of staff they should receive training from Mr J Sheard (EV Co-ordinator).

Volunteers/Placements (Not KEC/ITT Placements)

The following guidelines are to be used for any request by an external individual to come into school on placement or as a volunteer. If these guidelines are not followed by whoever is organising the placement, the individual may be turned away when they arrive at reception.

The member of staff who is organising the visit (and will be responsible for the visitor when they are in school) should gain permission from their Senior Line Manager for the visit/placement to go ahead. Once this is given the organiser should inform reception of the dates arranged (as and when appropriate) and contact Mrs P Elliott to discuss DBS requirements. The following procedure should be followed for all visits:

- A volunteer who does not hold a DBS can come into school for up to 4 days within a 30 day period. However, they must be supervised at all times and Mrs P Elliott undertakes a Risk Assessment.
- A volunteer who will be having a longer placement will need to complete a DBS check:
 - Mrs Elliott manages the application by informing them of the cost and that they must bring in 3 forms of ID (Passport, Driving Licence and a recent utility bill).

- Mrs Elliott arranges a meeting for the individual to come into school to meet with them before the placement takes place in order to complete the paperwork and to make any payment required for the DBS.
 - Once the DBS comes through, the details are recorded on the Single Central Record and Mrs Elliott will email the Head of Department and let them know the volunteer can commence placement.
- A Student on placement/work experience with a current DBS who applies for a placement in school:
 - Head of Department informs the individual what documents they will need to bring in on their first day.
 - Individual should bring in a letter from the College/University/organisation which states all DBS and RTW checks have been undertaken; reception verify ID, photocopy letter and pass on to Mrs Elliott.
 - A front sheet is completed by reception and passed to Mrs Elliott to add to the Single Central Record.

Please be aware of the significant extra workload visitors place on the school office and Mrs P Elliott to ensure safeguarding practices are enforced. Agreement to placements must be signed off by a Senior Line Manager regardless of the length of their requested visit.