

ST. ANNE'S SCHOOL AND SIXTH FORM COLLEGE

RESIDENCE



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STAFF GUIDANCE NOTES

Aims of St. Anne's

- To develop each pupils individual potential.
- To be a listening school, were pupils feel secure, are encouraged to talk and are listened too.
- To provide a stimulating, enriching, challenging, varied and rewarding learning environment within a happy and purposeful atmosphere.
- To provide a broad, balanced and relevant curriculum appropriate to the needs of each pupil and taught and assessed through individual learning programmes.
- To implement the National Curriculum, as appropriate, to the needs of each pupil.
- Increase pupil's awareness and understanding of their environment and of the world, and where appropriate provide curricular and social inclusion opportunities with mainstream peers.
- Prepare pupils for adult life in which they have the greatest degree of autonomy.
- To establish working relationships with parents/carers and colleagues from other agencies.
- To provide an environment that reflects equality of opportunity and values each individual's contribution to the school community regardless of ability, race or sex.
- To provide an 'open door' policy across the 24 hour setting for pupils, parents/carers and staff.

Ethos

All staff and volunteers, whatever their role at St. Anne's has these responsibilities at all times, with all of the children.

Valuing children as individuals means

- Educating, caring for and treating every child as unique.
- Addressing each child by their own name (not by their needs, disability or inappropriate nick name) or an abbreviation they prefer ie. James to Jamie.
- Consistently caring for children across all settings and encouraging children to be independent in a positive way as far as possible.
- Encouraging children to use and look after their own possessions where possible.
- Giving children enough time to take part where possible; to do things for themselves to understand and be understood.
- Spending time learning the ways children communicate. Using communication systems appropriate to children's needs.

Treating children with dignity and respect means

- Attending to a child's care needs promptly, thoroughly and discretely.
- Addressing every child with respect.
- Wherever possible not doing things for a child if they are capable of doing it for themselves, especially when time does allow for this.
- Having high and realistic expectations of children to help them fulfil their potential.
- Praising, encouraging and prompting.
- Involving children in appropriate conversations, never talking about the child as if they were not there.
- Not seeing the child as a set of tasks to get through (toileting, feeding, changing, bathing).
- Respecting every child's privacy whenever possible.
- Respecting the child's environment in terms of hygiene and tidiness.
- Treating all information about a child with discretion and sensitivity; keeping information safe and sharing only with those people who need to know.
- Should information need to be passed on it must be accurate, relevant, helpful to others and in the correct form or documentation. Respecting a child's rights of confidentiality out of work and to other parents/carers.
- Giving the best possible education and care that can be provided.
- Involving children in decisions that affect them and actively encouraging children to express their views. When these cannot be taken into account explaining why ("because I said so" is not enough)

Caring for the children first means

- Offering the same rights and choices and as far as possible the same life as other children of the same age and culture, while providing or helping to co-ordinate extra help or support services if a child needs them.
- Providing consistent education and care from staff who really care about them and know them well. Helping new staff to get to know the child by providing the relevant information.
- Actively supporting each child as part of a family; involving their parents fully in planning for them and acknowledging their ultimate responsibility for their child.
- Ensuring access to communication equipment at all times and listening to children when they need to communicate, even if it takes a little longer and they are not easy to understand.
- Giving children information about what is happening to them before it happens e.g. being taken somewhere, giving explanations about procedures before they occur.
- Providing opportunities to play in an appropriate way.
- Giving child's opportunities to learn new skills provide a stimulating environment to broaden their experiences (within health and safety limits) to maximise their independence and minimise reliance on others.

Keeping children safe means

- All staff being aware of, and implementing rigorously the Safeguarding policy.
- Not exposing children to unnecessary risks and protecting children from abuse.
- Not exposing children to violent, distressing or sexually explicit materials (eg. inappropriate media, T.V, news, radio, press)
- Providing supervision accordingly to their need, on and off site.
- Having consent for photographic material of individuals to be published via the media or website.
- Not allowing parents to expose school event photographs to the internet (eg. facebook).
- To action or report all identified risks.

To ensure the successful implementation of Equality & Diversity:

- It is important that children feel they are part of a service that is integrated; not letting children hear things that may undermine their faith in the service as a whole (eg. disputes between staff or departments).
- That children know that they have all of these rights, all of the time that they are at St. Anne's and that these rights can only be denied to them with good cause

(i.e. if the exercise of these rights would be detrimental or harmful to the child or other people).

- That we ensure that all of the relevant adults in the child's life are aware of these basic rights, and understand what they can do if these rights are infringed or not respected.
- Children, parents and carers are made aware that religious / cultural beliefs of the family will be respected at all times, and activities altered to adhere with these preferences.

Information relating to pupils

Anti-bullying

St. Anne's defines bullying as action taken by one or more pupil with the deliberate intention of hurting another pupil physically or emotionally. We endeavour to prevent bullying, by developing an ethos in which bullying is regarded as unacceptable. We aim to produce a safe and secure environment where all can learn without fear or anxiety.

If staff become aware of any bullying taking place they should deal with the issue immediately. This may include support for the pupil who has been bullied and appropriate sanctions for the child who has carried out the bullying. Incidents should be recorded in the bullying log on School Pod which is a secure on line recording system set up for St. Anne's

Positive Handling

At St. Anne's our aim is to encourage good behaviour and help pupils to take responsibility for their own actions. Team Teach has been adopted by St. Anne's and its principles are followed both in terms of managing pupil behaviour in all settings and also in managing physical intervention.

Gemma, Diane, Emma, Vicky and Hendi (school) are the designated Team Teach trainers.

All incidents/physical restraints must be logged on School Pod which is a secure on line recording system set up for St. Anne's. Should this system not

be available bound books are available in the area of the building to ensure swift reporting.

Moving and Handling

St. Anne's recognises its responsibility to ensure the health, safety and welfare of its employees as far as reasonably practicable. It is the policy of St. Anne's to conform to the requirements of the Manual Handling Operations Regulations. St. Anne's adheres to a minimal lifting policy, and follows the approved Centaur training and guidance procedures.

Mike and Peter (residence), and Sarah Co and Alison N (school), are the designated Moving and Handling coordinators.

Sanctions

For some pupils it may be appropriate to use sanctions; however these must always be relevant to their level of understanding, and approved by your line manager, before implementing. All sanctions must be approved and logged on School Pod which is a secure on line recording system set up for St. Anne's. Should this system not be available bound books are available in the area of the building to ensure swift reporting.

Information relating to staff

Car parking

Car parks are provided, but all drivers must recognise that vehicles are left at their own risk.

Complaints

We aim as far as possible for any staff complaints to be dealt with on an informal basis and be resolved quickly and amicably.

Confidentiality

All staff and volunteers are expected to respect that information within St. Anne's is kept confidential at all times. This includes the use of mobile phones and the internet. Failure to do so will result in disciplinary action.

General Data Protection Regulation/ Freedom of Information Act

There is a legal right for any person to ask the school for access to information that we hold. All staff should therefore follow procedures on recording and reporting.

Disciplinary

The governing body adopted the Disciplinary Policy in Summer 2011. All staff should familiarise themselves with and adhere to the policy at all times.

Dress code

All contracted staff will be issued with a staff uniform consisting of polo shirts and a top of your choice (depicting the school logo). Appropriate trousers and footwear should be worn. Failure to do so will result in disciplinary action.

Fire – refer to the walls near fire call points for further information

Procedures for evacuating the building in the event of a fire are posted around the school and residence and vary according to zone location. Please ensure you familiarise with the procedures for each area of the building you work in.

School assembly point:- playground

Residence assembly point:- fire-pen (pathway between school and residence – then move down to school, as needed)

Sixth Form assembly point:- fire-pen (gated area in front of the building – then move across to the school, as needed)

First Aid - refer to the First Aiders notices in the building entrances

Injuries incurred by staff or children should be reported immediately. See posters in the main building areas for a list of First Aiders. Injuries should be logged on School Pod which is a secure on line recording system set up for St.

Anne's. Should this system not be available bound books are available in the area of the building to ensure swift reporting.

Governing Body – *see the school entrance wall for further information*

The governing body has representatives from staff, parents and the local authority. They have 3 scheduled meetings per year, however meet more regularly for sub-committee meetings. Governors are un-paid for their role.

Health and Safety

It is the duty of all staff to ensure that we work in a safe area. If any member of staff has any concerns about a potential danger or hazard, please report it immediately.

School:- office (H&S reporting book)

Residence:- to a senior member of staff

Mobile phones

Staff should not have their mobile phone with them during working hours, unless this has previously been agreed with their line manager. Mobile phones should never be used to take photographs of children.

Payroll

It is the responsibility of all staff to check for any errors on your pay slip. If you have any concerns, please see the school business manager and/or contact County Hall.

Private car use for business purposes

The following documents must be checked by the school office annually: driving licence, car tax, car insurance, car MOT. Mileage should be logged on the appropriate claim form and given to the office at the end of every month.

Safeguarding

All staff have the responsibility to notice the signs and symptoms of harm and pass on any concerns they have.

The safeguarding officers are: Lesley and Deena (school), Kay (residence)

The governor responsible for safeguarding is: Geoff Ogden – 07745 817563

Any concerns must be logged on School Pod which is a secure on line recording system set up for St. Anne's. Should this system not be available loose recording sheets are available from all classrooms and the staffroom to ensure swift reporting.

Security of personal belongings

Please do not leave personal belongings / valuables lying around. The school and residence is not covered for theft of staff's personal property.

Sickness absence

The governing body adopted the Attendance at Work Policy in Spring 2008. The policy states that staff who are sick should notify their absence (themselves) to a designated person as soon as possible. On-going contact should be made during long absences.

School:- to report an absence in the morning, please contact the school office, alternatively Sara or Debbie, as a last resort contact can be made via the residence. In order to facilitate management of supply cover, staff who have been off sick should also notify their imminent return to work or their continuing absence to the school office before 4.30pm (eg. on the day prior to returning)

Residence:- to report an absence any time of the day, please contact the office and ask to speak to the most senior member of staff on duty. Messages taken overnight will be followed up the following day by senior staff.

Smoking

We are a non-smoking site.

Telephone calls

If you make / receive a call about a pupil, the discussion must be logged on a telephone contact sheet on school pod.

Training days

All contracted staff are expected to attend the allocated training days. Notice will be given to the date and content of these.

Whistle Blowing

The governing body adopted the Whistle Blowing Policy in Spring 2004. The policy is intended to encourage employees to raise concerns within the school and residence rather than overlooking a problem or blowing the whistle without fear of reprisals. Staff concern forms are available from the staffrooms.