

**Our vision:**  
Achievement for All

**Our mission:**  
To fulfil this through developing every child's personality, abilities and talents to the full, to be the best they can be.

Sandgate School is committed to reflecting the United Nation Convention on the Rights of the Child in its policies and practice. The rights of the child considered to be especially relevant to this policy include:

- Right 3. The best interests of the child must be a top priority in all things that affect children.
- Right 12. Every child has the right to have a say in all matters affecting them, and to have their views taken seriously.
- Right 13. Every child must be free to say what they think and to seek and receive all kinds of information, as long as it is within the law
- Right Every child has the right to think and believe what they want and to practise their religion, as long as they are not stopping other people from enjoying their rights
- Right Every child has the right to meet with other children and to join groups and organisations
- Right Every child has the right to privacy
- Right Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

This policy is written to support staff to understand their roles and responsibilities in terms of what is expected of them here at Sandgate School. It aims to support staff and be a point of reference and clarification at any time.

### Being an ambassador for the School: Propriety and General Behaviour

Staff at Sandgate are expected to support the students and their colleagues whilst at work. When you are with parents and other agencies, we expect a professional attitude and excellent conduct to show people the kind of school we are.

Our job at Sandgate School is a challenging but highly rewarding one. We should always strive to do the best we can for our students, support our colleagues and treat everyone in our school in the best way possible.

### Times of the day

#### Sandgate Site-

8:55	Staff briefing (Monday in staff room, other days staff teams in class)
9:00	Pupils arrive at 9am. Staff to be in place ready to receive children at this time.
10:25-10:40	Primary play time
10:45-11:00	Secondary play time
12:00	Primary Lunch followed by play time
12:15	Secondary lunch followed by playtime
1:15	Lunchtime ends, registration starts
1:20	Start of afternoon lessons
3:15	Assembly in the hall (3:10 on Friday)
3.25	Students start to leave the site, escorted by class staff, then return to class for direction by the class teacher. Senior Teaching Assistants use this time, if there are no staff or class meetings, to support preparation of their

	specified work.
4pm	End of directed school day for staff
<u>SGQKS Site</u>	
8.45	Staff briefing (Monday in staff room, other days staff teams in class)
8.50	Second bell rings. Staff must be at front door at this time to collect students.
11:10-11:30	Snack/break time
1.00	Lunch
2.00	Lunchtime ends, registration starts
2.05	Start of afternoon lessons
3.10	Students start to leave the site, escorted by class staff, then return to class for direction by the class teacher. Senior Teaching Assistants use this time, if there are no staff or class meetings, to support preparation of their specified work.
3.50pm	End of directed school day for staff

### Staff breaks

Students will have a snack/drink mid-morning, but this is part of teaching time and should be run accordingly, as the needs of different cohorts dictate. Some students will need a structured approach to building social skills during this time, so the time allotted for this will be longer than the few minutes other students need. The class teacher may organise a short break for teaching assistants, and take one themselves, during either the students play or drink time as part of general 'goodwill' but it is not an automatic entitlement, and is determined by the teacher.

Over the lunch period, teaching assistants supervise the playground or the dining hall and assist the students as required as part of their working duties. Teaching assistants have a 30 minute lunch break over the lunch period.

Teachers are not expected to automatically provide lunch time cover, in accordance with their Terms and Conditions. However, it is acknowledged that many teachers do provide pastoral support of some type during the lunchtime period, especially on the SGQKS site, and this is much appreciated.

The curriculum often includes visits off site to enhance the student experience. On these visits, staff may not be able to have a break away completely from the students due to the nature of the environment. The teacher in charge must ensure that all staff have had food and drink through the day and give the staff a break from the students when possible throughout the time. Teaching assistants are entitled to leave the same day once the students are safely off the school site if they have not had their break at lunch time. If this is not possible on that day, staff will be released earlier on another day.

### Meetings

Staff are expected to be in attendance at their team, site and whole staff meetings as directed by senior staff. Involvement and interaction at these meetings are encouraged, countered with professionalism and courtesy. Minutes of whole school and site meetings are emailed to all staff to ensure information is shared.

### Duties and rotas

Rotas for teaching assistants breaks should be organised within class teams, with teacher oversight. STAs run playground activities according to the interests of their students and encourage engagement.

Lunch times and playtimes are teaching times and all staff must focus on students to ensure their safety and development in terms of communication and interaction skills.

## Supervision

It is the responsibility of all staff to adequately supervise and care for the children in their own class or teaching group and the whole school generally. Supervision means being able to see children and be able to communicate with them by voice or signing. Staff must be aware of how many children they have in their charge at all times and exactly where these children are. All activities must be supervised appropriately bearing in mind the ages and abilities of the children and the complexities of the activity i.e. chopping vegetables in food technology or walking to and round a supermarket. Staff should be allocated students to have responsibility for and it is their duty to supervise the children appropriately. Staff must place themselves in the best position to achieve optimum visual supervision when they are both indoors and out. This is particularly important during transitions. Particular areas may require dedicated supervision e.g. during PE and on Outdoor Education activities.

During breaks and lunchtimes, staff should interact with the children relative to their age and ability. Staff should remember that breaks and playtimes are a social experience for the children and not the staff. Inappropriate behaviour should be addressed as soon as possible using relevant strategies and any incidents reported to the class teacher and recorded in the correct books.

Staff must recognise that there are times where supervision must be increased e.g. When moving from one classroom to another, on an outdoor visit or when a child is in crisis for some reason or other. If you are unclear about the levels of supervision at any time, you must discuss them with a member of SLT immediately.

Inadequate supervision can lead to inappropriate student behaviour, poor standards or work, absconding, injury, and possibly death. We must see supervision as our school priority in terms of Safeguarding.

## Staffroom

The staffroom is available to all staff and visitors. It fulfills a range of functions and is also a resource base for equipment such as photo-copier, paper guillotine etc. Personal belongings are left in the staffroom at staff's own risk. Valuables can be left in the office safe. The SGQKS staffroom has a keypad lock on it. This needs to be used when you are the last one out of the room as medication, keys and student information are all kept in here. Students have access to the staff room at times to do jobs or as a space to break out into, but staff must respect this space as one where staff can work, make phone calls and have a break from the stresses of the day. Other alternative spaces for students should be used whenever possible.

## Keys

It is every member of staff's responsibility to ensure that all keys are returned to their homes at the end of their use. Electronic key fobs for access at the QKS site are allocated and signed out to staff. Loss of these electronic swipe keys should be notified to SLT and the QKS ICT department. Payment will be needed for replacement fobs. A number of keys are available for use by all other staff but issuing keys to every staff member is obviously costly and defeats the object of having things locked away. On ending employment at Sandgate, all staff will be required to return keys/swipe fobs on their last day.

## Induction and mentoring

All new staff will take part in an induction programme, co-ordinated by their line manager. The staff induction policy stipulates the programme and content of individual meetings between the line manager and new member of staff. It is the responsibility of the new staff member to update their induction folder.

## Professional development, training and certificates

All staff are entitled to receive appropriate professional development and training (refer to Continuing Professional Development Policy). This will be prioritised to support implementing the school development plan, local initiatives, and personal targets resulting from the Performance Management process. Staff should submit written requests to the CPD Lead (Deputy Head Teacher) for courses which they feel will be of relevance to their work in school. All members of staff are given a Continuing Professional Development file. Certificates must be shown to the admin team in the main office who will take a copy of them and add a record of them to the central register. Other course certificates to be kept in own CPD files. An essential training programme is coordinated by the CPD deputy.

## Dress Code

There is no dress code as such for staff. Clothing should, however be practical in relation to the role of the individual person and the timetable that day. Staff should be smart and convey a professional image of the school at all times, when the students are in school, Jeans are not appropriate. Staff should have regard to the fact that we work with adolescent pupils. During hot spells, it is tempting to wear summery clothing. Low cut tops and revealing clothing should not be worn however.

During PE, games and dance all members of staff are expected to attend in sportswear and appropriate footwear.

During swimming, rash vests or t-shirts are to be worn to identify staff in the water.

Jewellery- long earrings and necklaces should not be worn as a safety measure. Body piercings are discouraged and should not be visible. Any tattoo's should not be visible to students and would definitely not contain any images or words with the potential to offend others.

Flip flops and open-toed sandals are not allowed in school as they can inhibit movement around the school site in situations where speed may be necessary. They can also put them at risk if working with students who have may stand on their foot accidentally, or when equipment is being moved/wheelchairs are being pushed. Other footwear should be practical in relation to the tasks involved in the day.

All staff on the Sandgate at Queen Katherine site have an identity badge, which is quick release if grabbed, which should be worn at all times. Staff who work on the main Sandgate may feel the need for a badge due to being out and about with students. See the Deputy Head for one if needed.

## Fingernails

As class staff work in close proximity with children and students, they may sometimes touch, support or hold a child. With this in mind, having long nails is a hazard to others in the school. Nails must be kept short.

## Health and Safety

It is your responsibility to look after your own health and safety at work. It is schools responsibility to stipulate appropriate practices and procedures which, when followed, provide best possible guidance to classes. Each staff member reads and signs to say they have understood the Health and Safety policy as part of induction and at the start of each academic year. Health and Safety is an agenda item on every SLT, site and whole school meeting agenda.

Health and Safety is addressed as part of the new staff induction package.

## Educational Visits

Staff who plan to take pupils off-site for any activity, whether a weekly timetabled event, one-off visit to support the curriculum, or a residential involving one or more nights, should refer to the Educational Visits Policy and complete risk assessments. A visit leader checklist should be referred to prior to any trip and seen as an essential part of the planning process. The Head teacher is always the first point of contact to authorise a potential educational visit followed by discussion with the Education Visits Coordinator to discuss details including risk assessments. These discussions should take place at least

2 weeks in advance of the trip, longer in the case of residential trips. The school use Evolve for risk assessments.

The trip leader should ensure that staffing is of an appropriate level and that all staff on the trip are clear of their responsibilities (including first aider, person responsible for administrating and managing medication etc).

All trips have a financial impact on the school. All trips and residential trips must be planned into the school year and approved with the Head teacher at the start of the year or as soon as possible before the trip. Costings must be carefully calculated and EVOLVE completed within time. All staff members and volunteers on the trip must have a DBS and any costs incurred should be factored into the trip costs before the trip is authorised.

The member of staff leading the trip is responsible for hitting deadlines of payment to the providers of any services and also for ensuring that accounts for the trip are managed. The trip leader should work with office staff and parents to ensure that payments for the trip can be made within a good timescale so that the trip is cost neutral.

### School Minibus

With the appropriate qualifications and training some staff have chosen to be school minibus drivers. Refresher training is given to all drivers every three years. When driving a school minibus, it is the responsibility of the driver to carry out a vehicle check before setting off. This includes a visual inspection and a look at things like screen-wash levels. The business manager has responsibility for ongoing maintenance issues relating to the minibus, and office staff arrange any services. The Deputy Head responsible for Health and Safety organises minibus training for new staff and those who need refreshers.

### Use of own car

Staff who use their own cars must ensure they have provided their licence and car details to the Deputy Headteacher to enable a suitability check via the DVLA. Where staff are prepared to transport students in their own car, this provides a much valued additional resource. School pay for a blanket policy for up to ten drivers. Staff need to complete the relevant forms annually which shows they are safe to drive and are happy to do this. Details for insurance can be obtained from a member of the senior management team and copies of documents should be given to the Deputy Headteacher. In an emergency, you may choose to drive a student to hospital or the doctors. You will ideally have another adult with you at this time. Any staff planning to transport students on their own should have this authorised by a member of the SLT.

### Confidentiality

Pupils, and their families, are entitled to expect that details about them are only circulated to those who need to know within the school community and never outside of it. Staff should always be aware of where they are speaking about a child or situation. Discussions of a confidential nature should always happen in an empty room, not on a corridor and staff should be mindful of the language they use and remember a student's dignity at all times. Staff should refer to the Head teacher if they are uncertain.

### Dealing with a Complaint

If at any time, a parent or member of the community mentions something to you about school, remember the need for confidentiality. Do not discuss the issue but direct any conversations back to the class teacher or a member of the SLT. School has policies and procedures for handling complaints. In general, listening to the person and what they have to say in the first instance can often reduce the escalation of a complaint and stop it becoming worse.



## Personnel Issues

The school has adopted the Local Authority model policies in regards to any personnel issues which you may have. These procedures reflect good personnel practice and have been drawn up with agreement of all the professional associations. They cover the following areas-

Grievance Procedures

Disciplinary Procedures (including Code of Conduct for county Council employees which staff should be aware of and follow at all times)

Bullying and Harassment Policy for staff in schools

Capability Procedures

Absence and Wellbeing Procedure

Copies of these policies are available on the Staff Server.

Staff are encouraged to join a relevant union according to their profession.

## Safeguarding

Safeguarding is of paramount importance to all staff at Sandgate School. Every staff member must follow the school's Safeguarding and Child Protection Policy which details all aspects of keeping every member of Sandgate School safe. All people on the school site who work with staff or young people will be directed to complete relevant checks including DBS and Disqualification by Association checks as necessary. Safeguarding Level 1 training must be undertaken by all staff before they start work as part of a paid Induction session if they do not already have this training.

## Whistle Blowing and Confidential Reporting

We should never assume that abuse or improper conduct cannot happen in our school. If in doubt, always speak to a member of SLT or follow the schools Whistle Blowing policy.

## Physical Intervention and Behaviour Management

At times, we need to manage a student's behaviour in a way which sometimes involves physically intervening with them. Any intervention must be reasonable, proportionate and necessary. Full details of the rationale for this is in our Behaviour Policy which details what we do and how we record things. Staff must know which of the students they work with have a Behaviour Support Plan, what it contains, and how to implement it, and refer any ambiguity or uncertainty about it to their line manager as soon as possible. Staff must sign to say they have read these at the start of each year. All staff undertake Team Teach training to support management of themselves, children and situations.

## Physical Contact

Our job can, at times involve physical contact with students. We are here to support, enable and care for our students as they develop and grow. We need to touch children at times for a variety of reasons. These are detailed in our Touch Policy. This links to a student's individual Touch Audit which is undertaken in September or as necessary.

## Social Contact

All staff should interact with our students to support their development of social skills and their ability to function in and around other people. Staff must always be mindful of the appropriateness of their contact and the understanding the child has. Some staff work with children and their families outside school- for example when on Direct Payments work. This can sometimes bring a conflict of interest when discussions about school are initiated by the family. All that happens in school must be confidential and a positive and professional attitude must always be maintained when discussing school.

Staff should not be in Facebook or other social media contact with parents or students, past or present. The only exception is where parents are members of staff, where both parties are bound by the school's code of confidentiality regarding discussion of school matters on-line. You must take great care when

using any Social Media to avoid mentioning Sandgate school or bringing the school into disrepute in any way.

Staff may choose to communicate with parents in telephone calls or via email but this should be in line with the E safety policy and be on the work email system, not a personal address, and use the school mobile phone, not a personal mobile. The only exceptions to this would be if you are on residential or running an extra-curricular activity and you had no other means of communication.

As a result of the Coronavirus outbreak, staff working from home need to make contact with parents in the best way for the staff and the parent to ensure that children can access their work and that children and families are being safeguarded. If a parent is not acknowledging emails, SLT and governors have authorised TEACHERS to be able to ring parents from either their mobile phones or their home landline, but must block their number before doing this. In most cases, you need to dial 141 and then the full area code and number. Please check this works on your phones before ringing a parent.

### Intimate and Personal Care

At times, you will be asked to support a student with their personal or intimate care in terms of feeding or toileting. Students have Intimate Care Plans in their folders which should be followed.

### Sexual Contact

Sexual contact with a student is not permitted, regardless of their age or their ability to consent.

### One to One Situations

At times, you may be asked to work in a 1:1 situation with a student. It is perfectly acceptable to be asked to do this although you should keep issues of Safeguarding in your head in terms of where you are working, your emotional state and the child's needs and moods. If you feel uneasy about being asked to work like this, you must speak to your line manager.

Various systems can be used depending on where you are working- using the walkie-talkies at the QKS site, using the alarm system and using mobile phones to support you are all ways of ensuring you are not completely on your own. Ensuring that other staff are aware of where you are working will also help to support your safety.

### Home Visits

At times, you may feel it necessary or be asked to undertake a home visit. This may be to speak to a new parent or observe a child in their home environment. You must always be contactable by mobile phone and have had this meeting agreed by a member of SLT. See the Lone Working protocol.

### Changing for PE/Swimming

It is important for staff to change for physical activities in a separate area than the students. Although supervision may be seen as an issue whilst staff change, it is more important that students are kept in a group with a smaller number of staff whilst others change than to compromise Safeguarding practice by changing alongside them.

### Communication with parents and carers

All staff have a responsibility to keep parents and carers informed about how their child is doing. Staff should use the home-school diary (chat book) to share information between school and home. Parents/Carers should feel like they are aware of the kind of day their child has had. Diaries are likely to be used less as a student's own language skills and maturity develop. Letters sent home must be checked by a member of SLT before sending home and a copy of all correspondence kept in the folder in each staffroom. Some staff use emails to liaise with parents and carers. This should be done using your school email address and communications kept as a record of discussions. Staff should remember

the phrase, “If it isn’t written down, it didn’t happen” as the reason why all specific conversations need to be recorded.

Staff should be aware that communication must be equal to parents where a child’s parents are separated or divorced. Some adults in a child’s life are NOT AUTHORISED to have any contact with or information shared about their child due to Child Protection. Speak to SLT if you are unsure about a child’s individual circumstance.

Staff should not use the telephone during class lesson time but make specific arrangements of when they will speak to a parent, and should not use their own mobile to contact parents. The only exception is on residential visits and extra-curricular activities, if you do not have ready access to a land-line.

Communication with parent/carers includes Reports, IEP’s, home visits, meeting at school social events. It is important that parents and carers have an opportunity to talk and meet with staff. Confidentiality must be adhered to and a professional image of the school upheld at all times. Discussing another member of staff’s behaviour/abilities or another child is not appropriate with a parent or carer. Any issues of concern should be discussed with SLT.

Parentmail is an electronic information distribution system which is used predominantly by office staff to share information about the school and upcoming events.

Staff should not be in Social Media (Facebook etc) contact with any parent or carer. The only exception to this is where parents are also members of staff, where both parties are bound by the school’s code of confidentiality regarding discussions of school matters on line. School staff are able to accept friendships with colleagues via their social networking site but should take care in communications exchanged, and never share images of colleagues without their consent.

Staff should never post any content on a social media site which would bring the school into disrepute. (See the ICT and Acceptable Use Policy for Further Information and guidance).

### Rewards, Gifts and Favouritism

Staff should use appropriate rewards and sanctions relative to the child, the class and the situation.

Praise is an extremely important part of your behavior with young people, so understanding the reward and sanctions system in your class is imperative.

Christmas- Lower school class teams buy presents for children from the Children’s Fund. A sum of £5 is to be spent. (Upper school staff felt it was inappropriate to do this with the older students) Please stick to this amount so that parity is seen across the school.

### Sanctions

Staff intervention should be positive and encouraging. Sanctions should be immediate and related to the child’s level of understanding. Health and safety considerations may dictate the level of intervention that is required. Support from other staff or the senior management team will at times be necessary and staff should not hesitate to request this support where behaviour is particularly challenging. De-escalation techniques and positive physical intervention procedures are covered in the induction process and the continuing professional development programme. All staff should be trained in Team Teach: new staff are trained as soon as a viable cohort exists. All staff are re-trained bi-annually in line with protocol.

### Budgets

Class teachers have budgets to spend as they wish. Purchases must should be done through the school ordering system as far as possible and authorized by the budget holder. If staff need to purchase occasional items outside this, they must have the authorization of the budget holder prior to spending, otherwise they might not be reimbursed.

### Students and volunteers

Sandgate works closely with a large number of training and voluntary organizations. We regularly have significant numbers of individuals and groups who wish to visit or work within school. Placements and



visits are managed by the Deputy Head responsible for students and volunteers within strict guidelines and protocols. Any requests to accept volunteers must go through the Deputy who will carry out the correct checks.

We gratefully acknowledge the contribution made by students and volunteers and encourage staff to continue to extend a friendly, professional welcome to all visitors.

Volunteers and Students do not undertake a DBS as they are not in regulated activity. They are not to be left alone with a student at any time. Any volunteers who offer to take part in an overnight residential trip must undertake a DBS. The costs of this should be factored into the overall trip costs before the trip is approved.

### Staff sickness

Staff who are ill should phone the SLT mobile on 07484 280725 to speak to the member of SLT between 6.30-8am. Email or texting should not be used. A further up-date should be provided before the end of the school day. Staff who are ill for more than five days will need a doctor's certificate. On their return to work staff should report directly to the Head teacher (Sandgate site staff) or the Deputy Head teacher (SGQKS staff) for their return to work meeting. If staff are frequently absent owing to self-certificated sickness, the county operates a Persistent Intermittent Absence policy which the school is expected to implement. This involves a more in-depth discussion with the Head teacher on return to work.

### Other Time off work

The county has a Time Off Work policy for its employees which the school is expected to implement, which stipulates the type of leave schools are allowed to authorize. The school does try to support its employees, and small amounts of time for urgent domestic reasons are usually agreed. However, staff should be aware that such requests may be approved with or without pay, especially where they involve a whole day's absence, or not approved at all. If you need to request time off, put your request in writing to the Headteacher, ideally by email.

### Supply staff

Staff absent because of illness or absences due to attendance at courses, meetings etc. do not automatically receive supply cover. In the first instance school will attempt to provide internal cover where it is possible to move staff across from other areas. Thereafter cover will be provided in accordance with availability of resources and supply staff availability. Normal practice will be in accordance with the terms of re-imburement within our staff insurance policy). Where an absence is not covered by the staff insurance policy, it may not be feasible to cover the absence through supply staff.

Supply staff are authorized and booked by SLT. Where teachers are on a course, cover work should be left for the supply teacher indicating work/ activities to be undertaken by pupils in their absence. In the case of teacher sickness, work should be emailed to the office for onward distribution unless the teacher is incapacitated or the sickness is long term.

All supply staff must complete the relevant documentation in the office and have a DBS. Registering with the Update service as soon as the DBS is completed means that they can use it indefinitely.

### Mobiles and Phone Calls

phones are not to be activated during pupil contact time and not in class or on person, and should not be in use during other directed time (i.e. during 'end of day' directed time, which is for the thirty minutes after the end of the school day for students, or during any meetings or training). The only exception to this is during educational visits where staff need to contact each other or the school. Personal mobile phones or other technology are not allowed to be used to take photos of children. Personal calls through the school's phone system should only take place under exceptional circumstances.

School has some mobile phones which can be used for visits if required.

There is also a SLT phone which is used predominantly by the Deputy to organise cover and illness. Members of SLT may be required to carry their own phones at times due to having a split site.

### Use of Technology

Staff are often given access to ICT equipment at school. At times, staff are issued with Laptops/I Pads to enable them to do their jobs better and more effectively.

These devices are to be used solely by the staff member and not another member of their family or friends. They are there purely to help with school work and should not be used for anything other than that purpose. All images taken of students and life in school are to be kept on school systems. Please refer to our *ICT Curriculum, Acceptable Use and E-Safety Policy* for further guidance.

### Smoking

The school site, building and grounds are considered no smoking areas. During out of school visits staff are not expected to smoke.

### Chewing Gum

Chewing gum is not allowed on site for students or staff.

### Work/life balance for staff

Sandgate School acknowledges that, whilst there is a job to be done, all staff are entitled to work in an environment where pressure does not become overwhelming. The school has a 'Work-related Stress Management Policy' and accompanying guidelines. Any staff who have concerns about their workload, either in general, or in reference to specific deadlines, should discuss their concerns in confidence with their Performance Manager Team leader as soon as possible. The School has implemented the Teachers' Workload Agreement, and are actively working towards reducing unnecessary bureaucracy. Any staff off work who have cited work related stress as their reason for absence will have a stress risk assessment carried out with them by the Deputy Head responsible for Health and Safety as part of their Return to Work meeting. The aim of the meeting will be to provide supportive strategies/additional individualised control measures which will reduce the likelihood of a build of stress again.

### Other relevant documentation/reference points

During induction period the following policies should be gone through with new staff by key member of staff.

#### **Safe Guarding**

**ICT Curriculum, Acceptable Use and E-Safety**

**Anti-Bullying (pupils and staff)**

**Behaviour and discipline**

**Health and Safety**

**Touch Policy**

**Pupil Contact Guidance**

**Time off Work Policy**

**County Council Code of Conduct for staff (see appendix, Staff Disciplinary and Dismissal Policy)**

A number of other policies are available within the school to guide staff:

**Final note: any staff uncertain about any aspect of the Staff Behaviour Policy should refer to their line manager.**