



Staff Handbook

Name: «Forename» «Surname»

Introduction

This handbook provides you with quick access to important and relevant information, and signposts you to detailed policies and other relevant sources of information. In the event of any discrepancy between this handbook and any policy, the policy will take precedence.

It is a condition of your employment that you must read, understand and adhere to all the policies implemented by Welburn Hall School and it is your responsibility to ensure that you do this. Policies are kept up to date in the staff section of the school website.

Welcome to Welburn Hall School

Welcome to Welburn Hall School. We are a North Yorkshire County Council (NYCC) maintained special school and offer a dynamic, innovative and individualised learning journey for pupils aged 8 to 19 years, with a wide range of physical disabilities or learning difficulties.

Our aim is to ensure all pupils have the opportunities they need to reach their full potential for academic achievement, independence and personal development. We have dedicated staff, fantastic facilities and beautiful buildings which create a calm and inspiring place to learn, live and work.

Our Vision

Welburn hall school will become recognised locally and nationally as an excellent school with ambitions for life long independence for all students.

Values

RESPECT - Fairness, professionalism, trust, compassion and caring

PERSEVERANCE - Can do attitude, optimism, challenge, courage

EXCELLENCE - Teaching, waking hours curriculum, holistic progress, personalised learning

Accident and Near Miss Reporting

It is really important that you report and record accidents (even minor ones) and near misses. Blank forms for this are kept in the cupboard in the Games Room in the House.

Reporting accidents and near misses means that we can see whether we have a problem in a particular area and consider what to do to stop it happening again. Trade union safety reps have the right to carry out inspections and investigate accidents.

Acronyms

ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
ARCO	Assistant Residential Care Officer
ASD	Autistic Spectrum Disorder
ATA	Advanced Teaching Assistant
CAMHS	Child and Adolescent Mental Health Service
EAL	English as an Additional Language
EHCP	Education, Health and Care Plan
EP	Educational Psychologist
FE	Further Education
GTA	General Teaching Assistant
HLTA	Higher Level Teaching Assistant
KS1	Key Stage 1 (Reception, Years 1 and 2)
KS2	Key Stage 2 (Years 3, 4, 5, 6)

KS3	Key Stage 3 (Years 7, 8, 9)
KS4	Key Stage 4 (Years 10, 11)
KS5	Key Stage 5 (Years 12, 13, 14)
LDD	Learning Difficulties and Disabilities
LDS	Learning Disability Service (NHS)
MLD	Moderate Learning Difficulties
NYCC	North Yorkshire County Council
OM	Office Manager
OT	Occupational Therapist
PDA	Pathological Demand Avoidance
PGCE	Post Graduate Certificate in Education
PMLD	Profound & Multiple Learning Difficulties
RCO	Residential Care Officer
SALT	Speech And Language Therapist
SDP	School Development Plan
SEMH	Social Emotional & Mental Health
SEN	Special Educational Needs
SEND	Special Educational Needs and Disabilities
SLCN	Speech, Language and Communication Needs
SLD	Severe Learning Difficulties
WHS	Welburn Hall School

Additional Hours

From time to time you may be asked to work additional hours, for example to cover staff absences, attending training, etc. The Headteacher will approve whether the hours are to be paid or if you are to be given time off in lieu. If you are to be paid, you will need to complete an additional hours claim form which are available in the School Office. The form will need signing by your Line Manager and the Headteacher, before being processed by the Business Support Team. Approved forms must reach the Business Support Team by the last day of each month in order for you to receive payment at the end of the following month. Earlier deadlines will apply when the last day of a month falls in a school holiday.

Alcohol

At work, alcohol misuse, including hangovers, can result in reduced levels of attendance, mistakes, substandard work performance, impaired judgement and decision making and increased health and safety risks, not only for the individual concerned but also for others. Furthermore, employees who drink irresponsibly or commit offences related to the misuse of alcohol may put NYCC's reputation and image at risk. NYCC wants to encourage and support employees who may have an alcohol misuse and/or an alcohol dependency problem by assisting them in seeking help and supporting them in overcoming alcohol related problems.

The workplace alcohol policy is available in Staff Policies on the website and it sets out NYCC's aims to protect and maintain the health, safety and welfare of employees and others in the workplace by reducing the risk of alcohol related harm in accordance with the Health & Safety at Work Act 1974. The policy also makes clear NYCC's disciplinary rules on these matters.

Allegations against staff

All adults who come into contact with children and young people have a responsibility to safeguard and promote their welfare. They are also vulnerable to the potential for false, malicious or misplaced allegations being made, either deliberately or innocently, arising from normal and proper association and conduct.

However, it is also regrettably the case that some adults have been found to be perpetrators of child abuse and/or for behaving in ways which have harmed children or which indicate that they are unsuited to working with them.

The background to allegations against adults working with children and young people can be complex and allegations may emerge for a number of reasons. Those responding to allegations need to be sensitive to the needs of all involved. The procedure we follow at Welburn Hall School is:

North Yorkshire Safeguarding Children Board: Managing Allegations Against Staff - Practice Guidance [*available in Staff Policies on the website*]

This reflects the Government guidance:

Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children - March 2015

If you have received an allegation or witnessed an event, you **MUST** immediately inform the Headteacher and make a record and have regard to the school's whistleblowing procedure. If the allegation is against the Headteacher, you **MUST** report the matter to the Chair of Governors. Detailed information is in the Child Protection Policy available in School Policies on the website.

See also Safeguarding

Appraisal

The Appraisal Policy sets out the framework for a clear and consistent assessment of the overall performance of school employed staff, including support staff, teachers and the head teacher, and for supporting their development within the context of the school's plan for improving educational provision and performance, and professional standards applicable to the post.

It is a supportive and developmental process designed to ensure that all staff have the skills and support they need to carry out their role effectively. It is a process that supports the work of individuals and teams by setting and reviewing objectives within the context of the school development plan. It helps to ensure that individuals are able to continue to improve their professional practice and to develop in their role.

The objectives set will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate and proportionate to the employee's role and level of experience. The number of objectives set for each appraisal period will normally be no more than three, having regard to what can reasonably be expected in the context of the appraisee's professional duties and the school's strategy for achieving a work/life balance for all staff.

All staff will be given the opportunity to engage in appropriate development activities to improve performance. Professional development will be linked to school improvement priorities and to the ongoing professional development needs and priorities of staff.

All staff will receive constructive feedback on their performance throughout the year. Feedback will highlight particular areas of strength as well as any areas that need attention. Where there are concerns about any aspects of the staff member's performance, the appraiser will meet them to:

- give clear feedback about the nature and seriousness of the concerns;

- give the staff member the opportunity to comment and discuss the concerns;
- recommend appropriate CPD and support (e.g. coaching, mentoring, structured observations), that will be provided to help address those specific concerns;
- make clear how, and by when, the appraiser will review progress (it may be appropriate to revise objectives, and it will be necessary to allow sufficient time for improvement. The amount of time must be reasonable but should reflect the seriousness of the concerns);
- explain the implications and process if no, or insufficient, improvement is made;
- signal any risk to pay progression.

Appraisees have a right of appeal against any of the entries in the planning and review statements. Where an appraisee wishes to appeal on the basis of more than one entry, or to appeal against the assessment and pay recommendation, this would constitute one appeal hearing. Appeals will be conducted in line with the school's agreed policy.

The Appraisal Policy is in Staff Policies on the website.

Asbestos

There is asbestos located in our buildings, however this is safely encapsulated and presents no danger unless disturbed. This means that you must NOT fix anything to any walls or ceilings yourself. The procedure to follow is to inform the Site Manager of your requirement. He will arrange for an asbestos risk assessment and an asbestos test if the risk assessment requires this. If the area is clear, he will willingly fix your board, picture, clock, hook, etc for you.

Inspections of asbestos containing materials (ACMs) are periodically carried out by the Site Manager and by NYCC staff and their contractors.

Further information on asbestos management is included in the Health & Safety Policy available in School Policies on the website.

Behaviour of CYP

Children and young people arrive at Welburn Hall School with different levels of learning ability and unique educational and medical needs. Many of our students also have pronounced social, emotional and mental health needs. We seek to develop student competence in self-regulation of behaviour, including that which promotes effective learning. It is our responsibility to ensure 'good order' in school and this has to be worked for, it does not simply happen.

In order to develop this self-regulation for students and to encourage staff wellbeing, we adopt an approach based on the latest neuroscience. 'Care to Achieve' is based on a mindful compassion approach to behaviour, both adult and student. We have a common belief about behaviour which is that all behaviour is communication about how an experience is making a person feel. We understand that the environment we provide can and does add to positive or negative feeling.

Adopting a mindful compassion approach, it is the responsibility of each member of staff to participate actively in the maintenance of positive behaviour throughout the school, by:

- Being a positive role-model in their approach to young people and to each other.
- Giving constant care and thought to the interactions which pupils/students witness between members of staff.
- Taking individual responsibility for engagement with unacceptable behaviours, avoiding

the temptation to pass on low-level issues to senior staff.

- Observing and responding early to any concerns or inappropriate behaviour, as per agreed mindful compassion approach.
- Ensuring that pupils/students are kept aware and, where necessary, reminded of these expectations regarding behaviour.
- Providing reinforcement and encouragement to pupils/students and groups which display positive and appropriate behaviour.
- Following guidance and training in regard to Restrictive Physical Intervention (RPI).
- Adhering to school procedures for the recording of incidents.
- Participating in meetings/forums which address individual student need in regard to behaviour

Our approach on behaviour is fully set out in the Behaviour Policy available in School Policies on the website.

Blue Slips

Pupils in Main School can be awarded a blue slip by any member of staff for good work, application to a task, behaviour, helping others, achievement, etc. Each Blue Slip generates a certificate presented weekly. Every half term the number of blue slips is totalled and a gift voucher is presented to the girl and boy who have been awarded the most slips. At the prize giving assembly each July, a trophy is awarded to the pupil who has been awarded the most blue slips for that academic year.

Boarding

Many of our pupils and students board in the House each week. These are:

- The vast majority of Year 12-14 students in the College who are following the independence curriculum. These students board Monday-Thursday nights
- Some Year 9-11 pupils where a case has been made to NYCC for boarding and this has been agreed by Panel. Pupils will board for 1-3 nights depending on the Panel's agreement

Breaks

The School adheres to the Working Time Regulations which require all staff to have a minimum break of at least 20 minutes after working a maximum of 6 hours. Breaks are not optional and are unpaid. For education staff, this break is taken at lunchtime. Any break that is permitted in the morning or afternoon must be regarded as a privilege not a right.

Breaks must only be taken in one of the Staff Rooms or the school grounds. Members of staff who choose to access their personal electronic devices during breaks must do so only in the Staff Rooms.

All teaching assistants will be rostered for break duties - collecting pupils from the dining room, toileting, playground duty, etc.

Briefings

Staff briefings are held for main School and College teachers at the end of each day. Teachers feedback relevant information to their Teaching Assistants.

There is a handover of useful background information between care and education staff at the beginning and end of the school day.

Budgets

Following approval of the whole school budget by the Full Governing Body in May each year, budget holders are issued with their individual budgets by the Finance Officer or Office Manager. No financial commitments for goods or services may be entered into without the written approval of both the budget holder and the Headteacher. This includes securing written approval in advance for goods which you wish to purchase in local shops and claim cash back.

Budgetary responsibilities are set out in the Budget Management Policy available in School Policies on the website.

Bullying

We are committed to providing a caring, friendly and safe environment for all of our pupils and students so that they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our School. If bullying does occur, all pupils and students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* school. This means that anyone who knows that bullying is happening is expected to tell staff.

There is no legal definition of bullying, however, it's usually defined as behaviour that is:

- repeated
- intended to hurt someone either physically or emotionally
- often aimed at certain groups, for example because of race, religion, gender or sexual orientation

Bullying takes many forms and can include:

- physical assault
- teasing
- making threats
- name calling
- sarcasm
- spreading rumours
- cyberbullying - bullying via mobile phone or online (for example email, social networks and instant messenger)

All staff have a responsibility to respond promptly and effectively to issues of bullying.

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect.

Our anti-bullying approach is fully set out in the Anti-bullying Policy available in School Policies on the website.

See also Behaviour of CYP

Calendars

There are a number of calendars available to assist you with cross-school planning. These are:

- Key activities and events at K:/Common/School Yearly Calendars
- Staff activities, such as staff meetings, parents evening, lesson observations, etc at K:/Common/School Yearly Calendars
- NYCC School term and holiday dates at K:/Common/School Yearly Calendars
- Admin outlook/office 365 calendar

You should ensure that any appointments or activities you are involved in are recorded in the relevant calendar(s).

Capability/Developing Performance

Concerns over an individual's job performance may arise through a variety of sources.

Where normal performance management has not eliminated these concerns, line managers must be clear that there is a pattern of under-performance sufficient to warrant dealing with the matter through the Developing Performance Procedure. This should not come as a surprise to the individual due to the issues having been raised during normal performance management.

Where the manager feels that the issues should be addressed through the Developing Performance Procedure, the manager will speak with the employee on a 1:1 confidential basis, asking them to attend an initial meeting to discuss the way forward. The manager will inform the employee of the areas of work performance to be discussed and follow this conversation up in writing. The employee will be given a copy of the Developing Performance Policy, emphasising the supportive nature of the process. In preparation for the meeting, the manager will produce a draft Support Plan and give it to the employee for consideration at the Initial Meeting.

The Capability Policy is to be used:

- where under-performance addressed through the Developing Performance Procedure has not resulted in the individual making the necessary improvements in performance;

Or

- in cases of serious under performance, e.g. where the delivery of a service is significantly affected. In such cases the employee will be allowed to make representations to the manager, accompanied by a trade union representative or work colleague, before a final decision is taken

The Developing Performance and Capability Policies are available in Staff Policies on the website.

Car Parking

Parking for staff is available at:

- the House for Care and Admin staff
- lay by outside main school gate for Education staff
- outside Second Yard for Education staff
- Third Yard for all staff

Due to the increase in pupil numbers over recent years and consequent increase in staff numbers, there is pressure on car parking availability particularly at the House. Education staff should not park at the House.

If the House car park is full, staff should park in Third Yard if spaces are available and move their cars to the House later on when spaces become available. Only if Third Yard is full should staff double park in the House car park, or park responsibly on the entrance road, ensuring that there is sufficient room for emergency service vehicles to access the House. You must not park on the grass anywhere on the site to avoid causing damage.

All vehicles are parked on site entirely at the owners' risk.

Care Plan

All pupils and students have a Care Plan written specifically about them. The Care Plan:

- establishes the particular needs of the pupil/student and determines how these will be met
- provides information about any risks specific to the pupil/student and advises as to how to manage them
- assesses the potential for development for the pupil/student and sets achievable targets
- provides a useful record of events, Key Working activity, the student's progress and any changes in their needs

The Care Plan is written by the pupil/student's keyworker

Catering

Our catering is contracted to County Caterers, part of NYCC. The team based at Welburn Hall School provide breakfast, lunch and tea due to our residential provision.

When pupils/students are away from Welburn Hall on trips, work experience, etc, the catering team will provide packed lunches on request in lieu of school lunch. The catering team must be informed of any change required to normal lunch arrangements a minimum of two weeks before a trip.

On request and with reasonable notice, the catering team may provide bespoke catering such as teas/coffee or buffets for visitors, training days, etc. Such requests carry a cost and therefore must be agreed by the Headteacher in advance of any request to the catering team. This also applies to any items/ingredients ordered for supply by the catering team.

Staff may choose to have school meals, but these must be ordered in advance and paid for if staff are not supervising mealtimes.

Children taking part in public events

Legislation exists to prevent children from being exploited when performing in plays, films, and advertising or being on television and receiving payment or requiring absence from school. The legislation is designed to protect the health, welfare and education of such children. In order to comply with the legislation, it is a requirement that the Producer or Director of a performance apply for a licence directly to the child's Local Authority.

Not all performances require a licence and these would include school performances and school choirs. In addition to these, any activity that the Local Authority would deem not to be a “performance” would also not require a licence. Such activities might include children who are interviewed or filmed whilst taking part in some normal activity not specially arranged for the purpose, such as doing their ordinary school lessons.

Any queries on this issue should be addressed to the Headteacher.

Cleaners

Cleaning duties are contracted to NYCC’s Building Cleaning Services Team who provide cleaning services across the site.

There is a cleaners’ request book located outside the Site Manager’s office in the House for any specific cleaning tasks or comments to be logged.

Closure of the School or boarding

Occasionally it will be necessary to unexpectedly close the School and/or boarding. The most common reasons for this are:

- severe weather conditions (typically snow or flooding)
- insufficient number of staff to operate safely (eg through illness)
- interruption to the provision of essential services such as electricity, water or sewage

If it is necessary to close the School for any reason, we will follow the procedure set out in our ‘Snow Plan’. This also includes sending pupils/students home early. Once the Headteacher has taken the decision to close the School, parents/carers and staff will be informed by text, via the School’s website, or by listening to local radio stations. School transport contacts will be informed by phone. If there is doubt about the arrangements to receive any child at home, the child must be kept in school and be supervised.

Occasionally, there may be severe weather elsewhere in the county (for example on the coast or the moors) which prevents school transport bringing pupils/students to Welburn Hall even though the School is open. Staff in affected areas must listen to local police advice about travel and assess the risks in coming to a decision on whether to travel to Welburn Hall or not. If you are affected in any way by the weather you must inform reception and your line manager if you are likely to be late or have decided not to travel.

Communication Log

Keeping colleagues up to date with information about specific pupils/students is difficult due to the 24 hour nature of our educational provision.

One way that this can be achieved is utilising the communication log module on SIMS, our main information database. A new contact record should be completed for:

- any conversation with parents/carers; and
- relevant discussions with external professionals, such as NHS, Social Care, other NYCC, etc

See *SIMS* below for more information on accounts and content

Complaints about the School

At Welburn Hall School, we aim to work closely with everyone to ensure that all children can learn and play happily at school. However, sometimes problems do occur, but we view all complaints in a positive way, as it helps us improve our practices.

In your work, you may find that parents/carers or external contacts complain to you about a particular aspect of our School. You should try to resolve the complaint informally, and you can be supported in this by the Headteacher or other member of senior staff. If it proves not possible to resolve the complaint informally, you should give the complainant our Leaflet for Complainants. This sets out the procedure of how their complaint will be handled at different stages and by whom.

Our Complaints Procedure and Leaflet for Complainants are available in School Policies on the website.

Standards of Conduct

The public is entitled to expect the highest standards of conduct from all employees who work for North Yorkshire County Council. The Standards of Conduct Policy sets out the standards of behaviour expected of you by NYCC and the School Governing Body.

The policy covers many areas of which some of the key ones are:

- Relationships
- Contractors
- Appointment and Other Employment Matters
- Reporting any conviction, police caution, penalty notice for damage or penalty notice for disorder, driving offence, civil offence, arrest, charge or summons
- Outside Commitments
- Personal Interests
- Corruption
- Gifts and hospitality
- Social Media
- Contact with the Press and Media
- Talks to outside bodies, Interviews, Publications, etc

The Standards of Conduct Policy is available in Staff Policies on the website.

See also Alcohol, Dress Code and Drugs

Confidentiality

See Privacy, Dignity and Confidentiality

Continuous Professional Development (CPD)

See Training

Convictions

You are required to report any:

- Conviction
- Police caution
- Penalty notice for damage Penalty notice for disorder

- Driving offence (*those staff who drive the school minibus or use their own vehicle for official business*)
- Civil offence
- Arrest, charge or summons

Full information about disclosure is contained in Appendix A to the Standards of Conduct Policy which is available in Staff Policies on the website.

Data Protection

We process personal information to enable us to:

- provide education, training, welfare and educational support services
- administer school property
- maintain our own accounts and records
- carry out fundraising
- support and manage our employees

We use CCTV systems to monitor and collect visual images for security and the prevention of crime.

We process personal information about:

- our students and pupils
- advisers and other professional experts
- school staff
- governors
- donors and potential donors
- suppliers
- complainants and enquirers
- individuals captured by CCTV images

Where necessary or required we share information with:

- education, training, careers and examining bodies
- school staff and boards
- family, associates and representatives of the person whose personal data we are processing
- local and central government
- healthcare professionals
- social and welfare organisations
- police forces
- courts
- current, past or prospective employers
- voluntary and charitable organisations
- press and the media

You can find a privacy notice for pupils/students in School Policies on the website.

Dignity

See Privacy, Dignity and Confidentiality

Disciplinary

The Disciplinary Policy is used to deal with matters of misconduct where normal line management action has either failed to achieve the required standards or would be inappropriate in the circumstances. The policy does not apply to:

- employees within their probationary period
- newly Qualified Teachers who are subject to the NQT induction process
- employees on Apprenticeship schemes

This School is committed to encouraging all employees to achieve and maintain high standards of conduct. The Disciplinary Policy promotes best practice and is to help and encourage all employees to achieve and maintain the required standards of conduct as outlined in the NYCC Standards of Conduct Policy ensuring consistent fair treatment for all.

No employee will be dismissed for a first breach of conduct except in the case of gross misconduct when the sanction will normally be dismissal without notice. A fair process will always be followed.

The Disciplinary Policy is available in Staff Policies on the website.

Dress Code

We have the highest expectations of the school in terms of teaching and learning and accordingly wish to project a professional image. It is recognised that Welburn Hall staff fulfil a variety of roles and our dress code takes this into account:

- Hair should be neat and tidy and no extreme hairstyles should be worn;
- Jewellery should be discreet; however in line with RPI guidance, you should always consider your own safety when wearing any jewellery. For instance necklaces represent a potential choking hazard;
- Discreet ear piercing is acceptable provided stud earrings are worn;
- Tattoos should be covered where reasonable to do so;
- Shorts may be worn in hot weather - knee length at shortest;
- For female staff - as a guide, trousers can be full or $\frac{3}{4}$ length but no shorter. Cropped trousers should be smart 'workwear'. Skirts and dresses should not be too short (knee length at shortest unless worn with dark leggings). No revealing clothing including excessively tight clothing. No leggings unless under an appropriate length skirt or dress. Ladies' tops may be sleeveless but should not be 'strappy' (i.e. have narrow straps) or be strapless;
- No inappropriate footwear such as flip flops or open sandals, not least because these are a Health and Safety risk;
- No jeans or denim;
- No inappropriate or offensive logos.
- Clothing should be smart, clean and in a good state of repair

The Headteacher and SLT have the final say on whether clothing and appearance is appropriate.

SLT are expected to dress formally on a day to day basis, taking into account that at times they may be involved in less formal activities requiring less formal dress.

Drugs

NYCC is committed to providing a safe, healthy and productive working environment for all employees, contractors, customers and visitors involved in providing its services. The Workplace Drugs and Substance Misuse Policy sets out NYCC's aims to protect and maintain the health, safety and welfare of employees and others in the workplace by reducing the risk of drugs related harm in accordance with the Health & Safety at Work Act 1974. The policy makes clear NYCC's disciplinary rules on these matters. If an employee has a drugs or a substance problem, the policy also seeks to encourage them to seek help. The misuse of drugs and substance misuse can damage the health and wellbeing of employees and have a far reaching effect on their personal and working lives. Persistent misuse can lead to a range of social, psychological and physical problems; can result in reduced levels of attendance, mistakes, substandard work performance, impaired judgement and decision making; and increased health and safety risks, not only for the individual concerned but also for others. Furthermore, employees who commit offences related to the misuse of drugs and other substances may put NYCC's reputation and image at risk.

The Workplace Drugs and Substance Misuse Policy is in Staff Policies on the website.

Educational Visits

We recognise that all young people, but especially our pupils with special educational needs, can derive great benefit, both educational and personal, from participating in educational trips, residential visits, recreational and social activities, and adventurous activities.

To ensure that such visits are successful and of maximum benefit to young people, they must be planned, prepared, delivered and reviewed in ways which are based on good and safe practice. To do this, the School has adopted the Policy, Procedures and Guidance detailed within the NYCC Children and Young People's Service Handbook for Educational Off-site Visits and all Adventurous Activities (September 2013). The Handbook reflects the requirements of Health and Safety legislation and guidance from other sources.

All Welburn Hall staff and volunteers must work within the terms of the Policy, Procedures and Guidance.

The Handbook recognises that no procedures and guidance can ever cover all possible sets of circumstance and therefore safe educational off-site visits and activities rely on the appreciation of training, good sense and sound judgement of visit and activity leaders and other adults working within their own level of experience and competence.

Key points to note in planning a visit include:

- Headteacher approval for the visit at least two weeks in advance
- Inviting parents/carers to make a voluntary contribution to enable the provision of the visit which may not otherwise be possible [*see additional information below*]
- Book minibus(es)/transport well in advance. You may need to negotiate with colleagues to get agreement to use the minibus(es) which meets your specific need, eg for transporting wheelchairs
- Give the catering team at least two weeks' notice if your visit impacts on normal lunch arrangements
- Ensure that all risk assessments for people and places are reviewed and are up-to-date
- For whole school visits, inform transport operators as well as parents if we change the normal end of school finish time
- Advice on planning a trip is available from the Educational Visits Coordinator

Charging - If insufficient voluntary contributions are raised to fund a visit or activity, or the School cannot fund it from some other source, then it will be cancelled. Staff organising visits and activities should make this clear to parents at the outset, however there is no obligation to make a contribution. No pupil will be excluded from a visit or activity simply because his or her parents are unwilling or unable to pay.

The Educational Off-site Visits Policy, Educational Visits Handbook and Charging & Remissions policies are all available in School Policies on the website.

EHCP and Annual Review

Children and young people aged up to 25 who need more support than is available through special educational needs support, will have an Education, Health and Care Plan (EHCP). The Plan identifies educational, health and social needs and sets out the additional support required to meet those needs.

Children and Young people who currently have a Statement of special educational needs will have this converted to an EHCP by spring 2018 at the latest.

EHCPs are used to actively monitor children and young people's progress towards their outcomes and longer term aspirations. They must be reviewed by the Local Authority every 12 months.

Annual Reviews should:

- gather and assess information so that it can be used by the School to support the child or young person's progress and their access to teaching and learning
- review the special educational provision made for the child or young person to ensure it is being effective in ensuring access to teaching and learning and good progress
- review the health and social care provision made for the child or young person and its effectiveness in ensuring good progress towards outcomes
- consider the continuing appropriateness of the EHCP in the light of the child or young person's progress during the previous year or changed circumstances and whether changes are required including any changes to outcomes, enhanced provision, change of educational establishment or whether the EHCP should be discontinued
- set new interim targets for the coming year and where appropriate, agree new outcomes
- review any interim targets set by the School

Reviews must be undertaken in partnership with the child and their parent or the young person, and must take account of their views, wishes and feelings, including their right to request a Personal Budget.

Full information can be found in the following DfE/DH document:

Special educational needs and disability code of practice: 0 to 25 years - Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities January 2015

Electrical safety

Regular inspection and testing of electrical equipment provides assurance that it is safe and will identify any equipment that requires repairing or removal from use.

There are two methods of inspecting equipment, visual inspection and technical inspection. Visual inspections include equipment checks by users. Technical inspection takes the form of a

test of the earth integrity and/or insulation integrity for both portable and fixed electrical appliances. Portable appliance testing is commonly referred to as 'PAT testing'.

Any person using any portable electric appliance should check the cable and plug prior to using it. If there appears to be a fault where the cable enters the equipment, where the cable enters the plug, or along the length of the cable, the equipment should not be used and the fault must be reported immediately to the Site Manager and recorded in his maintenance book.

Typical faults include the following:

- The coloured insulating wires within the outer insulated cover are visible either at the equipment or plug end - or both
- Kinking of the cable along any part of its length
- Cuts or splits in the outer cable insulation
- Scorch marks on the underside of the plug
- The cable entering the plug is loose

Whilst the cable may look as though it is attached to the plug securely, if it is not held tight by the inner clamp within the plug the individual wires may become loose inside the plug. The need for regular visual checks is highlighted by an incident in a Primary school where a connector cable to a tape recorder was left too close to a hamster's cage. The hamster chewed through the cable, which went unnoticed until a pupil received a (non-fatal) electric shock. At the beginning of each week, Care staff should visually inspect boarders' personal electrical items, such as mobile phone chargers and hairdryers. Should any of these have a fault, they should be taken out of use and parents informed that the faulty item must be replaced.

Electrical tests must only be carried out by someone competent to use the test equipment. We utilise the services of an NYCC contractor for annual PAT testing. Equipment which fails an inspection will be labelled as unsafe and withdrawn from use until repaired by a competent electrician. Equipment which passes the test has a predominantly green label attached to it which shows the date of the next due test and if possible the date when the current test was carried out.

Any item without a green label on it **MUST NOT BE USED**. This also applies when an item has gone past its retest date. The item must be reported to the Site Manager.

Electronic Devices

All members of staff are asked to sign an Acceptable Use of ICT and E-technology form to evidence that they are aware of their professional responsibilities when using any form of ICT and related technologies such as email, the internet, web2 technologies and mobile devices. Key elements of the agreement include:

- Must not browse, download or send material that could be considered offensive, and should report any accidental access of inappropriate materials to their line manager.
- Should not use school information systems or resources for personal purposes without specific permission from the Headteacher.
- Are not permitted to use personal portable media for storage of school related data/images (e.g. USB stick) without the express permission of the Headteacher.
- Should ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off school premises, or accessed remotely. Personal data can only be taken out of school when authorised by the Headteacher or Governing Body.
- Are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, including when on external trips/visits.

- Should ensure that their use of social networking sites, such as Facebook, Twitter, Bebo, and Myspace, does not question or bring their professional role into disrepute. Staff should remember that posting comments about work-related matters on social media can lead to disciplinary action. It is strongly recommended that staff are not ‘friends’ on social media, unless they avoid discussion about work.
- Staff should not communicate with pupils, in relation to either school or non-school business, via web 2 technologies. Staff should only communicate with pupils using the appropriate LA/school learning platforms or other systems approved by the Headteacher.
- Are not permitted to contact or communicate with pupils, parents or conduct school business using personal email addresses or telephones, without specific permission from the Headteacher.
- Should not give out their own personal details, such as telephone/mobile number or email address, to pupils.

For clear Safeguarding reasons, it is a strict condition that any electronic devices brought on site, such as smartphones, etc., are kept in a staff locker until departing at the end of a shift. Phones may be used in the Staff Rooms during breaks. Any person carrying a smartphone on their person during their shift will be subject to disciplinary procedures.

Members of staff may not connect their devices to the school’s network, whether via Wi-Fi or cable, without the express permission of the Headteacher or Head of Care.

Email Dos and Don’ts

Do’s	Don’ts
<ul style="list-style-type: none"> • Do use a signature which gives your contact details and which follows the WHS style • Do remember that email is the primary tool of communicating important information and it is an expectation that all staff check their email regularly enough to keep abreast of this information • Do use Bcc for large email groups to help prevent the ‘Reply all’ problem but remember to include in the text the group you are addressing, for example “To all WHS staff” • Do send it to the right person - check that you are using the right email address • Do use the subject line • Do use urgent markers if you need to draw attention to something important • Do remember that an email can be used as proof of a conversation and is recorded permanently. • Do remember that emails can be misinterpreted and sometimes it is advisable to back up an email with a verbal conversation. 	<ul style="list-style-type: none"> • Don’t use kisses • Don’t use all capital letters • Don’t use ‘reply all’ if you are responding to the author of an all staff email • Don’t use abbreviations, emoticons and text-speak • Don’t send large attachments if you don’t have to, eg give a colleague the location of a file rather than attaching the file itself, or send the attachment as a zip file

Emergency Response

Every year schools in England may face a number of incidents. These range from the death of a pupil or member of staff, through to fire and disruption caused by bad weather or loss of essential services. NYCC has published the School Emergency Response Guide to provide information to help schools plan for, and respond effectively to, incidents.

The Policy for Managing Critical Incidents is available in School Policies on the website

Equality

The School has a Single Equality Scheme which sets out how pupils and students with the following protected characteristics will be protected in our School from harassment and discrimination:

- Disability
- Gender
- Race
- Religion and belief
- Sexual orientation
- Gender reassignment
- Pregnancy and maternity

The Scheme extends to cover all aspects of vulnerability including those associated with socio-economic factors.

We are also committed to being a good employer and the scheme outlines how we meet our duties in terms of recruitment and employment practices.

The Scheme aims to:

- Articulate the school's commitment to equality which permeates all school policies and practices
- Ensure that everyone who belongs to, or comes into contact with, our school community is valued and respected
- Promote equality of opportunity and eliminate unlawful discrimination, harassment or victimisation
- Comply with statutory duties under equalities legislation in one document

The single Equality Scheme is available in School Policies on the website.

Eyecare

This School is committed to employee health, safety, care and welfare and as part of this follows the NYCC policy for the reimbursement of the cost of eyesight tests and spectacles (if necessary) for users of Display Screen Equipment (DSE).

A DSE "User" is defined as "an employee who habitually uses display screen equipment as a significant part of his/her normal work". The policy provides further guidance on whether an employee can be classified as a DSE user.

Workstations should be assessed in accordance with the NYCC DSE procedure. Should a workstation assessment identify a need for an eye test, or the user wishes to exercise his/her

entitlement, staff need to apply via the MyView Expenses screen following the process in the policy.

Please note that the spectacles or 'special corrective appliances' are to correct vision defects at the viewing distance for the display screen equipment concerned. Those employees who wear glasses or contact lenses are unlikely to require further optical assistance and will not be reimbursed unless an eye test indicates the need for additional optical aids to enable DSE duties to be performed.

The Eyecare Policy is available in Staff Policies.

Fire Evacuation

Safe evacuation of everyone on site in the event of a fire is vitally important. The process to be followed in the event of a fire is set out in our Fire Evacuation and Training Policy. It is essential that all staff read this document regularly to keep themselves fully updated on how we achieve safe evacuation of our buildings for pupils, staff and visitors. The Fire Evacuation and Training policy is available in School Policies on the website.

First Aid

As required by the Health and Safety at Work etc Act 1974, we have a number of trained designated first aiders:

Theresa Hunt
Barry Foots
Pauline Straw

Rachel Marr
Elaine Harness

Jane Rimmer-Boyes
Nyree Major

All care and education staff are trained in emergency first aid at work.

Theresa Hunt is our Appointed Person with responsibility for taking charge of our first aid boxes.

Our First Aid Boxes are located as follows:

- Night Station
- Family Group kitchen (catering)
- College kitchen (House) (catering)
- Surgery - travel kits x 2
- Kitchen (managed by County Caterers)
- Bungalows (catering)
- Hall
- Deputy Headteacher's Office
- College Lifeskills (catering)
- Food Technology (catering)
- Minibuses x 3
- School meds room - travel kits x 3

If you use any items in the first aid kits, you must inform Theresa by email of what you used from which kit so that she can ensure that the items are replenished quickly.

Our First Aid policy sets out actions to be taken in the event of injury or illness suffered by pupils/students, including communication with parents/carers and accident reporting.

The Health & Safety and First Aid policies are in School Policies on the website.

Garden Party

A Garden Party held on the first Saturday in July every year is our main fundraiser for the Home School Association. As well as raising funds, the Garden Party provides an opportunity to open our doors to the local Community and for current and former pupils to meet and discuss old times and what they have been doing since leaving Welburn Hall School.

The Garden Party relies entirely on staff and governor volunteers, to whom we are always grateful.

Governance and the Governing Body

The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance.

The Governing Body has three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher to account for the educational performance of our school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

The Headteacher is responsible for the internal organisation, management and control of our school. It is their job to implement the strategic framework established by the Governing Body.

The Governing Body should play a strategic role, and avoid routine involvement in operational matters. They should focus strongly on holding the Headteacher to account for exercising their professional judgement in these matters and all of their other duties.

The Headteacher is a full member of the Governing Body, and there is a Staff Governor elected by the staff.

Further information about the Governing Body can be found on the Governors pages on the website.

Grievance

See Resolving issues at work

Grounds

The School has beautiful and extensive grounds, which are used for a range of activities including sport, bushcraft and nature walks. However, in using the grounds, staff must bear in mind that hazards do exist. The lake, river and lily pond in particular require careful assessment of risk when taking students outdoors. There is a risk assessment for the grounds at [K:/Common/Risk Assessments/Locations](#).

Health & Safety

Our Health & Safety statement of intent is to:

- implement the requirements of NYCC's Health and Safety Policy;
- make adequate arrangements for the health, safety and welfare of staff and pupils;
- provide adequate control of health and safety risks arising from our work activities;

- consult with our employees on matters affecting their health and safety;
- co-operate with NYCC in matters related to health and safety;
- provide and maintain safe plant and equipment;
- ensure safe handling and use of substances;
- provide information, instruction, and supervision for employees;
- ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- maintain safe and healthy working conditions; and
- review and revise this policy as necessary at regular intervals.

Under the policy, all staff must:

- co-operate with supervisors and managers on health and safety matters;
- follow procedures;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety and of others; and
- report all health and safety concerns and hazards to an appropriate person.

The Health & Safety Policy is in School Policies on the website and a hardcopy of the Health & Safety Manual is available in the Admin Office.

See also Risk Assessments

Home/School Agreement

Parents/Carers are required to sign a Home School Agreement each September. The Agreement sets out expectations on the part of Parents/Carers, expectations of pupils, and what the School will provide.

Home School Association

The main aim of the Home School Association (HSA) is to advance the education and welfare of our pupils. It does this by fostering strong relationships between our staff and parents and others in the community associated with Welburn Hall.

The HSA takes a lead role in organising activities and events which support the school, and assists in the provision of facilities for the benefit of pupils which would not normally be provided by the Local Authority.

A number of fund raising events are held throughout the year, culminating in our famous annual Garden Party each July.

The HSA is a Registered Charity, Number 529656.

ICT

When you join the staff at Welburn Hall School, you will be given:

- a username and password to log in to the server; and
- an email address and password in order to receive and send emails

In the event of forgetting a password or being locked out of your account, please contact the Business Support Team who will arrange for your password to be reset.

No items of ICT, such as laptops or tablets, may be taken off site without the permission of the Headteacher unless the item has been specifically allocated to you for use at home.

See also Electronic Devices

Incident reporting

It is really important that staff ensure that incidents and issues that arise at work are reported so that action can be taken or situations monitored.

There is a wide range of incidents and issues that can arise. Each will have their own procedures for reporting and recording. These include:

- Accidents/minor injuries/near misses - complete the appropriate form in the cupboard in the Games Room in the House;
- Restrictive Physical Intervention - all incidents of physical intervention should be recorded in a NYCC bound book of incident report forms with duplicates located in the cupboard in the Games Room in the House. Also record on SIMS;
- Violent or threatening incident - record details on SIMS;
- Cause for concern - complete a form which is found in K:/Common/Safeguarding

The list is by no means exhaustive and if an incident occurs and you are uncertain how to proceed, you should seek guidance from your line manager.

Increments

There is no automatic entitlement to an additional increment. The increments policy seeks to encourage and reward good performance (including a positive approach to attendance) in a fair and equitable manner.

All employees whose current salary is below the maximum applicable for the pay band of their job will be subject to an annual incremental review to decide if they have met the criteria to be awarded an increment progression. All employees whose current salary is at the top of their pay band will similarly be subject to an annual increment review to decide if they have met the criteria to retain their payment at the top of their band.

Those who do not meet the annual increment review criteria will have an increment removed if at the top of the band, or will not have an increment awarded if their salary is below the maximum point of the pay band.

The criteria for progression are Conduct, Capability, Appraisal, and Attendance [*Note: the attendance criterion does not apply to teachers*].

The Increments Policy sets out managers' and employees' mutual responsibilities, and includes clear criteria for assessing satisfactory performance, together with examples of how managers may exercise discretion and how employees may appeal decisions not to award or to remove an increment.

The Increments Policy is in Staff Policies on the website.

See also Pay

Induction

Effective induction helps new employees settle in quickly and become fully contributing team members. It is at the heart of performance management, and supports the Senior Leadership Team to fulfil its duty of care towards employees. Good induction makes employees feel welcome and clarifies roles and responsibilities. It highlights essential information on terms and conditions, standards, expectations, rules, etc and helps reduce staff turnover.

All newly appointed Care Staff and Teaching Assistants are required to complete the Children’s Workforce Development Council (CWDC) induction programme, which is an online course funded by the School. This must be completed within 6 weeks of joining Welburn Hall School.

If you do not already have the relevant qualification for your post, you may need to be enrolled on a suitable course in order to achieve this as quickly as possible.

It is essential that all new members of staff must be able to demonstrate a basic awareness in Safeguarding matters, so you will need to read and discuss our Child Protection Policy within the first week of your employment. You will also undertake the North Yorkshire Safeguarding Children Board online safeguarding course within your first few weeks.

To a degree, you are expected to drive your own induction and the tools for doing this are included in the induction policy. It is essential that you take responsibility for the checklists in particular, and alert your Induction Supervisor to any problems or difficulties in addressing tasks within the allotted time periods. You are not alone however, as close support will be provided by your Induction Supervisor, who will meet with you regularly to check on your progress and needs. They will sign-off those areas of training in which you are agreed to be competent, and will identify areas in which further work or learning is necessary and help you in finding solutions or strategies to address them.

The Induction Policy is in Staff Policies on the website.

Information Sources

It is not practical for this handbook to contain all of the information you will need in your job. However there are lots of ways in which to find things out:

Welburn Hall Website:

The School Policies and Staff buttons on the website gives access to all of the school’s current policies and other important documents.

The School Server:

The server contains a number of ‘drives’ which all contain important information. These are:

Drive	Contents/Used by
H:	Network Drive - every member of staff has their own ‘bit’ of H:/drive to save their own work in. Folder structure is decided by each member of staff
I:	Integris - used for Finance applications, Inventory signing in system, and other admin only uses. No access to staff
J:	Capita - this is where the data for the SIMS information system is stored. This data is <u>only</u> accessed via the SIMS system
K:	Common - this drive is accessible to all staff and is used for storing shared information on trips and events (includes photos), lesson planning, training, induction, moving &

	handling, risk assessments, etc. There is also an area which is restricted for SLT use only
L:	Apps - this is where standard windows applications are stored. No access to staff
O:	Support - this is where all of the admin documents are stored, including HR and finance, and is only available to the Business Support Team and SLT
P:	Pupil records - this is where all of the information about each student is stored, including EHCP and reviews, care plans, risk assessments, pen portraits, behaviour support plans, etc
S:	Students - this is where each students' academic work which utilises a computer is saved and stored

Information management systems:

There are a number of information management systems in use at Welburn Hall School. These include B Squared, Pupil Asset and Caspa for assessing students' learning; Bluewave Swift for staff performance management, CPD and school development planning; and SIMS for student and staff HR management. Your induction will include training and log ins on some or all of these systems as relevant to your role.

Email:

Email is the primary means of communication at Welburn Hall School when it is necessary for senior staff to communicate urgent and/or important matters to all staff. This means checking your emails at least once a day as a minimum, however it is recognised that occasionally this may not be possible.

Important note: If you have an urgent issue to raise or a Child Protection matter (such as a concern or a disclosure), you must speak to the appropriate person(s) who need to know and never communicate these by email. Child Protection matters must always be passed on in full accordance with the policy.

Your Workplace Mentor:

As well as your Induction Supervisor, who will usually be your Line Manager, you will also be allocated a Workplace Mentor, who will give you both general and specific support.

The Policy Library:

Staff at Welburn Hall School are responsible for making themselves familiar with all policies. A hardcopy of each current policy is located in a ring binder in the Main Office.

Your Colleagues:

Don't forget that your colleagues are a valuable and immediate source of information and can assist you at any time.

Intimate Care, Touch and Physical Contact

Intimate care is: "Any procedure which involves any physical care or treatment, that is an invasion of bodily privacy and which may be a potential source of exposure or embarrassment to the individual child or young person" (NSPCC Feb 2007)

Examples of intimate care include

- Washing/bathing/showering
- Cleaning teeth
- Washing/brushing/combing hair
- Shaving (face, underarms, legs etc.)

- Putting on make-up
- Dressing/undressing
- Changing nappy or sanitary protection
- Assisting use of the toilet
- Turning or re-positioning in bed or wheelchair
- The administration of medication, particularly emergency interventions

Touch is: “Physical, sensory contact involving any part of the body, which is intentional and has purpose”.

Appropriate touch in the context of intimate care must as far as possible be consensual, necessary for the safety and/or care of the child, and expected by them.

Inappropriate touch would be:

- Unwanted
- Unexpected
- On a part of the body that need not be touched
- Occurring in an unacceptable situation or setting
- Unnecessarily forceful or clumsy

Physical Contact is: “Very close proximity to another person resulting in bodies, or parts of bodies, meeting”.

Physical contact can often be unavoidable, un-noticed or accidental. Where deliberate, it will typically be initiated by students, either between themselves, or towards a member of staff. It may be affectionate, a mode of communication or a means to seek reassurance or comfort.

All staff at the school who provide intimate care, or respond to physical contact, must report any concerns they have regarding:

- Their own practice
- The practice of others
- The effectiveness or suitability of guidance
- The safety of students
- The needs of students
- Behaviour of students which may cause concern
- Incidents which could be misinterpreted, (these must be recorded).

Staff must speak initially with their Line Manager, who may refer them to the Head of Care if necessary. All concerns about possible or witnessed harm to, or abuse of, any student are clear Child Protection matters and must be referred directly to the Head of Care in accordance with the school’s Child Protection Policy.

The Intimate Care and Physical Contact Policy is in School Policies on the website.

Key workers

At Welburn Hall School we adopt a key working approach in both the education and care settings to encourage, support and monitor pupils in a caring and involving way.

The role of the Key Worker is to:

- Give particular attention to the welfare and well-being of the pupil.

- Keep relevant colleagues informed of the pupil's progress.
- Act as first point of contact for parents/Carers.
- Care key workers lead in the development of Care Plans based upon EHCPs, IEPs and other needs assessed at the school and elsewhere.
- Ensure that the Care Plan is followed by all members of staff.
- Carry out regular review of the Care Plan with the changing needs and achievements of the pupil in mind.
- Advocate for the pupil in care meetings, annual reviews and other settings.
- Keep senior staff aware of major issues regarding the pupil.
- Liaise, plan and co-operate with Teachers, TAs and Care Staff.
- Liaise, plan and co-operate with other practitioners, including therapists, medical staff and outside agencies.

Leave of Absence

The provision of service to the pupils attending our school is paramount and therefore staff must understand that requests for non-statutory leave cannot be guaranteed.

When you wish to request leave of absence, an 'Application for Leave of Absence' form must be completed and submitted to the Headteacher for approval. If your reason is medical, you should attach a copy of any appointment letter. Approved medical time off is not classed or recorded as sick-leave, except if you are admitted as a day patient for a procedure or tests. Wherever possible, medical/dental appointments should be made outside school hours or in the school holidays.

If necessary, the Headteacher may wish to speak with you about the nature of your request and they will determine, on signing the form, whether your absence will be with or without pay.

If you are concerned that your reasons for requesting leave of absence are particularly personal, you can speak with your line manager or the Headteacher before completing the form.

You must inform the Head of Education, HLTA or Head of Care as appropriate of your request for leave of absence, so that they are able to make arrangements for cover if necessary.

The Leave Policy and Guidance documents are in Staff Policies on the website and cover very many reasons for applying for leave including bad weather, emergencies, special leave, religious festivals, maternity/paternity/adoption, etc, etc

Letters Home Procedure

All letters written by any members of staff to parents/carers on any subject must be cleared by the Headteacher before being issued via the Business Support Team.

Lettings

The Governing Body is committed to ensuring the efficient use of the school premises and site and to making them available to the local community.

Authority is delegated by the Governing Body to the Headteacher to deal with requests for lettings of a routine nature. Where any prospective letting involves extended use of the premises (over a number of days/nights or after midnight) or where the prospective hirer is not known to the Headteacher, the Chair of the Governing Body should be consulted.

NYCC's standard lettings forms shall be used on all occasions. The Headteacher will use their discretion in deciding whether to accept each booking and will take into account practical arrangements about staff cover to manage the booking, especially during school holidays.

The lettings policy is in School Policies on the website.

Lockers

Lockers are provided for all staff. For reasons of safety, security and safeguarding, it is not acceptable to leave personal belongings anywhere on site other than in a locked locker or car.

If you wish to be allocated a locker, you should ask your line manager to arrange this.

Lone working

This is defined as working in situations without the benefit of interaction with other colleagues or without direct supervision.

Whilst working for Welburn Hall School does not typically present high risks in relation to lone working on and off site, the following hazards are recognised:

- Fire
- Manual Handling
- Dealing with aggressive people
- Sudden illness
- Allegations made against staff
- Electrical work
- Use of ladders and steps
- Use of hazardous chemicals
- Use of hazardous tools
- Working in or near water
- Monitoring of the on-site sewerage system
- Working in confined spaces, e.g. subterranean boiler room

No lone working is permitted without a risk assessment having been first prepared and followed.

The Lone Working Policy is in School Policies on the website.

Maintenance

See Site Management below

Medication

All pupils at our school children with medical conditions, in terms of both physical and mental health, need to be properly supported in school so that they can play a full and active role in school life (including school trips and PE), remain healthy and achieve their academic potential. Parents must feel confident that we are providing effective support for their child's medical condition and that their child feels safe. In making decisions about the support we provide, we have established relationships with relevant local health services to help them. We recognise the need to receive and fully consider advice from healthcare professionals and listen to and value the views of parents and pupils.

The arrangements that we put in place are set out fully in the School Medical Policy.

When a pupil joins Welburn Hall School, it is essential to identify any medical needs they may have. Once these needs are known, we will establish how they should be met. Typically, individual healthcare needs are recorded in a way which provides information and advice to staff, as follows:

- Pen Portrait in all cases
- Care Plan for boarders
- Individual Healthcare Plan if the need is deemed significant

The School Medical Policy sets out clearly how staff are supported in carrying out their role to support pupils with medical conditions, and how this will be reviewed. The policy specifies how training needs are assessed, and how and by whom training will be commissioned and provided.

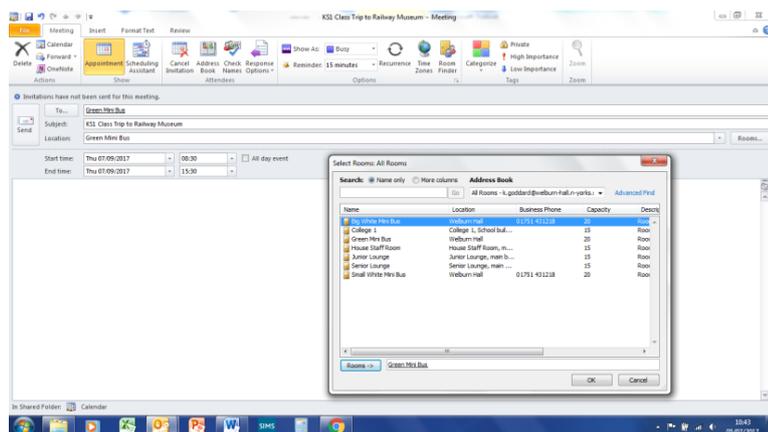
Staff members **must not** dispense medication to any pupil unless they have **completed** suitable training and been signed off by the Head of Care as competent.

The School Medical Policy is in School Policies on the website.

Minibuses

We have three minibuses at Welburn Hall School which can be booked for offsite education and trips. The minibuses can only be driven by staff who have successfully completed a Midas training course and have a current valid Midas Certificate. If you wish to volunteer for Midas training, you should speak to your line manager.

Minibuses are booked through the electronic Office365/Outlook calendar available through your email account. Each minibus has been set up as a 'Room' and must be 'invited' to your trip with clear start and end times. Do **not** tick 'All day event' as we are a 24 hour school and minibuses are booked for used day and evening use.



If the minibus has already been booked for all or part of the duration of your trip, the invite will be rejected. In this case you should negotiate with the person who has booked the minibus or invite an alternative minibus.

Should your trip be cancelled, you must delete your minibus booking so that it becomes available for others to book.

Common complaints that colleagues have about minibuses include:

- Not all doors being locked after a trip
- Litter left on the minibuses
- Windows and skylights left open
- Keys not put back in the key safe
- Block bookings made but individual dates not cancelled if they are not going ahead

Please do leave the minibuses as you would want to find them.

Any defect found must be recorded on a defect form at the back of the daily checks book AND reported in the Site Manager's maintenance book, so that he can quickly liaise with the workshop in Pickering to get the defect repaired.

Moving & Handling

The main aim of the Moving & Handling Policy is to reduce the risk of injury to staff and pupils who are involved in any manual handling or pupil moving and handling activity.

Moving and Handling Coordinators have been appointed to:

- facilitate and promote safe and effective practice in moving and handling activity throughout the school, in line with all school policies;
- act as consultant or adviser for any member of staff who asks for assistance regarding moving and handling issues;
- provide induction training to all new staff and refresher updates to all staff regarding:
 - back care awareness
 - policy and practice relevant to the moving of loads
- work in partnership with the NHS Therapy Department in the planning, organisation and implementation of further induction training for each new member of staff who will be involved with the moving and handling of specific children.

Staff who have attended Moving and Handling Awareness training, and who continue to carry out regular moving and handling tasks within their work, will attend an annual refresher course.

Staff must not use equipment which is suspect and must immediately report their concerns to their line manager and a Moving and Handling Coordinator.

It is strongly recommended that Visit Leaders consult a Moving and Handling Coordinator for at least the first visit to a new location.

The Moving & Handling Policy is in School Policies on the website.

Newly Qualified Teachers (NQTs)

All qualified teachers who are employed at Welburn Hall School must, by law, have completed an induction period satisfactorily.

Statutory induction is the bridge between initial teacher training and a career in teaching. It combines a personalised programme of development, support and professional dialogue with monitoring and an assessment of performance against the relevant standards. The programme supports the NQT in demonstrating that their performance against the relevant standards is satisfactory by the end of the period and equips them with the tools to be an effective and successful teacher.

Statutory responsibilities of the Headteacher are:

- ensuring an appropriate induction programme and support are in place; and
- recommending to the appropriate body (NYCC) whether an NQT has met the requirements for satisfactory completion of the induction period.

The first year of teaching is not only very demanding but also of critical significance in the professional development of the new teacher. Our School's NQT induction programme is aimed

at ensuring a smooth transition from training into the teaching profession through appropriate guidance, support and challenge. We work closely with NYCC to deliver the programme.

The NQT Induction Policy is in Staff Policies on the website.

Nominal and Residential Rolls

Each morning, the Business Support Team compiles a definitive nominal roll from the registers recorded by class staff on SIMS. This is an important document for fire evacuation, and it is therefore essential that class registers are completed promptly as soon as the last school transport has been unloaded. Any late arrivals or early departures, for example to attend medical appointments, or class trips off site are recorded on the nominal roll.

A residential roll is similarly compiled for boarders to cover the period 3:30pm to 8:50am the next morning.

It is mandatory for all staff to sign in and out of school, including when leaving site for any reason during the school day.

Pay

The aim of the Pay Policy is to help maintain and improve the quality of education provided for pupils in the school by ensuring that the contribution of all staff, both teaching and support, is valued and that staff receive recognition for their work in relation to their performance. The policy covers all staff employed on the payroll of Welburn Hall School, irrespective of grade or conditions of service. It covers all statutory instruments and other conditions of service which affect pay and grading.

The policy assists the Governing Body in managing pay and grading issues within the school in a fair and transparent manner, whilst having due regard to the constraints exercised by the annual budget allocation. The Governing Body supports the principle of equality of opportunity in employment. In its operation of this policy it will endeavour to ensure that staff receive equal treatment irrespective of their age, gender, race, colour, ethnic origin, family commitments, marital status, sexual orientation, disability or religious beliefs.

The Pay Policy is in Staff Policies on the website. *See also Increments*

Pen Portraits

Teachers write a Pen Portrait for each of the pupils in their class. The Pen Portrait provides key information about each pupil in relation to their academic abilities, special educational needs, likes and dislikes, medical and support/medication, etc.

All staff working with specific pupils are required to read their Pen Portraits in order to be informed of the pupils' individual needs. This information may be shared with appropriate professionals from other agencies on a need to know basis.

Pen Portraits need to be kept under regular review and updated annually or when any of the content changes. Keyworkers are responsible for the pen portraits.

Performance Management

See Appraisal

Personal belongings

Welburn Hall School accept no responsibility for the loss or damage to any personal belongings left anywhere on site other than in a locked locker or vehicle.

Lockers are provided for all staff. If you wish to be allocated a locker, you should ask your line manager to arrange this.

Personal details

The Data Protection Act 1998 put in place numerous safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities and schools. The Act gives rights to those about whom data is held, known as data subjects. This includes:

- the right to know the types of data being held;
- why it is being held; and
- to whom it may be communicated.

Welburn Hall School is a data controller for the purposes of the Data Protection Act. Personal Data is collected, stored, used and disclosed in accordance with the requirements of the Data Protection principles. The School has notified its purposes for processing with the Information Commissioner.

Photocopying

Welburn Hall has two networked photocopiers for staff to use - one in the resource room at School and one in the ground floor corridor of the House.

The copiers are getting old and can be temperamental, so patience is required. In the event of a paper jam, please follow the instructions on the screen carefully. If after following the instructions you are unable to get the copier to re-set itself, please contact the Business Support Team who will be able to assist or report the fault if necessary.

If a copier asks for a toner or other cartridge to be fitted, please ring the Business Support Team to do this. It is quite common for a colleague to have already fitted a new cartridge before you and for this not to have been recognised by the copier, which is requiring additional attention.

Where possible, SLT encourage all staff to consider the environment and avoid the use of paper.

Photographs of pupils

Pupils must be protected from the improper use of photographs and images. Electronic devices now make it simple for these to be taken and shared with the whole world via social media in a matter of seconds.

Pupils are not permitted to have devices with a camera facility at school, and staff are required to have their phones switched off and not on their person during worktime. Staff may only use their phones in the Staff Rooms during breaks.

Parents and visitors are not permitted to take photographs or video during school activities, to protect those pupils whose parents do not wish their child to be photographed.

To allow the School to use photographs showing pupils for publicity purposes in school information, on the website, or in the press, parental consent is obtained for each pupil upon admission and permission is updated annually. Names will not be placed next to photographs unless specific parental agreement has been received.

Within school, photographs and video will continue to be used to record individual achievement, specific activities and special events. The school will keep these secure and not allow them to be used for any purpose outside of the school without prior consent.

The Photographs and Images of Pupils Policy is in School Policies on the website.

Restrictive Physical Intervention

The vast majority of pupils at Welburn Hall School behave very well and make progress in whatever the setting. However, in order to fulfil our duty of care to all pupils, prevent harm and maintain a safe /secure learning environment, as a last resort, we may, on a very small number of occasions, need to physically hold (restrain) a pupil for his /her own safety.

Statutory guidance principles state that we may restrain a pupil, if that pupil is at risk of causing:

- significant harm to himself/herself, or to other pupils /adults;
- a significant disruption to learning;
- serious destruction of school property.

Staff should also refer to LA Guidance. To be lawful, the force used needs to be the minimum necessary and be in proportion to the consequences that it is intended to prevent. We must always take account of any SEN or learning disability that a pupil may experience. In the event of a situation arising which requires physical intervention, those members of staff who have been suitably trained should take charge. Trained staff may use physical prompts and guides to lead a student from one area of the school to another to prevent a situation from escalating or to ensure the learning of the majority is not significantly disrupted.

It is the responsibility of each member of staff to make an assessment of the particular circumstances. Wherever possible, clearly and calmly, explain to the student what action you intend to take. Never personalize the action. Where possible, more than one member of staff should be involved. Ideally where a member of staff is physically managing a pupil of the opposite sex, a member of staff of the same sex as the pupil should be present from the earliest time possible. At the conclusion of any incident, the pupil and member/s of staff involved should be offered support to reflect on the circumstances and mediate the best way forward with the pupil. All incidents of restraint must:

- be recorded in school's serious incident book (in cupboard in the House Games Room) and on SIMS
- be reported to parents as soon as reasonably possible, but always within 24 hours,
- be monitored half termly by the Head of Care, and reported on to the governing body each term.

The use of RPI can lead to allegations of inappropriate or excessive use. In the event of a complaint being received in relation to the use of force by staff, the matter will be dealt with in accordance with agreed procedures for handling allegations against members of staff.

NYCC Guidance on the use of restrictive physical intervention with children and young people is in School Policies on the website.

See also Behaviour

Press and publicity

Good press and publicity is beneficial in raising the profile of the School and in enhancing our reputation. To manage this effectively, all contact with the press and similar organisations must be handled by the Headteacher.

If you do get contacted by the press directly, you must refer the reporter to the Headteacher. Do not answer any questions or make any comment.

Prevent

Guidance from the Department for Education has been produced to help schools and childcare providers understand the implications of the Prevent duty. The Prevent duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism.

In order to fulfil the Prevent duty, it is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Protecting children from the risk of radicalisation should be seen as part of the School's wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences. The School can also build pupils' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. It is important to emphasise that the Prevent duty is not intended to stop pupils debating controversial issues. On the contrary, schools should provide a safe space in which children, young people and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.

The guidance refers to the importance of Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas. The Home Office has developed a core training product for this purpose - Workshop to Raise Awareness of Prevent (WRAP). NYCC staff will visit Welburn Hall School from time to time to deliver WRAP training.

Privacy, Dignity and Confidentiality

Matters regarding the dignity of students at our School are dealt with in a manner which maintains high standards of respect for their privacy, and an appropriate level of confidentiality. However, sharing information with families and appropriate professionals is sometimes essential if children are to be protected. It is often the failure to share information that has put children at risk.

The exact meaning of 'privacy' is notoriously difficult to establish, but the following attempts at definition are useful in identifying the issues most important to the school:

- The Calcutt Committee, (1990), settled upon:
"The right of the individual to be protected against intrusion into his personal life or affairs, or those of his family, by direct physical means or by [use] of information."
- The 'Privacy and Human Rights Survey', (2003):
 - Information privacy: essentially confidentiality. This involves the establishment of rules governing the collection and handling of personal data, such as that resulting from assessment, case recording or verbal information, (sometimes passed in confidence).

- Bodily privacy, which concerns the protection of a person's physical being against unwanted and unnecessary contact, as well as the exercise of appropriate respect during intimate or other care procedures.
- Privacy of communications, which can include both written and verbal communication, for example the ability to converse away from relatively public places, or by secure electronic means.
- Territorial privacy, which can concern bed-space, personal space or any other area the individual considers to be theirs, (such as their wheelchair, locker or wardrobe).

The School is committed to affording ways in which a student can exercise as much control as is possible and safe over access to their physical and psychological self.

Some examples of good practice regarding privacy and confidentiality are:

- Knocking before entering a pupil/student's bedroom or bathroom, and waiting to be given permission to enter
- Covering the exposed parts of a child/student during the process of helping them dress
- Ensuring that the bedroom/bathroom door is closed whilst a student is getting dressed or undressed
- Making sure that medical interventions are performed in a private setting
- Intimate care being delivered appropriately, in accordance with the school's Intimate Care and Physical Contact Policy
- Agreeing with students the persons or groups to whom confidential information should be passed
- Avoiding the recording of unnecessary detail, which could embarrass the student
- Being aware in staff meetings and briefings of events that the whole staff group has no 'need to know' and taking advice in situations where this does not appear clear.

For a full understanding, the Privacy, Dignity and Confidentiality Policy must be read alongside Intimate Care and Physical Contact Policy and Child Protection Policy.

These policies are all available in School Policies on the website.

Probation

All employees new to NYCC, including those joining from other Local Authorities and public services organisations, will normally undertake a six month probationary programme. This does not include staff employed under Teachers' Pay and Conditions of Service where a separate national scheme applies. In addition, those transferred by TUPE or Statutory Transfer Orders will not be subject to probationary arrangements. A probationary period is a one off event and staff will only be subject to one probationary period whilst in continuous employment with North Yorkshire County Council.

During the probationary period and as part of the induction process, the employee will meet regularly with their line manager to:

- confirm standards of behaviour, conduct and performance expected, including attendance, and discuss any questions and concerns
- ensure that the employee receives appropriate support, training and guidance to carry out their duties to the expected standards
- assess their performance in the post
- enable the manager and employee to assess the suitability of the post

Managers are responsible for conducting structured, planned meetings. To ensure accurate records are kept, the manager must complete a probationary review meeting record form. At the end of each meeting, the individual should be provided with a copy of the pro-forma to ensure they are fully aware of all the points which have been discussed. These meetings are in addition to normal day-to-day supervision. Where necessary, and especially if concerns have arisen, additional meetings may take place to provide support to the employee and may be requested by either the manager or the employee.

Where the manager is satisfied that the employee's performance is of the required standard at the six month review meeting, they will confirm the employee's appointment, in writing.

Appointments may be ended at any time during the probationary period under exceptional circumstances e.g. persistent lack of improvement, deterioration in performance from an already inadequate base, or a serious disciplinary issue (following an investigation). In such cases, the Headteacher will seek advice from NYCC HR.

The Probationary Procedure for New Employees is in Staff Policies on the website.

Professional Development Days

Every academic year, the school has five Professional Development (PD) days to facilitate the delivery of training. These are typically:

- first day of the autumn term in September
- first day of the spring term in January
- first day of the summer term in (usually) April
- Monday and Tuesday of the last week in July

Full time staff are expected to attend all the PD days. Part time staff are expected to attend the proportion of training in line with their contract, or be paid extra for additional hours. The Headteacher may decide to hold twilight training in lieu of one or both of the PD days in July. A record of twilight attendance will be kept to ensure that all staff work the necessary hours.

Pupil illness

If a pupil arrives at school clearly showing signs of illness or becomes unwell during the school day, it may be necessary to contact parents/carers to collect their child or young person to take them home. Staff must secure approval from the Headteacher (or Head of Education/Head of Care in the Headteacher's absence) to send a pupil home before contacting parents/carers.

Should a child or young person become unwell whilst boarding, the decision to send them home will be made by the senior person on shift, who will also inform the on call manager of the decision and the arrangements for getting the child or young person home.

Radios

See *Walkie Talkies*

Recruitment

At all times recruitment and selection must be fair, effective, robust and safe for the purpose of building and maintaining an effective workforce, ensuring individuals with the right skills are in the right post at the right time and that vulnerable children have their needs securely met.

The Recruitment and Selection Policy applies to the appointment of all roles within the school, and sets out the standards and stages for all recruitment activities. The following principles are adhered to at all times:

- To apply equality, diversity and safer recruitment considerations consistently throughout the recruitment, selection and appointment process
- To ensure vacancies are advertised through appropriate media, giving consideration as to how to bring vacancies to the attention of suitable candidates to achieve maximum benefits and value, for example by maximising the use of e-methods when appropriate
- To present a positive and professional image of the school

All appointment decisions will be demonstrably free from any form of bias and will be based on merit determined by predefined selection criteria. All applicants will have complete equality of opportunity, the recruitment and selection process will be fair and transparent at every stage.

The Recruitment and Selection Policy is in School Policies on the website.

Redeployment

See Reorganisation, Redundancy and Redeployment

Redundancy

See Reorganisation, Redundancy and Redeployment

Reorganisation, Redundancy and Redeployment

The need to make a change to the school's current staffing structure may arise for a number of reasons, such as:

- new initiatives at either a local or national level
- a change in the number or type of pupils
- improved/best practice ways of working
- budgetary restrictions
- school closures

It is the Governing Body's responsibility to define the service to be provided within the school and to formulate the most appropriate staffing structure to deliver that service, taking into account recommendations from the Headteacher.

The Governing Body should consider alternatives to redundancy/reorganisation as part of its on-going workforce planning process. The following strategies should be considered:

- natural turnover
- the ending of temporary/fixed term contracts
- terminating engagement of relief staff and staff employed via agencies
- filling any essential vacancies from existing employees

- job sharing
- voluntary redeployment
- trying to make savings in other areas
- voluntary transfer

The Schools' Reorganisation, Redundancy and Redeployment Policy sets out the legal requirements and practice required to manage situations of reorganisation and redundancy, once all alternatives have been considered to avoid a redundancy situation.

The policy is in School Policies on the website.

Repairs

See Site Management

Resolving issues at work

This school is committed to fostering a workplace where employees feel able to raise issues of concern, and for such concerns to be resolved as soon as possible, with the least formality possible. The objective of the Resolving Issues at Work Policy is to settle all issues in the shortest time and appropriate levels of confidentiality, as close to the point of origin as possible.

Examples of issues that may be dealt with through this policy include:

- Relationships at work (with colleagues/manager)
- Equalities e.g. discrimination
- Harassment and bullying
- Health and Safety
- Terms and conditions of employment

Where an issue arises the employee should firstly speak to the person concerned. Where this does not work, or the employee feels unable to do this, they should speak to their own manager who will support them in trying to resolve the situation informally. If the issue is related to their line manager, then the employee should speak to their manager's manager or an alternative manager of appropriate seniority.

Normally employees will not be accompanied when trying to resolve an issue informally. Many issues can be raised and settled quickly between the employee, related staff and their line manager(s). However, if an employee wishes to be accompanied by a work colleague or recognised Trade Union representative at the informal stage then they can be.

Where an employee does not feel that an issue has been resolved satisfactorily, informally, then they may choose to raise the issue formally. The formal written complaint should include the following information:

- what the issue is;
- the parties involved;
- what has been done to try and resolve the issue informally;
- why this has not worked;
- what they see as a solution to the situation.

The designated manager will arrange to meet with the individual concerned without unreasonable delay. At the meeting the employee will explain their issue(s) and how they think

the issue should be resolved. The employee has the right to be accompanied by a work colleague or recognised Trade Union representative at this meeting.

If the issue is resolved at this formal stage the manager who has led the investigation will monitor the situation to ensure that the actions are carried out. If the employee who raised the issue does not accept the decision, they will be given the right of appeal to an independent panel.

An employee who raises a grievance that is found to be vexatious may face disciplinary action. A vexatious grievance is one which is fabricated for personal gain and/or the purpose is to harm the subject of the complaint or cause undue delay to a process.

The Resolving Issues at Work Policy is in School Policies on the website.

Risk Assessments

The process of risk assessment is central to an effective health & safety management system.

Risk Assessment is a legal requirement under health & safety legislation and in terms of civil courts can be used to demonstrate that effective controls were in place or not, before an accident occurred. In addition to the legal necessity of completing risk assessments, there are many other important reasons for ensuring a comprehensive risk assessment programme is in place in every school and these include:

- to identify previously unrecognised hazards and introduce controls to reduce the likelihood and/or severity of an accident occurring;
- as a communication tool to inform employees, visitors and other site users of risk and control measures in place that must be adhered to;
- as a communication tool to inform managers and senior managers of risks that may need further control through additional resources, time and effort;
- as a management tool to allocate resources efficiently and objectively to different risks based on risk level;
- as reassurance to parents, visitors, other site users and enforcement bodies that risks have been effectively identified and controlled.

Fundamentally, risk assessment involves a systematic way of identifying hazards and making judgements about how the identified hazards should be controlled either by elimination or reducing the risk as far as is reasonably practicable. Risk assessment is not about eliminating risk per se or making everyone 100% safe - it is about eliminating unnecessary risk. Health & Safety law requires us to ensure the health & safety of all employees as far as is reasonably practicable which means balancing risk against cost, time and effort.

Risk assessments should be:

- clear, concise and comprehensible
- practical
- completed by those persons with the necessary competence located as close as possible to where the hazards are generated
- open for discussion and promote ownership
- accessible for all interested parties
- implemented and complied with by all parties affected
- reviewed whenever there is a significant change in circumstances

Risk assessments should not be:

- a tick box exercise to be completed as quickly as possible
- laborious and time consuming
- carried out by someone who does not have the necessary skills, training and experience to complete the assessment
- oversimplified or overcomplicated
- seen as a bureaucratic paper exercise imposed from above

Current Risk Assessments at Welburn Hall School are stored on the server at K:/Common/Risk Assessments and the signed hardcopy is kept in the Admin Office. Individual Risk Assessments are stored on the server at P:/[Name]/Risk Assessment.

Occasionally staff will undertake 'dynamic' risk assessments, which are risk assessments made whilst an incident is unfolding. For instance, if a pupil's behaviour becomes unsafe to themselves or others, then action may need to be taken in the moment, which is not planned, in order to keep everyone safe. This would then be classed as a serious incident, necessitating an update on the risk assessment for that pupil and the situation in which the incident occurred.

The Risk Assessment Policy is in School Policies on the website.

Roles and Responsibilities

Headteacher:

The Headteacher is responsible for the management of all aspects of the school and residential provision and is accountable to the Governing Body.

Head of Education:

The Head of Education is responsible for education across Main School and College, ensuring that the curriculum and the quality of teaching and learning is effective and consistent, leading to improved standards of learning and outcomes for all learners. The Head of Education is accountable to the Headteacher.

Teachers:

Teachers are responsible for preparing lesson plans, teaching classes and evaluating pupil progress. Teachers act as Class Tutors and have specific responsibilities based on their salary scale and experience. Teachers are managed under Teacher Pay and Conditions.

Higher Level Teaching Assistant (HLTA):

The HLTA is the team leader of the TA team and is responsible for ensuring that TA absences are covered

Teaching Assistants (TAs):

TAs provide support in the classroom and for personal care routines. TAs can also be keyworkers.

Head of Care:

The Head of Care is accountable to the Headteacher and is responsible for the management of the residential provision, as well as safeguarding, care, and medical/health issues across the whole school.

Team Leader:

The Team Leaders manage the care staff on shift to deliver the residential provision. This includes management of rotas and systems as directed by the Head of Care.

Care Officers:

RCOs/ARCOs are responsible for providing care and supervision of pupils in the residential and extended day setting

Family Support Manager:

The Family Support Manager provides an important link between home and school, and establishes a relationship with parents/carers which is as impartial as possible. They often act as the first contact for parents/carers regarding matters which will need to be discussed and shared across teams.

Office Manager:

The Office Manager is accountable to the Headteacher and is responsible for the day-to-day management of the Business Support Team who undertake administrative tasks across a wide range of responsibilities. The Office Manager is also the Head's PA and provides support to the Head of Care.

Finance Officer:

Finance Officer duties are contracted to the Financial Management Services Team at NYCC, who are responsible to the Headteacher for effective and efficient administration of the school's financial responsibilities.

Education Visits Coordinator (EVC):

The Office Manager acts as the EVC and is responsible for overseeing off-site educational visits and recreational trips. These cannot take place without the authorisation of the EVC, requested at least two weeks in advance.

Site Manager:

The Site Manager is accountable to the Headteacher and is responsible for the maintenance and security of the site. The Site Manager is supported by the Deputy Site Manager in carrying out these duties.

Cleaners:

Cleaning duties are contracted to NYCC's BCS Team and provide cleaning services across the site.

Catering:

Catering duties are contracted to NYCC's County Caterers Team who provide breakfast, lunch and tea for the residential boarders, as well as school lunch for day pupils.

Safeguarding

It is essential that all staff are able to demonstrate a basic awareness in safeguarding matters. This means reading and understanding our Child Protection Policy and completing the online North Yorkshire Safeguarding Children Board course as part of induction. It also means reading any document or attending any training as directed by the Head of Care.

According to the Children Act 2004, Safeguarding is:

- Protecting children and young people from maltreatment;
- Preventing impairment of children and young people's health or development;
- Ensuring that children and young people are growing up in circumstances consistent with the provision of safe and effective care;
- Undertaking that role so as to enable those children and young people to have optimum life chances and to enter adulthood successfully.

Child Protection is defined by the Children Act 1989 as:

“The actions needed to protect particular children identified as suffering, or being at risk of, significant harm”.

It is important, for all of us to enable students at the school to thrive and develop, whilst keeping them safe and as healthy as possible; but also to respond to particular concerns about what might have happened to them; or address potential harm to which they may be at risk. Each member of staff is expected to have Safeguarding in mind during the course of their duties, especially when they come into contact with students.

Responsibilities

The Senior Designated Person:

The Head of Care is the Senior Designated Person for Welburn Hall School across all areas and in this role, they:

- ensure that all staff have access to and understand the school’s child protection policy
- ensure that all staff have induction training
- keep detailed accurate secure records
- ensure the child protection policy is updated and reviewed annually
- ensure parents have access to the school’s child protection policy
- respond to all concerns or disclosures.

Staff and Volunteers:

All members of staff and volunteers must:

- fully comply with the school’s policies and procedures
- attend appropriate training
- inform the Senior Designated Person, (or another Designated Person in his/her absence), of any concerns.

Note: In this context, there is no such thing as a waste of time or an inappropriate referral to the Senior Designated Person. You will not be criticised if there turns out to be no substance to a concern or disclosure because it is of vital importance that all members of staff are uninhibited in coming forward. Sometimes, it is only when relatively small concerns are seen in context alongside other factors or information that a situation of abuse or neglect can be clearly identified. This process is much impaired if people are reluctant to share their worries.

As a member of staff at the school, you must report to the Senior Designated Person via a Cause for Concern form:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play;
- any explanation given which appears inconsistent or suspicious;
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. significant changes in behaviour, worrying drawings or play);
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment;
- any concerns that a child is presenting signs or symptoms known to be indicators of abuse or neglect;
- any significant changes in a child’s presentation, including non-attendance;

- any hint or disclosure of abuse or neglect received from the child, or from any other person, including disclosures of abuse or neglect perpetrated by adults outside of the family or by other children or young people;
- any concerns regarding person(s) who may pose a risk to children (e.g. staff in school or person living in a household with children present) including inappropriate behaviour e.g. inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

Concerns About Colleagues

Unfortunately, it is possible in any setting for members of staff to develop poor practice, whether through a lack of diligence or awareness, or in pursuit of their own agenda. Be clear, this is a potentially serious Safeguarding issue.

If you become concerned about the actions of a colleague you must act. Do not waste time wondering if you might be mistaken or worrying about the consequences of speaking up; these could be considerably worse if you do not. As soon as you realise your concern:

- Pinpoint exactly what is concerning you and why;
- Submit a Cause for Concern form, detailing your concerns;
- If you are unhappy that the issue is not being dealt with, speak directly to the Senior Designated Person.

If you are still unhappy, speak with the Headteacher.

Safe Working Practices

Adopting safe working practices ensures that not only are students kept safe, but members of staff are protected. The school's Child Protection policy states that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- discuss and/or take advice from school management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender or sexuality;
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Within your first week in post, you are obliged to sign that you have read and agree adherence to the document: '*Safe Working Practices*', (North Yorkshire Safeguarding Children Board). It is essential that you remain familiar with this key guide to acceptable practice and abide by its principles at all times. Failure to do so may result in disciplinary action.

The Child Protection Policy and Government documents 'Keeping children safe in education' and 'What to do if you're worried a child is being abused' are in School Policies on the website.

School Routines

School Day Timings	<p>Start 08:50 Morning Break 10:10 - 10:30 Lunchtime 12:00 - 13:00 Afternoon Break 14:15 - 14:30 End 15:30</p>
Pupil Registration	Class staff must record on SIMS the presence or absence of pupils as soon as the last school transport has unloaded.
Absent and Late Pupils	<p>Usually Parents/Carers will ring Reception before 09:00 to report the absence of their child. Reception will provide such information for class staff on SIMS by adding a note to the electronic register. Taxi drivers will also tend to ring Reception if they are likely to be significantly delayed by traffic, roadworks or bad weather.</p> <p>Where no information is received about any late students by 09:30, Reception and/or Home School Manager will ring Parents/Carers to gather information about the absence of their child or young person.</p>
Pupil Planners	<p>Pupil Planners are a key means of communication. They are used by pupils to record work they have been doing and by class staff to communicate routine issues to Parents/Carers. Planners must be checked and signed daily to see if there is any communication from home.</p> <p>Issues of a personal or confidential nature should <u>not</u> be written in the Planner but should be communicated to Parents/Carers via an enveloped letter handed to transport drivers, or by telephone. Wherever possible, pupils are expected to look after their own planners and not rely on the escort/driver to carry them.</p>
Parents Evening	A Parents consultation evening for teachers to meet with Parents/Carers is held at least once a year to discuss their child's progress. The consultation evening is usually held in the Autumn term.
School Reports	<p>An Annual Report to Parents is a legal requirement. The report must cover:</p> <ul style="list-style-type: none"> • Brief particulars of achievements in all subjects and activities, highlighting strengths and areas for development • Comments on general progress • Arrangements for discussing the report with the pupil's teacher • The pupil's attendance record, except where the pupil is in: <ul style="list-style-type: none"> ○ The reception year; or ○ Year 12 or 13 and is no longer of compulsory school age • The results of any public examinations taken, by subject and grade • Details of any vocational qualifications or credits towards any such qualifications gained <p>The report is usually sent home towards the end of the Summer Term.</p>

Security

Welburn Hall School is situated in large grounds covering 20 acres and includes a lake, a river and wooded areas. Security is made more difficult by the fact that there is a public footpath running through part of the grounds. A large sprawling site where we cannot control everyone who may come onto the site makes security difficult but measures have been put into place.

Our Security Policy aims to:

- Provide an environment where the safeguarding of students is of paramount importance and underpins every element of this policy;
- Ensure that no one has unsupervised access to the school or boarding premises when the pupils are onsite;
- Enable staff, visitors and the wider school community to work, play and undertake their obligations within a safe environment as far as is reasonably practicable;
- Help learners to be able to make use of the extensive and beautiful grounds while remaining safe;
- Ensure that as far as is reasonably practicable, the school buildings, fixtures, fittings and resources are protected from damage and loss.

The School operates a simple access control system which considers everyone who is not a member of staff or a pupil as an intruder until they have cleared the visitor registration procedures.

All visitors, including contractors, must sign in on arrival and out on departure using the inVentry electronic recording system in the front lobby of the House. Visitors will be issued with a safeguarding leaflet, a contractors' leaflet (if applicable), their visitor's badge and a red visitor's lanyard which they must wear for as long as they are on the site. Visitors must be accompanied by Welburn Hall School staff throughout the duration of their visit. All staff who come across any unaccompanied visitors, with or without a visitor badge and red lanyard must challenge their presence and return them to Reception or appropriate supervision by staff colleagues. The only exception to this rule is for colleagues from partner organisations including the NHS and NYCC who have a valid DBS clearance. These colleagues must still sign in as a visitor, but will not be issued with a red visitor's lanyard. They must visibly wear their visitor's badge and their organisation's photo ID badge and are permitted to move around the site unaccompanied. The Site Manager and Deputy Site Manager are responsible for the supervision of contractors.

The gates at the site entry and exit are locked at night time, weekends and holidays except when maintenance works are being undertaken.

There are a number of CCTV cameras located on the outside of the buildings which record any movement in their vicinity. The purpose of the CCTV system includes:

- Increasing personal safety and reducing the fear of crime;
- Acting as a deterrent in protecting School buildings and assets;
- Supporting the police in detecting and preventing crime;
- Assisting in identifying, apprehending and prosecuting offenders;
- Protecting members of the public and private property;
- Assisting in the management of the School.

Many doors across the site are fitted with key code locks including all classrooms. Staff must not share door codes with pupils or visitors, with the exception of the House West Wing door. This is the door through which pupils access the House from school, and all pupils are allowed

to know this code. Education staff must drop the latch on their classroom door whenever the classroom is going to be vacated for a period of time. This especially applies at lunchtime and when the last member of staff leaves the classroom at the end of the day.

All items that are recorded in the asset register are uniquely forensically marked in accordance with NYCC guidelines, to facilitate establishing ownership in the event of theft.

Access to any part of the site at weekends and in holidays must be organised in advance with the Site Manager.

The Security Policy is in School Policies on the website.

Sickness Absence

If you are unwell and unable to attend for work, you must telephone the School and inform Reception of your absence and ask to speak to your line manager. TAs should also inform the HLTA, and Care Officers the Head of Care and Team Leaders, so that cover can be arranged as quickly as possible.

For absences of seven calendar days or less, a self-certification form (AM4) must be completed immediately on your return to work. These forms are located in the Business Support Team Office. Your manager will then hold a return to work interview with you, brief details of which will be recorded on the AM4 form.

The purpose of the return to work discussion is to establish whether you require any further support to assist you in your return to work, and to offer you advice on the various additional support services offered by NYCC and external organisations.

If you are absent for longer than 7 calendar days, you must obtain a medical statement from your GP. This will be a “Statement of fitness for work” (Med 3) and will advise either that you are unfit for work or that you may be fit for work with adjustments. Medical statement(s) must be obtained at appropriate intervals to cover your absence. You must submit the statement(s) to your line manager as soon as possible after they have been issued. A return to work interview will be held with you on your return (see above).

SIMS

The management information system used at Welburn Hall School is called SIMS. This is used to hold and analyse data relating to both pupils and staff. Depending on your role, you may be given a SIMS log in so that you can take a class register, access contact details for pupils, and read and add to the communication log.

Username and password can be provided to you by the Office Manager.

Site management

The Site Manager has a wide range of responsibilities including:

- setting priorities for maintenance and repairs
- carrying out basic repairs
- managing access and security
- monitoring cleanliness of the site
- championing health & safety and advising staff
- supervising contractors
- managing site staff

- liaising with the vehicle depot on maintaining and repairing the minibuses
- overseeing issues related to legionella and asbestos
- operating the hydrotherapy pool

If you have any work that you would like the site management team to undertake, or if you spot any defects anywhere on site, you should write this in the Site Managers work request book which is located outside his office in the House. There is also a book here for any cleaning requests or comments to be logged.

The Site Manager is a member of the SLT and as such has the delegated authority to make/authorise requests of staff on matters within his responsibility.

SLT

The Senior Leadership Team (SLT) comprises:

- Headteacher
- Head of Education
- Head of Care
- Associate members: Site Manager (not required to attend most meetings) and Office Manager (PA to Head and minute taker at SLT)

SLT is responsible for assisting the Headteacher in carrying out their duties in:

- running the internal organisation, management and control of the school, including the boarding provision, on a daily basis;
- formulating the school development (SDP) and improvement (SIP) plans;
- producing the budget for Governing Body approval;
- managing the school's spending within budget;
- producing the curriculum plan;
- evaluating the standards of teaching and learning;
- ensuring that proper standards of professional performance are established and maintained;
- managing the appointment of staff;
- day-to-day management of staff;
- appraising individual staff performance;
- ensuring safeguarding;
- managing the site;
- complying with health and safety law;
- ensuring implementation of all policies and procedures;
- advising governors.

Smoking

In accordance with the law and WHS policy, smoking is not permitted on the school site or at its entrances/exits which are in public view.

The Smoke Free Policy is in School Policies on the website.

Staff meetings

Staff meetings are usually held as follows:

- Education staff - every Monday, 3:45 - 5:00pm
- Care staff - every Monday, 2:00 - 3:00pm

The meetings will be a mix of communication/information sharing and training.

Staff Rooms

There are two staff rooms available for staff to use. These are located:

- at School - entrance is just outside the metal playground gates, and access is up the staircase
- in the House - on the second floor at the rear of the House, accessed by the stairs adjacent to West Door

Hot and cold drink facilities are available together with microwave, toaster, and fridge. The staff rooms are for everyone to use whatever your role.

Visitors and students on college placements are permitted to use the staff rooms, however learners from secondary schools undertaking work experience placements should have their breaks with our pupils.

Stationery Supplies

The Business Support Team places a whole school order for stationery every term. Orders for ad hoc items at other times of the year will only be placed for essential items and must be approved in advance by the Headteacher.

Stress Management

Welburn Hall School is committed to the maintenance and improvement of employee health and wellbeing. We therefore promote a positive workplace culture that seeks to minimise the harmful effects of stress, provides effective support for all staff and helps each individual to achieve an appropriate work-life balance. Stress occurs when the demands placed upon an individual, either directly or in relation with others, exceed their perceived ability to meet or cope with those demands. It can seriously impair an employee's health and their ability to contribute fully to the needs of our organisation.

A rolling programme of action has been introduced to ensure that all practicable measures are taken to manage stress, including in particular:

- risk assessments and stress audits to identify work related potential causes of stress;
- appropriate support for those suffering from work related stress;
- ongoing monitoring of resources and workload; and
- the development of a programme of learning and development for managers and employees on stress, causes, prevention and management
- adoption of a 'mindful compassion' ethos

Individuals should expect that any issues raised will be taken seriously and that information they disclose will be treated with respect and confidentiality.

All managers are responsible for ensuring that potential causes of stress at work are identified and managed, that work-life balance issues are recognised and that work life balance strategies are explained and that any adverse effects of stress are identified and managed. Appropriate remedial action should be taken as early as possible, including consideration of new ways of working and other alternatives.

All employees should be made aware of the information and training materials developed regarding the causes and symptoms of stress and the early warning signs to identify stress in themselves and others. This includes initial discussions with their manager and/or specialist

support services as appropriate and cooperation with the advice and guidance they may be given.

The Stress Management Policy is in Staff Policies on the website.

Visiting Students On Placements

The School is often asked to support students from local schools and colleges who need placements in a special needs school. If a placement at Welburn Hall School is agreed, the class teacher will support the student and organise their work. If the student requires more support for their work, the Headteacher will arrange additional discussion sessions with the student. If a class teacher is concerned about the student, the Headteacher should be consulted. Students should never be left alone with pupils or allowed to take pupils out of a classroom by themselves.

Students and Work Experience Placements:

- are not to engage in intimate care routines with the learners under any circumstances;
- must not work 1:1 with a learner in an enclosed area;
- must not be involved in any manual handling routines, including hoisting;
- must not engage in planned restrictive physical interventions with learners;
- must be made aware of behaviour management strategies and plans where relevant to the placement; and
- will receive an induction pack, including fire assembly points and exits. The class team to which they are allocated, will take the lead in familiarising them with the working environment.

Swimming Pool

The School has a swimming pool located in the physiotherapy suite. The Site Manager is the qualified pool plant operator and is responsible for the Normal Operating Procedures (NOP) and the Emergency Evacuation Plan (EAP). Only staff who have successfully completed STA Level 2 Safety Award for Teachers can work with pupils in the swimming pool. This qualification lasts for two years. All staff using the pool **must** ensure that they are very familiar with both the NOP and EAP, especially in the event of emergency evacuation.

The pool must **not** be used for any reason if there is a sign saying 'Pool Closed'. This will generally occur when the Site Manager has to do an emergency clean or there is a chemical imbalance.

The Pool Safety Policy is in School Policies on the website.

Telephones

School telephones may only be used for personal calls in an emergency.

Staff should use their own mobile phones for routine personal calls during break times in staff only areas.

Staff Toilet Facilities

At School, these are located on the staff room corridor, just outside the main playground and to the right.

In the House, there are staff/visitor toilets next to reception on the ground floor and a staff bathroom with toilet located on the second floor.

All staff are required to use the staff facilities, and not those toilets used by students.

Trade Unions

All staff are encouraged to be a member of a relevant recognised professional body or trades union. Membership provides access to union officers to advise, support and represent members on a wide range of workplace concerns, including for example health & safety.

Training (including CPD)

In order to deliver excellent education and care of our pupils, it is essential that staff at Welburn Hall School are trained to the highest possible standards, meet relevant professional standards and qualification requirements. Continuing professional development is something we encourage in all staff.

When identifying subjects for our CPD programme, we will consider:

- School development plan and priorities;
- Individual development needs of staff, identified during performance management;
- Recommendations from Ofsted inspections and monitoring reports from NYCC;
- Changes in curriculum requirements driven by the Government; and
- Loss or gain of specific skills as a result of staff turnover and recruitment.

Examples of CPD activities may include:

- Attending external conferences and training courses;
- Coaching and mentoring, job shadowing and peer support;
- Participating in networks or projects providing opportunities for professional development;
- Lesson observations;
- Discussions with colleagues or pupils to reflect on working practices;
- Research and investigation.

A training plan is produced each year which records mandatory training, group training on PD days and approved attendance of individual staff members on training courses/ conferences.

To apply for an individual training course you need to complete an application form available in K:/Common/CPD or in the Business Support Team Office. The Headteacher will consider the value and relevance of the proposed training, and availability of budget to fund both the training activity and any staff cover required.

The CPD Policy is in Staff Policies on the website. It is an expectation that all CPD is recorded on Bluewave including follow-up and evaluation.

Vaccinations

Staff have a responsibility to ensure that their vaccinations are up to date to reduce the risk of infection. In addition to diphtheria, polio and tetanus (usually delivered in a single vaccination DTP), MMR and Hep B are recommended. Any staff wishing to have the Hep B vaccination can have the costs reimbursed by the School. See the Headteacher for further information.

Visitors

Adults who visit or work at our school play an important and valued role, whether helping to maintain the building or to support the learning, welfare and development of our children and young people. We seek to promote safe working practices for everyone who attends our site where children and young people are present, whatever their job or purpose of their visit.

Every visitor is provided with a guidance leaflet which draws their attention to key actions that they must have regard to, in order to help ensure the welfare and safety of both them self and others. These actions include:

- Always showing ID
- Always signing in and out on arrival and departure
- Wearing a visitor's badge and red visitor's lanyard whilst on site
- Always being escorted during their visit and being supervised at all times
- Not using any personal digital equipment, such as mobile phones, tablets and cameras, to record images of students.
- Using mobile phones in staff-only locations, unless specific permission is given by a member of the Senior Leadership Team.
- Avoid any physical contact with students

All staff who come across any unaccompanied visitors, with or without a visitor badge and red lanyard must challenge their presence and return them to Reception or appropriate supervision by staff colleagues.

Volunteers

The School welcomes volunteers who can provide additional support in the School. Regular volunteer work should be for agreed specified periods and for specified areas of work. The Headteacher will assess any applications and invite the volunteer into the school for a discussion. References will be taken up and a satisfactory DBS will be put in place before any volunteer can assist in school.

Volunteers will work under the direction of a class teacher or member of the Senior Leadership Team. Volunteers should never be left alone with learners or allowed to take learners out of a classroom by themselves. If there are any concerns about a volunteer the Headteacher should be consulted. Volunteers must be reminded to keep all and any information about a pupil confidential at all times.

Volunteers:

- are not to engage in intimate care routines with the learners under any circumstances;
- must not work 1:1 with a learner in an enclosed area;
- must not be involved in any manual handling routines, including hoisting;
- must not engage in planned restrictive physical interventions with learners;
- must be made aware of behaviour management strategies and Behaviour Management Plans where relevant to their placement; and
- will receive an induction pack, including fire assembly points and exits.

Their placement provider, namely the class to which they are allocated, will take the lead in familiarising them with the working environment.

Walkie Talkies/2-way radios

2-way radios, also known as walkie talkies, are a very useful tool in the day to day management of our School. However you should remember that they are not a secure method

of communication. Anyone, including pupils, within earshot of any radio on the same frequency as a person speaking can hear every word. The radios must be only be used for brief conversations about logistical issues - for example asking a particular member of staff to attend a specific location.

Whistleblowing

NYCC is committed to the provision of the highest quality services to its residents and to full accountability for those services. Whilst NYCC has in place rules, regulations, quality standards and procedures to ensure that the highest standards of conduct and commitment to service delivery are followed, irregularities, wrong-doing or serious failures in standards do sometimes occur. NYCC wants to identify and remove such malpractice in the performance and delivery of its services.

The greatest deterrent to malpractice or wrongdoing is the probability that it will be reported and investigated vigorously, that those who are responsible for it will be punished and that the matter will be promptly remedied. The Whistleblowing Policy is therefore intended as a clear statement that any malpractice by members, employees or third parties (including contractors) reported to NYCC will be swiftly and thoroughly investigated.

The Whistleblowing Policy provides all employees, agency workers, contractors including their staff and members of the County Council with avenues to raise concerns and receive feedback on any actions taken, and reassurances that they will be protected from reprisals or victimisation for whistleblowing in good faith

The following list includes the sorts of issues which may be considered as malpractice or wrongdoing and can be legitimately raised under the Whistleblowing Policy:

- any unlawful act, whether criminal or a breach of civil law, failure to comply with legal obligations or where a miscarriage of justice has occurred, is occurring or is likely to occur;
- maladministration, as defined by the Local Government Ombudsman;
- breach of any statutory Code of Practice;
- failure to comply with appropriate professional standards;
- corruption or fraud including obtaining money (i.e. grants) without entitlement;
- misuse of assets, including stores, equipment, vehicles, buildings, computer hardware and software;
- endangering the health and safety of any individual with actions which are likely to cause physical danger, or to give rise to a risk of significant damage to property;
- abuse of power, or the use of the County Council's powers and authority for any unauthorised or ulterior purpose;
- unfair discrimination in the County Council's employment or services;
- deliberately concealing information in relation to such items on this list.

In many cases it is an employee of NYCC who is most likely to identify any malpractice or wrongdoing within the County Council and to identify something which falls below the standards which NYCC and its customers are entitled to expect. Where an employee becomes aware of or suspects malpractice, NYCC expects them to report these suspicions. Where an employee fails to report their suspicions, they become themselves implicated in the wrongdoing, and NYCC will treat failure by an employee to report such matters as a serious matter which may amount to a disciplinary matter.

The County Council will respect (so far as it can legally) the confidentiality of any whistleblowing complaint received, where the complainant requests that confidentiality but

cannot guarantee that the investigation process will not result in colleagues speculating on the identity of the whistleblower.

Any reporting system will be of little effect if those who should use it are afraid that, as the result of making their report, they may experience recriminations, victimisation or harassment. NYCC will not tolerate any attempt on the part of any employee to take reprisals against any person who has reported a serious and genuine concern. The County Council will treat any such recriminations, victimisation or harassment by any employee or member of the County Council as a serious matter which may amount to a disciplinary matter.

Individuals may also have statutory protection under the Public Interest Disclosure Act 1998, which aims to protect individuals who make certain disclosures of information in the public interest and who are then victimised in their employment. If a whistleblower who has made a valid complaint feels that they have been victimised as a result of raising concerns they can raise the matter directly with the Head of Internal Audit, Veritau who will raise the matter immediately with the appropriate Corporate Director.

The Whistleblowing Policy is in School Policies on the website.