

# Staff Handbook



## THE PURPOSE OF THIS HANDBOOK

- To communicate the ethos of the school
- A useful reference tool
- A place to signpost further information

The bulk of this Handbook is set out alphabetically in order to be a useful resource through the year.

Although this is currently up to date, the rate of change in education means that some information will be reviewed throughout the year and this handbook updated accordingly. Should you see omissions that you feel would be helpful to be in the handbook, please let the Head Teacher know

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## **Absence Procedures for staff**

If you are not well enough to come to school, please ring 01444 238575 before 7.45 am. This will enable cover to be arranged if appropriate. Please ring each day that you are absent unless you have a statement of fitness from your GP or have been advised otherwise by the operations manager.

Staff will be required to attend a return to work interview after every absence; it is your responsibility, please, to report to your line manager on your return to work to complete the "Return to Work" paperwork. If they are not available see a member of the Leadership team or operations manager.

### Requesting absence / time off from work:

It is recognised that from time to time staff will need to be absent from work for reasons other than illness. It is acknowledged that sometimes appointments cannot be made outside of school/working hours and wherever possible it is our policy to accommodate these, within reason and provided that the provision for pupils is not compromised, within the Discretionary Leave policy; LEAVE POLICIES

There will also be times when you will need to take your children to appointments, medical or otherwise, and it is our policy to accommodate these absences within the Dependency Leave policy; Dependency Leave Policy

You are required to complete a Request for Absence pro-forma on every occasion you require a period of leave from work. The pro-forma can be found here R:\Administration\PRO-FORMA\ABSENCE REQUEST FORM.docx. The pro-forma should be completed electronically and emailed to the Operations Manager with as much notice given as possible. If the request is for an appointment for either yourself or your dependent it is a requirement to attach appointment letters, cards or copies of emails or text messages to the email. We will advise you if your leave request has not been approved by email with a full explanation, you are welcome to arrange a meeting to discuss in more detail if required.

## **Accident and Near Miss reporting and recording**

All staff must be aware of **RIDDOR** – Reporting of Injuries, Diseases and Dangerous Occurrence Regulations.

Minor accidents/incidents to pupils (cuts, bruises and unavoidable small injuries) requiring first aid should be recorded in school on the short recording forms kept in each office (School and College) with treatment details.

All more significant accidents, and all violent incidents, injuries and notifiable illnesses\* involving pupils and all staff or visitors injuries should be reported using an online WSCC reporting form, please use this link: <https://wsccl.info-exchange.com/SchoolIncident>

All online forms will be sent to the Head Teacher automatically to see if action is needed to avoid recurrence. Governors and the WSCC Health and Safety team monitor our records and follow up as required where further investigation is needed.

## **Alcohol and drugs**

The abuse of alcohol or drugs is both a safety and a health hazard and if there is any suspicion that a member of staff or visitor is incapacitated, this must be reported to the Head Teacher immediately. Staff must not consume alcohol or be under the influence of alcohol or drugs whilst responsible for our children and young people. Please read the Policy on the 'Misuse of Alcohol, Drugs and other Substances'.

## **Annual Review of the Education Health and Care Plans**

Each pupil will have an annual education review. Wherever appropriate, the pupil will attend the review alongside school staff, other professionals and the family. A report will be prepared for this review by the class teacher and sent to parents by the Annual Review co-ordinator before the Review takes place. The class team should also give the pupil support in recording their view. The family and any relevant professionals are also to make a written contribution towards the review.

When a pupil reaches fourteen the annual education review will also include a Transition Planning review to discuss future work within the school and post school provision. This is revisited and updated at each subsequent review until the student leaves school. Woodlands Meed will use the Person Centred Transition Planning process to develop this transition plan.

## **Anti Bullying Policy**

Any form of bullying or harassment is unacceptable and will result in further action. Staff should familiarise themselves with the contents of the Anti Bullying Policy which will be available on the school website, and in the policy drive and in the staffroom. This policy is applicable to students and staff.

## **Attendance Registers**

These must be marked in Sims.net by the class team at the beginning of the morning and afternoon sessions. This is a legal process and therefore must be completed correctly and on time. Children should not be recorded as present until they are physically present in the building. An explanation of attendance codes is available in the policy drive. Pupils arriving or leaving outside of morning registration time must sign in or out at reception.

## **Behaviour Management and Calming Room Use**

Pupil behaviour, both appropriate and inappropriate, should be managed with sensitivity and professionalism. Staff should constantly re-examine and reflect upon their own values, attitudes and behaviours in order to appreciate the messages that they are giving pupils. They also need

to be familiar with clear guidelines and strategies e.g. behaviour management plans, to help maintain positive behaviour and discourage unwanted behaviour when it occurs.

Staff should be familiar with the Behaviour for Learning Policy, Positive Handling Policy and Calming Room Guidance:

- [Behaviour For Learning](#)
- [Positive Handling Policy](#)
- [Calming Room Guidance](#)

Training on behaviour management and positive handling will be provided to staff and revisited periodically. All curriculum staff are trained in 'Team Teach', an internationally respected system used in education, care and other settings. The focus is on 95% de-escalation skills and the use of positive physical interventions only where reasonable, proportionate and absolutely necessary.

Where it is known or anticipated that a pupil's behaviour might require physical support or restraint, a specific Positive Handling Plan (PHP) should be drawn up for that pupil and communicated to all involved (families / carers, staff, pupils and other agencies). It should be reviewed and re-signed on a termly basis or where necessary, following an incident this is managed by the Pastoral team

Following an incident where positive handling has needed to be used, staff involved must complete an ABC form using full names of all those involved – as this becomes a legal document. It should be signed by all staff involved and kept securely. A member of staff, usually the pupil's teacher, must also inform the parents.

After any critical incident the staff team involved should/can request a debrief with a member of SMT to reflect on and discuss what happened and to record any learning points.

## **Calendar**

Please check the school calendar (Outlook) and Rolling Information screens for events taking place in school and to keep up to date with scheduled meetings that may affect you. Ensure that any appointments or activities you are involved in are recorded in the school / college calendar. Instructions for accessing the calendars can be found here [R:\training\IT guides](#)

## **Car Parking**

It is important for us to remain thoughtful in parking, to preserve community support for our school and college. Our car parking strategy is available in the policy drive:

[Parking Strategy.](#)

## **Changes to Pupil Information**

Class based staff will often be made aware of changes to pupil information directly from parents. This may include changes to phone numbers, email addresses, family living

arrangements, medical conditions, medication taken, new diagnoses of medical conditions and allergies etc. In all circumstances this information should always be passed on to the site Admin Assistant, so that pupil records can be updated and any necessary paperwork produced.

## **Child Protection / Safeguarding**

All staff will receive annual safeguarding training.

Staff should have an awareness of visiting professionals and others and ensure they have the correct level of clearance if they are working one to one with children. If in doubt consult the Designated Safeguarding Lead.

Any unfamiliar, unaccompanied adult in the building not wearing a Woodlands Meed badge should be challenged.

If you have any concerns about child protection/safeguarding issues please talk to a member of the Safeguarding team. Posters are displayed around the sites. Staff should be aware of the following policies:

- [Safeguarding & Child Protection Policy](#)
- [Behaviour in the Workplace Policy](#)
- [Keeping children safe in Education](#)

## **Community Links**

Woodlands Meed aims to consolidate and further develop strong links with local colleges, schools and nurseries and the wider community including businesses. New ideas for opportunities to develop further links would be welcomed. If you have any details or suggestions for developing links please discuss these with the Leadership Team.

## **Communication: Email, Scopay, SeeSaw**

All staff will be set up with an Office 365 email account, this is generally your first initial and surname @woodlandsmeed.co.uk. We expect all staff to use Woodlands Meed e-mail to communicate with each other and to receive important professional information. Ideally staff should check their emails daily and respond to emails within 48 working hours (weekends not included).

Scopay is currently the system we use to let staff and parents know of any important issues at Woodlands Meed such as an emergency closure. Everyone should let the office know their mobile numbers so they can be kept up to date.

SeeSaw is a communication system between the class and families and is used to share learning activities during the day and for upcoming events. It has a capacity for staff, families and pupils to 'comment' on the work. Please do not let families inform you of pupil/student absence. They must follow the guidance on page 8 of our [New Pupil Handbook](#).

## **Confidentiality**

Staff and Governors are bound by the principles of our Confidentiality Policy and we rely on their professional conduct to fulfil the aims and objectives of the policy. The main points are to ensure that pupil information is kept safe and secure, and that confidentiality is not promised to pupils where we need to pass information on to other agencies to keep them safe. Staff need to consider verbal, written and online communication in ensuring they keep private information safe.

All staff can expect that their personal circumstances will remain confidential unless it impinges on their terms of contract or endangers pupils or other members of staff.

All staff and volunteers will be expected to sign a confidentiality agreement.

## **Control of Infection**

Staff will wash their hands before and after changing pupils and wear disposable gloves and aprons (if appropriate) at all times. All soiled clothing will be contained in a sealed plastic bag to return home. All other materials will be disposed of in sanitary bins.

Spillages of bodily fluids shall be cleared up as soon as possible, isolating the area to keep other people away from it. Disposable gloves and aprons should be worn. A mixed solution kept in controlled conditions by the premises manager should be used to disinfect the area after covering with absorbent paper. All material should be disposed of in the sanitary bins.

## **Data protection**

GDPR laws came into effect in May 2018. All staff should make sure they are familiar with our data protection policy, which contains guidelines around the safe handling of data:

[T:\POLICIES\Data Protection](#)

Privacy notices setting out Woodlands Meed processing of data are available on our website:

[Woodlands Meed - Privacy Notices](#)

Data breaches must be reported to the Data Protection Officer by email:

[dpo@woodlandsmeed.co.uk](mailto:dpo@woodlandsmeed.co.uk)

## **Development Plan**

The Woodlands Meed development plan (year) is an annual development plan that sets out the priorities for the year. A copy is available to read [O:\Subject Development Plan](#) also in this folder you can see the subject development documents.



The development plan will inform your priorities for the year and individual targets will be set by your line manager to support the organisations priorities.

## **Dress code**

Staff should dress professionally, comfortably and appropriately for the environment, taking into account the diverse needs and behaviours displayed by the young people attending Woodlands Meed. Shoes/trainers with enclosed toes should be worn by class based staff at all times, to avoid the risk of injury. It is recognised that 'heavy duty' type fabrics can be preferred in some classes and Governors have decided that although blue denim jeans are not considered part of the school dress code, hard-wearing trousers in alternative strong fabrics are allowed, to protect staff from injury. Please do not wear vest tops with thin (spaghetti) straps as they allow little protection of the shoulders. Shorts may be worn but they should be tailored and knee length. The aim is for staff to look prepared for work in a professional environment whilst accepting that clothing should protect as far as possible.

## **Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment and shall report to concerns to the premises manager ([premises@woodlandsmeed.co.uk](mailto:premises@woodlandsmeed.co.uk)). Portable Appliance Testing takes place annually. Any electrical items brought into school must be reported to the Premises Manager for testing prior to use.

The use of multi-adaptors is to be avoided as is the use of extension leads unless they are fully unwound and correctly protected. The school also encourages staff and pupils to conserve energy at all times.

All appliances and lights should be switched off and unplugged before going home at night.

## **E–safety / Acceptable Usage Policy including social media**

Staff should familiarise themselves with the contents of the E-safety policy. In particular, all members of staff are required to complete an Acceptable Use Policy form confirming they are aware of the policy.

Staff must read and be aware the social media policy [T:\POLICIES\Social Media](#)

## **Emergency Procedures (Lock Down)**

A detailed Emergency Plan for all sites is available to read [T:\POLICIES\Emergency Procedure Policy](#)

A detailed Lockdown policy is available to read [T:\POLICIES\Lock Down](#)

## **Equality**

Woodlands Meed school is an equal opportunities employer. Behaviour displayed by staff that is contrary to the spirit of equal opportunities whether for reasons of age, disability, ethnic origin, gender, religion or sexual orientation is unacceptable and should be brought to the attention of the Headteacher. Governors have adopted a Woodlands Meed Equality Statement and Policy and also the WSCC Statement on Equality in Employment. Staff need to be aware that where employees commit an act of unjustified or unlawful discrimination, or allow discrimination to occur without taking appropriate action, then they could be liable to a claim being brought against them as an individual, for example at an Employment Tribunal or at a criminal proceeding. The employee could also be liable to disciplinary action for a breach of the County Council's Standards of Conduct, which could result in dismissal. See also Anti bullying Policy.

## **Fire Procedures**

There are fire instructions in every room. Please familiarise yourself with the evacuation details and the nearest call point should you discover a fire. Please read the detailed Fire Procedure for each site <O:\Fire Procedures\Fire procedures>.

Testing of the alarm bells will be undertaken on a weekly basis at approximately 7am on a Tuesday at the school site and 7am on a Friday at the college site. A fire drill, either planned or unplanned, is carried out at least once per term at each site.

## **First Aid**

There are First Aid boxes or packs in central locations throughout both sites. Please familiarise yourself with their locations and with the designated First Aiders on the site/s you work on. (These are displayed in prominent positions on each site). The School Nurses will assist as needed in emergencies but in the first instance most day to day incidents will be treated by the First Aiders

Class teams must inform parents when first aid is administered giving a brief description of the events leading to the accident/injury.

Any treatment given with date and time in a dedicated book and keep this securely, so that it can be referred to when a separate accident form (HSW3) is required.

First Aiders boxes will be checked/replenished by class teams with the support of the managing meds team.

If staff require First Aid they should seek the nearest first aider and ask for assistance.

If deemed to be an emergency requiring immediate ambulance assistance, dial 999 stating we are a special school, full address, and nature of injury. Ensure that you state which site school and college and notify the Leadership Team and Nursing Team with details.

If a pupil has an epileptic seizure, the appropriate procedure should be followed for that pupil, as determined by the care plan. Care plans are saved in the Inclusive Practice drive – there

should also be a copy kept in the Pupil Profile folder and with any emergency meds. Staff should stay with the pupil and reassure them whilst the seizure occurs and during recovery afterwards. Details should be recorded in a seizure diary and the parents informed.

## **Food and food hygiene**

Staff must wash their hands before and after handling food. Students must wash their hands before lunch and staff assisting more than one student at lunchtime should wash their hands in between working with the two children.

A number of staff have undertaken food hygiene training and staff regularly involved with food preparation will be directed to an Evolve training module.

## **Gifts**

It is against the law for public servants to take bribes. Staff need to take care that they do not accept any gift that might be construed by others as a bribe, or lead the giver to expect preferential treatment. There are occasions when pupils or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or as a thank you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

Personal gifts must not be given to pupils. This could be misinterpreted as a gesture either to bribe, or single out the young person. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a pupil should be consistent with the school's behaviour policy, recorded, and not based on favouritism.

## **Governing Body**

See the website for up to date information:

<https://www.woodlandsmeed.co.uk/page/?title=Governors&pid=124>

## **Health & Safety**

All staff have a personal responsibility for the health and safety of themselves, their colleagues, pupils and visitors. Our pupils are especially vulnerable and staff need to be constantly alert for possible sources of danger. It is also the duty of every member of staff to report any unsafe conditions to the Head Teacher or premises manager. Each member of staff has a responsibility for drawing the Head Teacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All staff have some health and safety responsibility and will be expected to have knowledge on what to do if an accident or incident occurs, know the fire and first aid procedures and understands the basics of infection control and manual handling. A copy of the Health and Safety policy can be found here

<T:\POLICIES\Health and Safety>

## **Home school transport**

Home school transport is arranged by the local authority. If any child leaves the school during the school day please write their name on the 'pupil signing in and out sheet' in reception.

On School Site: Escorts will bring pupils into school. All classroom staff should be available to meet and escort their class pupils from the buses/taxis at 9.05 am. Each afternoon a tannoy call will be made when a bus arrives. Staff around at transport should be observing that children are safely positioned in the bus, that wheelchair clamps are in place and that loose items of equipment are secure. If there are any problems the member of staff should inform the Deputy Head on site.

At College Site: Individual arrangements will be made for some pupils to be met and accompanied from transport, but many of the KS4/5 pupils should be able to arrive from transport and leave the school independently. Pupils should be encouraged to build this skill where possible. Staff around at transport should be observing that children are safely positioned in the bus, that wheelchair clamps are in place and that loose items of equipment are secure. If there are any problems the member of staff should inform the Deputy Head on site.

WSCC, pupils' families and the Woodlands Meed will work together with parents to develop Transport Care Plans. These state any significant features about that child which would be relevant for the time spent on the bus or taxi.

## **Homework**

Appropriate Homework is set for those pupils who are able to benefit from it. The wishes of parents are an important consideration. Ideas for learning at home will be included on the curriculum learning grids issues termly.

<https://www.woodlandsmeed.co.uk/page/?title=Grids&pid=94>

## **House teams**

Woodlands Meed has three house teams (red, blue and green). All students and staff are assigned to a house team. If you don't know which team you have been assigned to please see a member of the leadership team.

## **If a pupil is unwell**

If you are concerned about the health of a pupil, please consult the school nurse or in his or her absence, a member of the senior leadership team on the site. The school nurse will assess. If a pupil needs to be sent home you must check with the SMT before contacting families.

## **Induction**

There is a full programme of induction for new members of staff. This is managed by the operations manager with support from SMT and premises manager and your line manager. The

probationary period for all staff except teachers is 6 months. However if you have moved from a WSCC role you are not required to have a probation period.

On top of the support detailed above, during your induction period you will also be assigned a Buddy. This will be a member of staff who you can talk and discuss questions about Woodlands Meed.

## **Job descriptions**

All staff job descriptions can be found in the Ops Drive: [O:\JOB DESCRIPTIONS](#)

## **Learning outside the Classroom (educational visits or regular timetabled activities)**

Learning outside the classroom does not have to involve leaving the school grounds where additional learning activities are to be encouraged.

Teachers planning an educational visit should complete an agreed process to plan for the proposed visit, submitting this to the Operations Manager for approval. Once approved, permission and cost details (if appropriate) will be sent to parents. Approval is required for regular activities (weekly sports and shopping) but can be photocopied and updated once initial approval has been received.

Risk assessments are required before pupils can be taken off site. The ratio of staff to pupils must be included on the EVF and will be considered in conjunction with risk assessments before approval is given.

This form gives details of the children and staff who are not in school, stating the times of departure and return. This form is used for fire drills and emergencies to check the numbers of staff and pupils in school.

Please remember to advise other classes and professionals if the absence of staff or pupils on a visit affects planned activities.

## **Medication / Medical Needs**

[T:\POLICIES\Managing Medication Policy](#)

The managing medicines team will advise the wider staff team as necessary.

Every class teacher and teaching assistant should be familiar with the medical needs of each pupil in their groups. All classroom staff will undertake Managing Medicines training and medication will usually be given by a trained member of staff who will complete the appropriate paperwork. Ad hoc, emergency and controlled medication follow specific procedures. Support and training is available to enable staff to develop their medical competencies in these areas.

Medication is kept locked securely either in medical rooms or locally in classes in locked cupboards for quick access. Controlled medication is kept in specialist locked spaces near reception areas and must be signed and countersigned in and out.

If a pupil is offsite, on an educational visit, medicines will be administered by responsible staff according to their medical administration paperwork and permissions, and kept in a locked box until required. Medication administered will be recorded on the appropriate paperwork and signed for by staff.

Any questions should be directed to the Managing Medicines team.

A number of our pupils also have complex medical needs that can require intimate or complex interventions – training will be given by our Special School Nurses to reach the required level of competency for specific medical procedures.

## **Minibuses**

The school has several minibuses and WAVs which can be booked by classes using a timetable. All drivers must have had an assessment. If required we can arrange driver training. It is incumbent on staff to notify the Operations Manager if there are any concerns about health, medical conditions or medication that may impact on your ability to drive safely.

Booking of minibuses and any queries relating to them are handled by the Operations Manager. Children traveling in wheelchairs need to be securely clamped down to the minibus / WAV floors. Training in the use of clamps can be delivered by the Moving and Handling lead. Guidance on the maximum number of wheelchairs that can be used in each minibus must be adhered to. Booster seats will be used in accordance with height regulations.

The minibus driver needs to collect and return keys to the office, carry out driver checks and fill in mileage and destination details. If a minibus is damaged in any way inform the Premises Manager. Please remember to display blue badges correctly and comply with parking restrictions. Parking tickets will be the responsibility of the driver concerned. Please do not leave minibuses where they may obstruct the transport at the end of the afternoon.

## **Mobile Phones**

Staff should not use mobile phones during their working hours (this does not include break and lunchtimes). If there is an emergency you can be contacted via the school office.

Use of cameras on mobile phones to take images of pupils is strictly prohibited.

Please ensure that you do not take a mobile phone with you whilst performing any kind of personal or intimate care on pupils.

This guidance should also be applied for wearable tech, such as Smart-Watches Staff are welcome to wear their Smart-Watches in school and college however, they should be set to silent to avoid any notifications distracting pupils or staff, or disrupting lessons, and staff should not check messages or notification outside of breaks and lunches, just as with mobile phones.

## **Moving and Handling**

Please speak to Moving and Handling lead with any concerns.

Staff are required to handle and move equipment and some of our pupils many times a day and all staff are required to complete their moving and handling training before assisting with the movement of physically dependent pupils. Injuries can occur if moving and handling procedures are not followed and it is important that each move is achieved with the minimum of effort to staff while moving the object safely or giving the pupil a safe and comfortable transition. Hoists and other moving and handling equipment are available for use and for many of our pupils hoists should be used for all transfers. Individual risk assessments give details of how each pupil should be moved and the size and types of equipment to be used with that pupil. Staff should ask for the risk assessment to be reviewed if there is a change in the pupil's needs or equipment used or if they feel the pupil should be moved in a different way. Moving and Handling training is delivered in school. The Deputy Head Teacher oversees the delivery, completion and adherence to moving and handling training and individual risk assessments.

Before each move consider:-

- The task e.g. where do you want to move the object or pupil from and to.
- The load e.g. information about how heavy the object is or if a pupil has any particular considerations such as a gastrostomy tube, body brace or has seizures.
- The environment e.g. is it a small space, hot, cold, slippery etc.
- Individual capability.

## **Next steps / termly targets**

Systems for developing and delivering personalised learning plans for all pupils exist in each Key Stage. These 'Next Steps' are individual targets which will be regularly reviewed by staff and pupils and shared with families in order to track progress effectively. Please familiarise yourself with the student friendly version in your classroom.

## **Nuts**

Woodlands Meed is a Nut Aware school, in order to protect pupils and staff with nut allergies.

We inform all parents annually that they should not send nuts, or any products containing nuts, for consumption at break or lunch time.

Classes with pupils with nut allergies are designated 'nut free zones' with signs in place to remind staff and pupils.

## **Personal Details**

Please ensure you inform the Operations Manager of any changes to your personal contact details – home or mobile number, and home address.

## **Personal Injury and possessions**

The school holds the following insurance policies through WSCC:

**Public Liability:** The public liability policy indemnifies governors, employees and volunteers in respect of sums which may become legally liable to be paid as damages, to a third party, in respect of or arising out of and in consequence of any accidental injury or accidental damage, nuisance or trespass.

**Employers Liability:** The employer's liability policy indemnifies the employer in respect of all sums which may become legally liable to be paid as damages, to an employee or volunteer in respect of any injuries they have sustained arising out of and in the course of their employment.

**Official's Indemnity Insurance:** The Official's Indemnity policy indemnifies the school for all sums that it may become legally liable to pay as compensation arising from any negligent act or accidental error or omission committed or alleged to have been committed by its employees in pursuit of their duties.

**Personal Accident Insurance:** Provides compensation in the event that any governor, employee or volunteer sustains injury by accident or assault as a result of which death or disablement occurs, independently of any other cause, whilst in the course of school business.

The behaviour of some of our pupils can sometimes be unpredictable and challenging. Some pupils do not have full control of their bodily movements. There is an increased risk of accident or incident that may lead to personal injury. Staff are advised to consider their own personal injury position as the personal accident insurance will only provide a benefit in relation to 'significant' injury or temporary, permanent or partial disablement arising from accident or assault. The costs of treatment, physiotherapy etc would not be considered under this policy.

Personal possessions should not be left unattended. Valuable items can be locked away in school lockers or in the classrooms. The school will not accept liability for loss or damage to personal possessions brought onto the premises or taken on school outings.

Staff are advised not to wear items of clothing of high value. If a member of staff has an item of clothing damaged by a pupil the school will reimburse a proportion of the cost of replacement or repair to a maximum of £30. Any claim for reimbursement must be supported by a receipt.

There have been instances of damage to staff glasses. If glasses are damaged and replacement or repair is required the school will contribute a maximum of £100 towards the cost on production of a valid receipt. This sum is considered appropriate to ensure that staff are able to claim against their own insurances with an employer contribution towards any 'excess' charges. Staff are advised not to wear 'designer' glasses to work, and to consider obtaining a second low value pair.

## **Planning and Preparation Time for staff (PPA)**

All Teachers and some HLTAS are given PPA time in order to complete their plans, assessments and other essential work. We use the statutory formula to work this out. Details can be obtained from the Operations Managers.



It is expected that staff will take their PPA time in school or college, as we aim for staff to share practice and be able to work with each other. There are a few exceptions to this rule however these must be agreed with the Head Teacher, and will only be agreed on a short term basis.

## **Playground Supervision**

External play equipment should only be used when supervised. Staff should check equipment before use for any apparent defects and for contamination by animals. Any defects should be reported immediately to the Premises Manager.

Staff must ensure the safety of pupils and must be vigilant when supervising in the playground, positioning themselves in the playground to allow for maximum visibility and coverage. Staff should engage with the pupils and encourage them to develop co-operative and functional play skills.

## **PTA - Friends of Woodlands Meed (FOWM)**



Friends of Woodlands Meed, which is a registered charity, has been set up to raise funds for the school and support the families and pupils out of school. Please support their events if you can - they are great champions of our school and college and raise a large amount of funds for things that cannot be bought from the school budget.

## **Raising Concerns**

Staff concerns should initially be raised through the normal line management structure but staff should also be aware of the WSCC Confidential Reporting Policy [T:\POLICIES\Confidential Reporting Policy](#) for raising concerns. Staff should be aware that they are able to raise concerns about any form of wrongdoing or malpractice in the knowledge that these will be taken seriously and investigated thoroughly. The policy and staff induction will give information on how to raise concerns outside of the school when there are reasons that staff feel this is the best course of action.

## **References**

Writing a reference: There are no specific rules about this, but it should be someone who knows the individual in question well. However, regardless of who writes the reference, all references must be sent to member of the leadership team for approval before being sent. This is because a formal reference reflects on the entire organisation and not just on the person writing the reference. Be accurate and honest at all times

It is important to ensure that everything you write is based on evidence. Seek evidence from colleagues and records if needed, and don't be afraid to talk to the individual in question if you're not sure about certain facts. There may be some questions which might make you feel slightly uncomfortable, but you should still ensure you are being honest.

If you don't feel you can answer a question about skills because you don't have the evidence, it is okay to say that the candidate hasn't been able to demonstrate a particular skill in their current role, but that you think they would learn quickly with the right support.

Finally, please send a copy of the reference to the Operations Manager, this will be saved in the employee's personnel folder.

## **Requests for information**

If you receive a request from a family or any external organisation for information about a pupil or anything related to Woodlands Meed you must seek approval from the leadership team before agreeing to anything.

This is because any formal information reflects on the entire organisation and not just on the person writing the reference.

## **Requests for items from Charities and Businesses**

If you need something for a classroom or subject development please in the first instance talk to the Leadership team. We have subject leaders who have a subject budget that can possibly procure the item. We also have a very successful PTA (see PTA section in handbook) and requests can be made directly to them.

If the Leadership team approve you making a request to a local business or charity. Make sure your letter clearly outlines who you are and the problem you are trying to solve. When you ask for specific items or services, the recipient needs to know why. Explain how these contributions will clearly impact your cause so that potential donors have a good idea about how they can help. When communicating with the charity or business please only use your Woodlands Meed email and when meeting them in person please make sure you are wearing your WM badge.

## **Safety during Curriculum Activities**

Staff should be aware of the Health and Safety policy provisions particularly relating to science, PE and DT. <T:\POLICIES\Health and Safety>

Staff taking children out of the school grounds should be sure that risk assessments have been completed before taking pupils off site (see Learning Outside the Classroom). Staff should also bear in mind the following points:

1. Children's physical safety must be given priority over all other considerations

2. The behaviour of our children cannot always be predicted. Staff must keep each child in view; no child should be left to trail behind where they cannot be observed by staff, especially when near a road.
3. Please remember individual medication requirements for pupils.

## **School Funds and Finances**

The school has a [Finance Guide for Staff](#), which explains our processes and procedures. Staff should ensure they are familiar with this, with particular regard to petty cash and ordering processes.

## **School Meals and lunchtime arrangements**

School Site: Primary and PMLD classes are served lunches in their classrooms. KS3 have the second sitting at 12.45 pm. Midday meals supervisors are allocated to class teams to provide additional staffing at lunchtimes.

College site: Lunch is served in two sittings at 12:40 and 1:10, with early lunches on days when PE is taking place.

Staff are able to order school lunches – you will need to set up an account on Scopay to pay for them.

## **School Resources**

Stationery is kept in the office stock cupboard. Please use items required but advise the office staff if any supply is running low.

Subject/department leaders are responsible for ordering equipment and organising storage for their subject equipment. Please check with the subject co-ordinator where resources are stored. Any items borrowed should be returned and stored tidily after use.

An interactive whiteboard is installed in each classroom together with a range of other ICT equipment. All equipment of value will be security marked and recorded in the asset register kept by the ICT technician. No equipment should be removed from school premises without prior approval. Staff should be aware that items used outside school premises such as laptops may not be covered by the school insurance and that claims against personal insurance may be made in the event of loss or damage to school equipment.

Photocopiers are available across both sites. Each member of staff will be given a log-in.

Paper tissues, paper towels and spillage rolls are supplied as needed. Please do not use paper towels or wipes for cleaning or spillages; plastic gloves, aprons and medical supplies are kept by the school nurse.

## **Security**

Having good security in place is a key part of child protection and safeguarding. Entrances to the school and college are carefully controlled and monitored. All staff will be issued with a fob for entry as soon as possible on joining the staff. It is staff responsibility to have this with them at all times for use to enter and exit the building. A charge will be made for lost passes to cover the cost of producing a replacement. Staff are also responsible for ensuring that passes are not lent to pupils or other staff and to notify the office of any lost passes so that they can be cancelled.

Visitors will be required to sign in and wear a Visitors Lanyard. Governors and Contractors have separate lanyards identifying their role.

The procedure for clearing the school and setting the intruder alarms are controlled by the Head Teacher and Premises Manager.

All items of significant value will be security marked and recorded in the school asset register. Users of dangerous or high value items shall be responsible for securing them on completion of use.

No-one should be on site without a visitor pass and staff should be aware of unidentified people around the school and be prepared to challenge them or report their presence to the Head Teacher or senior staff on site.

## **Smoking**

Woodlands Meed is a non-smoking environment. In line with policy and legislation staff wishing to smoke during break times must do so outside of the grounds. Staff are requested to leave the premises rather than smoke near the front of the school or college buildings, and to consider neighbours when off site to smoke.

## **Staff Meetings**

Whole school staff meetings are held once a half term on a Tuesday. Teachers meetings, Departmental and Working Party meetings are also scheduled each month on a Tuesday at 3.45pm. A schedule of meetings with their purpose will be published and displayed in the staff room. Staff will be informed of any additional staff meetings, and given notice of at least one month prior to any meeting.

Key Stage meetings are held termly at the college site. Teachers have a weekly morning meeting and additional department and working party meetings may be scheduled for a Tuesday at 3.45pm. A schedule of meetings is publicised at the start of each term.

## **Staff Room**

The aim is for the staff room and staff prep rooms to be comfortable and welcoming places to take a break or work. All members of staff will need to make sure that they leave the facilities as they would like to find them, and not leave items around or cups unwashed. Hot and cold drink

making facilities are available where you can make your preferred beverage. A microwave and toaster are also available. Please do not take hot drinks to classrooms.

Teaching staff who have planning and Prep time and are able to work in the staff prep room or an unoccupied office or hot desk.

## **Staff Lockers**

Classrooms all have locked cupboards and there are lockers for non class based staff for personal possessions. If you are not class based you can request a staffroom locker. See operations manager.

## **Students on Work Experience or training courses**

Woodlands Meed is asked to support students from local schools and colleges of Further and Higher Education who need placements in a special needs school. The Head Teacher will assess the relevance of the application before accepting the placement and paperwork will be completed with the operations manager, who will then arrange a suitable placement within a class base. The class teacher will generally support the student and organise their work. If the student requires more support for their work the Head Teacher may arrange additional discussion sessions with the student. If a class teacher is concerned about the student, the Head Teacher should be consulted. Students should never be left alone with pupils or allowed to take pupils out of the school building by themselves.

## **Telephones**

There is a telephone in the majority of rooms and staff are able to make work related calls from them. Please keep personal calls to a minimum and at appropriate times only. A listing of all calls is received and any overuse may be investigated.

## **Therapies and Interventions**

We benefit from a strong multi-disciplinary team of medical therapists, providing excellent care for all. The Therapies in Schools Team or TIS for short, is a team of NHS Occupational and Physio therapists and highly skilled Teaching Assistants, specially trained by those therapists.

This team provides sensory, physical and life skills support to all the students of Woodlands Meed. If a member of a class team has a concern about a student in regards to their physical, sensory or life skills needs, they need to make a request for support from the team. This support can come in many forms from advice in these specialist areas, allocating adapted equipment, providing advice on resources and strategies and making referrals on to the NHS Therapists. The team can advise on pencil grips, adapted scissors, rulers, cutlery or any other everyday equipment that the student is finding a challenge. The team can carry out sensory and classroom assessments and suggest changes to the larger adapted and supportive equipment.

Staff can request this support by sending an email to [tis@woodlandsmeed.co.uk](mailto:tis@woodlandsmeed.co.uk). The TIS Champion allocated to that class will reply to the request and either deal with it themselves or pass it on to a colleague within the team.

The team works closely together to ensure that all students and their families have the support needed to be able to gain the skills they require to reach their individual independent goals. Staff can also get ideas that they can use in the classroom from the dedicated TIS folder. This can be found in; <R:\SEND\TIS TEAM\Extra Information for Staff\Ideas for the classroom>. This folder has ideas for movement breaks, how to support fine and gross motor skills and information on Developmental Coordination Disorder (DCD) also known as Dyspraxia. This folder is a live folder and is updated on a regular basis by the TIS Team.

We also have a large team of interventions to support our learners. If you follow the link to our website you will find all the information you need. [Woodlands Meed - Interventions](#)

## **Timetables**

Each key stage has an individual timetable. These are updated annually. The most recent versions can be found on our website. [Timetables](#)

## **Training and Development**

Weekly training sessions take place on Tuesday afternoons (3.45 to 5.00pm) and Friday afternoons (2.00pm to 4.00pm). There are also 5 INSET days scheduled across the year.

Woodlands Meed School offers all staff Professional Development Reviews with an agreed line manager. The main aim of this is to identify areas of success and for professional development / individual training needs. These PDRs will be scheduled annually as a minimum requirement, but ideally there should be a termly meeting and regular informal discussion.

## **Uniform**

Staff are provided with a polo shirt, swimming t-shirt and a fleece when they join. It is not compulsory to wear these items. These will be replaced if they become excessively worn. Additional items are available to purchase.

We have been provided with a small amount of logoed sportswear by a local company, GR Teamwear for the PE department. Further items, with the school's logo, are available for any other staff that wish to purchase directly from GR Teamwear:

### **Option 1**

Championship Eco Tee - £17.72

Championship Eco ¼ zip - £28.97

Championship Eco Trousers - £27.47



### **Option 2**

Combi tee £10.59

Faraon ¼ zip £18.84

Nilo trousers £20.72



## **Union representation:**

The staffrooms have dedicated noticeboards with information regarding trade unions and contact details.

## **Use of Appliances**

To minimise fire risks tumble driers and washing machines should only be run during the school day.

## **Visitors**

Woodlands Meed welcomes visitors. Every visitor is required to sign-in when they arrive wear a visitors badge at all times and sign out when they leave the premises.

Members of staff should inform the Leadership and or Operations manager if they are expecting visitors or if special events are taking place in school. The weekly staff bulletin and school calendar will be updated with the arrangements.

## **Volunteers**

The school welcomes volunteers who can bring additional expertise into the school. Any regular volunteer work should be for agreed specified periods and for specified areas of work. The Head Teacher will assess any applications and invite the volunteer into the school for a

discussion. References will be taken up and DBS requirements satisfied before any volunteer could start work. The volunteer would work under the direction of a class teacher or member of the leadership team. Volunteers should never be left alone with pupils or allowed to take pupils out of the school building by themselves. If there are any concerns about a volunteer the Head Teacher should be consulted. Confidentiality about the pupils must be observed at all times.

## **Website**

The Website is the most important tool for communication all the amazing work at Woodlands Meed. All information is linked to the website. [www.woodlandsmeed.co.uk](http://www.woodlandsmeed.co.uk)

## **Working at Woodlands Meed**

At Woodlands Meed we believe you will find an incredibly positive and supportive environment, within both the school and college. These are happy and friendly places to work, learn, develop and be part of an incredible team. You may be asked to work in any class across the school and college, with support, training and mentoring provided.