



Staff, Visitor & Volunteer Guidelines Autumn Term 2017

Supervision and Child Protection

- All staff read and comply with the Child Protection and Safeguarding Policy [and related policies and documents including Guidance for Safer Working Practice Policy] and sign that you have read all documentation.
- If any Child Protection issues do arise you must report them to the Designated Safeguarding Lead, Elizabeth Bachour or the deputy DSLs: Jessica Morrison, Helen Munro, Karen Raymonde, Mel Howes.
- All staff are responsible for the behaviour and well-being of all children throughout the school at all times.
- Children are **not** left unsupervised in any room of the school at any time.
- When children leave the class, for any reason, they should have their name recorded on a board so the teacher has track of numbers in the class and the whereabouts of children at all times.
- Children do not leave school during the school day unless accompanied by 2 members of staff, the parent or named carer. Permission from a member of SLT is needed before the child is let out of school.
- At all times, children move around the school quietly- walking on the left. Classes will be fully supervised by an adult. Children will understand that this is for Health and Safety reasons and out of consideration for others.
- Teaching staff are expected to be in the playground by 8.45 a.m. every morning.
- Staff collect class promptly from the playground/hall at the end of playtimes and assemblies and take in other classes if they are left. Children walk into school in an orderly fashion, in one line – ready for school.
- Children come into assembly in silence and wait in silence.
- Children do not go to resource areas without adult supervision. This includes the PE, Music, Art stores, photocopier, laptop trollies. All equipment will be collected and prepared before the designated start of a lesson.
- An adult will walk with children into the playground area and will wait with the class/ group until the person on duty has arrived.
- Lessons finish for children at 3.15 [Reception and KS1] 3.30[KS2]. Children will be supervised out of the building, leaving the cloakrooms and classroom tidy. Please ensure that each child is sent to a known adult unless they have written permission to go home alone.
- Classrooms must adhere to the school **Classroom Management Policy**.

Policies

- Please make sure that you are aware of the content of all key policies and follow this guidance. Be especially aware of **Standards, Safeguarding and Child Protection, First Aid and Medical Needs, Health and Safety, Critical Incident Policy, Inclusion and Equality, Behaviour**. All policies can be found on the T Drive under school policies – on the school server. Following School Policy offers you protection in case of any dispute.

1.4 Teacher Expectations



Class Information

- Each TA/ LSA will support the Class Teacher to prepare a folder of information, and store it on the teacher's table. The folder will include: supply teacher information, medical, general and SEN, G&T, EAL, behaviour information, ability groupings/settings, names of TAs and colleagues, parent helpers, a timetable and any other relevant information. This will also be shared with any other staff, including supply teachers, who take your class.
- Children's yellow record folders are updated by the class teacher/ TA/ LSA when new records are available e.g. medical letters.

Health, Safety and Medical

- All staff read and comply with the Health and Safety Policy.
- In case of fire or any other emergency evacuation, the responsibility of the class teacher and support staff is to get children out of the building using fire exit route or through the nearest exit shutting windows and doors as you leave. Carry out a headcount immediately. It is vital that you are always aware of how many children should be in the class. Remain outside the building until told it is safe to return. Children leave the building walking in silence and remain silent until back in class. Please make sure children understand this and are aware of fire exit routes from rooms where they might be working. They need to understand what to do if they are not in class.
- Children sent to the Reception office because they feel ill will have a note from their teacher/ TA/ LSA.
- It is the responsibility of the class teacher to inform the parent/ carer of a bang to the head.
- When off- site the medical information and any associated equipment **must** be taken e.g. inhalers. All of this can be found in the school office. **Out of school slip- Teachers must sign an out of school slip once they have personally checked all medical equipment is packed in the medical bag.**
- All staff are responsible for switching off lights, air- conditioning, projectors or other electrical equipment and shutting windows, doors before leaving the classroom. Please ensure that chairs are up or down according to the rota from cleaning staff.
- Any required procedure will be followed indefinitely unless you are asked to make a change.

Teaching, Learning and Behaviour

- Teachers will write long-term/medium term/weekly plans in advance and save them on the central computer system under Teachers/ St. Stephen's 2016/17/ Planning.
- Planning is organised through phase group team meetings. It is the responsibility of teachers to plan what will be taught and provide clear direction for the TAs and LSAs. This planning is shared on a weekly basis at year group meetings (usually during singing assembly).



- Planning must adhere to the National Curriculum and be at an appropriate level – demonstrating high expectations and cater for the needs of SEN learners. Planning must also be linked to the long term plans created by subject leaders.
- Before planning, all staff must check their subject knowledge using recognised booklets or National Curriculum additional information or Subject leaders e.g. a recognised maths book - Tony Cotton/ Haylock [maths] or Collins Grammar Dictionary.
- All children’s work must be marked according to the Marking Policy and feedback from line manager. Green pen for adults and blue for children.
- When marking, the member of staff must have high expectations of each child and not accept poor handwriting or sloppiness.
- Assessment must be completed during lessons, when scrutinising work and when looking at formal assessments. Assessments must be used to plan next steps for medium term plans, weekly plans, daily plans and during the lesson. Assessments must be recorded on the school’s format.
- All Working walls and displays must follow school policy.
- Classrooms must be well- managed and organised making resources well- organised and accessible.
- Follow the Behaviour Policy and Guidelines, record all incidents as required, and notify Phase Leaders/ SENCO of ongoing concerns.
- It is the responsibility of all staff to check that children are in correct uniform, without make –up or nail polish, long hair tied back, looking smart, that they have the correct equipment and follow the PE Policy guidance for PE. On the first day please check that children have correct PE kit and that this and their uniform and coats are marked.
- Class rules, as agreed by children and teachers together, are displayed in all classrooms – these must be followed by children.
- Children may not go to the office to phone home for items they have forgotten [except lunchboxes].

Inclusion

- All staff should read the Inclusion and Equalities policy and the Local Offer.
- Teachers and support staff will keep SEN/ Gifted and Talented/ EAL folders and these will be kept up to date and annotated with most recent events and strategies.
- Teachers and support staff read all reports related to children and take the required action.e.g. Speech and Language reports/ Safeguarding reports
- Every child on SEN register requires a personalised plan that is devised by the teacher, with support from the support staff.
- Teachers are responsible for writing targets and IEPs which must be shared with all adults in contact with the child/ren. These IEPs must be reviewed at least each half term or when the child has achieved the target.
- Teachers will discuss and explain plans with support staff.



- Teachers will provide a written assessment of the child's progress towards IEP targets
- The class teacher plans suitably differentiated resources for groups or individuals.
- The teacher provides the LSA / TA with a personalised plan for the child/ren

Professional Standards

- All staff are expected to read all policies and take particular note of Child Protection and Safeguarding, Whistle Blowing and Health and Safety Policies.
- The behaviour of all staff should be in line with our school values.
- Behaviour in and outside school must be in line with the school values and not bring the school into disrepute
- Physical contact with children should be in line with Physical Restraint Policy.
- All staff comply to professional standards (see Teacher standards and TA Standards doc on T drive)
- All staff should always strive to take a positive, solution- driven approach to all aspects of school life
- Mobile phones are never to be used when teaching or working with children.
- Communication with parents, children and other staff is always professional.
- All information received or heard regarding school business is strictly confidential
- Social media must not include reference to any staff, children or business in school
- Class i-pads must be used to photograph, record or film children
- Postings on social media must be in line with professional standards of behaviour and ethics.
- Staff must be aware that it is a serious criminal offence for them to receive or give any gift, loan, fee, reward or advantage for doing, or not doing, anything or showing favour, or disfavour, to any person in their official capacity
- All staff must take a politically neutral stance when communicating with children and parents.
- All staff must take responsibility for visitors and ensure that any messages they give and work they complete is in line with the code of conduct.
- Unless it is part of an employee's normal duties or authority has been given by the Head, no employee shall communicate either directly or indirectly with any journalist representing the press or broadcast media on issues involving the Council, where it could be interpreted that the employee was speaking on behalf of the Council, or improperly divulging information gained in the course of Council employment. This includes producing written or oral material for publication or broadcast and appearing in person on television or radio.
- Employees must declare to their membership or involvement in any organisation characterised by the following:
 - Openness generally denied to anyone without formal membership;
 - Membership includes commitment of allegiance by the taking of an oath or similar procedure; and
 - Secrecy exists about rules, membership or conduct

1.4 Teacher Expectations



Appraisal

- Teachers should seek advice when they need support and will be expected to take part in Appraisal.
- See Appraisal policy.