



# Staff Handbook 23/24

The Kassia Academy

**Last reviewed on:** Oct 23

**Next review due by:** Oct 24

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# Vision and Values

*We do things differently* **HERE**

We are an Alternative Provision Academy supporting learners with social, emotional and mental health needs, who have been identified as being at risk of exclusion, harm or have already been excluded from mainstream education.

Partner local authorities and schools within the North West region refer learners to us.

At The Kassia Academy, we use trauma informed and therapeutic approaches to re-engage learners with their education. We are passionate about giving our young people the skills they need to make a valuable contribution to society and to fulfil their dreams. We recognise that education is not a 'one size fits all' model and we carefully tailor our provision to meet every individual's needs.

Professionalism and having the highest expectations is at the heart of everything we do; developing a love of learning and improving, our learner's life chances as a result.

**H - High Standards**   **E - Empathy**   **R - Resilience**   **E - Emotional  
Response**

## Staff List

### Senior Leadership Team

Lindsay Regan	Headteacher and DSL
Karl Hanna	Deputy Headteacher
Gwyn Owen	Assistant Headteacher
Joanne Taylor	Head of SEND and Inclusion
Kirsty Cooper	Inclusion Manager/Senior Mental Health Lead and DDSL

### Teaching and Support Staff

Heather Burke	Teacher/Staff Governor
Corran Meldrum	Teacher
Lyndsey Cannell	Teacher
Robert Sinclair	Teacher
Anna Lee	Teacher
Jessica Holmes	Literacy Lead/Teacher
Emma Wilcox	Learning Mentor/DDSL
Tracy Willcock	Learning Mentor/DDSL
Danielle Proctor	HLTA/Careers Lead
Jordan Murphy	TA
Danielle Lewis	TA
Rachael Porter	TA
Joe Green	TA
Mike Packer	TA
Daniel Hutchinson	TA
VACANCY	TA
VACANCY	TA
David Montoya	School Counsellor

### Admin and Site Team

Colette Heavey	School Business Manager
Miriam Newman	Finance & Attendance Officer
Beverly Lowe	Pupil Services, Assessment and Exams Officer
Lyne Graham	Receptionist & Administration Officer
Martin Bonner	Site Manager
Kathy Woodrow	Catering Supervisor

## Governing Body and Trustees

### Local Governing Body

Jacqui Hughes	Chair
Jacob Bond	Vice Chair
Julia Chapman	Community Governor
Rachel Knight	Community Governor
Simon Lennox	Community Governor
Heather Burke	Staff Governor (Kassia)
Lee Darwin	Parent Governor
Sangeeta Shakos	Staff Governor (Arbour)

### Trustees

Laurence Cooper	Chair of the Trust
Margaret Burgin	Trustee
Jacqui Hughes	Trustee
Graham Myers	Trustee
Lee Shannon	Trustee
Louise Smith	Trustee
Jennifer Davies	Trustee

*For further information regarding Governance, please see the website [www.tkas.org.uk/information/governing-body-and-trustees/](http://www.tkas.org.uk/information/governing-body-and-trustees/)*

## The role of the school Governors

Governors play a key role in any school. The governors at The Kassia Academy are an important part of the school family and help to ensure the school is supported at every turn.

The key core functions are:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation, learners, and the performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent

*Kassia's governance is overseen by the Governor Hub which oversees both The Kassia and Arbour Academy. All members of the Governing body are appointed by the full committee and agreed by the Trust Board. Community and Associate members are chosen and selected to bring relevant skills to support the school. Staff and Parent members are then approved by the full committee.*

## Staff Dress Code

All staff working at the Trust or Academies within it are expected to present a high standard of dress and appearance. We are role models for learners in the school and professionals dealing with the public.

The image we present is very important in inspiring confidence about our ability to deliver a good education. Your dress style must also reflect appropriate health, safety and security considerations.

Casual wear, such as jeans, beach style flip-flops, sloppy sweaters, baggy sweatshirts, leggings without longer tops (mid-thigh for example), particularly low cut or strappy tops, shorts, trainers (except where necessary for the activity) etc. are not considered suitable for work at the school. Extremes of fashion should be avoided, as should jewellery in unusual places and untidy hair. Tattoos should be covered wherever possible.

Staff have the option of wearing a branded polo t-shirt. 3 per person are provided.

**All staff** are provided with a branded fleece.

All administration staff/site are asked to wear a uniform. This consists of black suit/dress/trousers along with a blouse.

The administration team are asked to purchase their own black suits, but are provided with three matching blouses each academic year from The Staff Uniform Company. Orders are placed via the standard requisition process.

## Code of Conduct

This Code of Conduct is designed to provide guidance about what is expected from you in your daily work and in your dealings with learners and their families, colleagues and the public.

All Academy employees must be familiar with the Code of Conduct. This document forms a professional expectation from the Trust Board and you are required to comply with its contents. Failure to do so may result in disciplinary action, which could include dismissal.

For this reason, it is important that you read the **whole** of the document and ask your Line Manager or the Head teacher for clarification if there is anything in it that you do not understand and needs explaining.

There is an acknowledgement form of the Code of Conduct contents, which can be found at the back of the handbook. Once you have signed and returned the acceptance section on the final page of this document, it will be assumed that you understand its contents and agree to comply with all the rules and policies, etc. that it refers to.

If you have management responsibilities, you need to ensure that employees reporting to you have access to the Code and are given opportunities for training where appropriate.

The basis for this document is the Local Government Act 2000; the working party comprising the Local Government Association, the Employers Organisation and the public sector unions; and the nationwide consultation coordinated by the Office of the Deputy Prime Minister (ODPM).



## **Pupil Dress Code (Uniform)**

Uniform is a vital part of our High Standards ethos and culture. All of our learners must wear full uniform:

- White plain polo T Shirt
- School skirt or dark school trousers
- Kassia Branded Jumper
- Dark trainers

Kassia School jumpers are available from Touchline.

Tel – 01925 413777

Website - [www.touchline-embroidery.com](http://www.touchline-embroidery.com)

## The School Day

All staff are to meet for a daily briefing each morning at 8.30am.

Monday, Wednesday and Friday – Staff should meet in the School hall.

Tuesday and Thursday – Briefings will take place in centres.

The school is made up of 4 centres

- Redwood
- Oaks
- Willows (based at Orford Jubilee)
- Sycamore (based at Orford Jubilee)

The school day begins at 08.45am and ends at 2.30pm (2.10pm on a Friday)

All learners are 'wanded' on arrival with a handheld security scanner.

Personal belonging such as mobile phones, drinks and snacks are collected.

These items should be locked away until the learners leave at the end of each day.

CPD or a whole staff meeting takes place, every Wednesday on a rotational basis.

## **Attendance/Registers**

Learners should be marked present on SIMS with a diagonal stroke. ( / )

Absences of all kinds should be marked with an (N).

The office will then take appropriate action and will update SIMS with the relevant code for absence. The class register should be marked at the beginning of the morning and afternoon sessions and saved on the system by 9.10am and 1.30pm.

All teachers must keep their registers open until 9:10am every morning.

Any child coming through the office before 9:00am will not be signed in by the office.

Learners should be marked late from 9am onwards.

The school attendance policy can be found on our website: [www.tkas.org.uk/information/policies/](http://www.tkas.org.uk/information/policies/)

## **School Dinners**

The school dinner menu is rotated on termly basis.

All pupils who are having school dinners must have ordered their meals in form time each morning.

Teaching Assistants will then place all orders directly with the Catering Supervisor.

All learners and staff are entitled to a free school meal.

## **Health & Safety**

The health and safety officer for the school is Mrs. Lindsay Regan.

Should any issues arise pertinent to health or safety please speak to her immediately so that measures can be put in place.

It is the responsibility of all members of the school to act in a safe manner and report any potential hazards.

## **Site Maintenance/Cleaning Arrangements**

The Site Manager maintains the school site.

The Kassia Academy also has a service contract agreement with SPIE facilities management, for Health and Safety checks, additional activities such as planned maintenance and reactive works.

All site issues should be reported on the site and environment maintenance log (located on the one drive) Any urgent issues should be reported directly to the Site Manager or the Headteacher

The whole site is cleaned at the end of each day.

Warrington Borough Council provides this service.

Any concerns regarding cleaning standards, should be reported immediately to the Site Manager or

the Headteacher.

## Money

The school is 'cashless' where possible and as such, all payments for school trips, pupil damages etc. must be paid through the App 'School Money'.

Any queries regarding 'Parent Pay' should be directed to the school office.

The only exception to the 'cashless' rule is charitable donations, for example when learners bring in a monetary donation for a charitable event such as non-uniform day.

This should be collected by the class teacher and given to the office in a marked envelope.

## Communication

You **must** check emails daily.

The school calendar is available on Microsoft 365. Staff should record any relevant meetings, visitors and events in the whole school calendar, which is kept up to date by the school office.

Any relevant meetings, visitors and events should be communicated to the school receptionist so entries can be made in the school diary.

## Minibus

The timetable for the use of the two school minibuses has been agreed by the Senior Leadership Team and should be followed carefully to ensure that duplicate bookings are not made. The calendar is available to view on Microsoft 365. All minibus checks should be carried out before every journey is made. It is the responsibility of the school caretaker and the subsequent driver to ensure all Health and Safety checks are made. If you discover any fault with the minibus, **you must report this immediately.**

The school caretaker is responsible for the refueling of the bus and arranging servicing, MOT's etc.

## Accidents/injuries

Designated First Aiders are also available where appropriate. Staff lists are posted around the school building and updated regularly. (A first Aid list is referred to later in this handbook).

All incidents should be recorded in the accident book on reception and a telephone call made to parents/carers.

## Resources

A supply of **general resources**, including pencils, pens, glue sticks etc., is available in each classroom and distributed at different points of the academic year. There is also a central stationery cupboard located in reception.

The site team restocks everyday resources such as paper towels and hand soap. Please ask if this stock runs out.

Ordering new equipment/ resources can be done by obtaining an order requisition form from, the staff room or the Administration Team. Orders will be placed subject to the relevant budget checks.

## **Petty Cash**

There may be occasions, where you need to submit a request for Petty Cash. Petty cash forms can be found in the staff room or obtained from a member of the Administration Team.

- Petty cash should only ever be used for small monetary items under £25.00 per claim.
- You should give at least 48 hours' notice for a petty cash request.
- Any transaction greater than £25 must go through requisitions and the PSF purchase system.
- The authorised budget holder (Headteacher) must sign the petty cash form.
- Petty cash expenditure forms must be fully completed. Both the person giving the cash and receiving it should sign it.
- If the authorised budget holder is claiming the petty cash, he/she will need his/her line manager to sign the claim.
- Payment should not be made without a valid receipt. Where a receipt is not provided and /or petty cash forms are not signed, reimbursement will not be made.

## **ICT Equipment**

ICT equipment is stored in a lockable cupboard in the meeting room. All request for equipment must be made via the school receptionist. All items need to be signed in and out and must be locked away on their return. All items are recorded on the school asset register.

## **Classroom Environment**

Teachers and Support Staff should ensure that their classrooms, areas outside and circulation areas are kept tidy.

- Equipment should be stored tidily to make it accessible to the learners.
- Displays of learner's work should be created with care and maintained regularly.

## **Willful Damages**

Deliberate damage of school property directly affects the education of our students by taking much-needed funds to repair the damage caused. To redress this, The Kassia Academy will charge the parents/carers of students who deliberately destroy or cause damage to the school its fixtures, fittings and property.

All Willful damages must be recorded on the damages log (available on the one drive) each day, with as much detail regarding the incident as possible.

All deliberate damage to school fixtures, fittings and property will be costed and an invoice generated which will be forwarded to the parent/carer of the student along with a letter of explanation.

All deliberate damage of school fixtures, fittings and property may be considered as criminal damage and, at the discretion of the Headteacher, the Police may be informed resulting in the damage being addressed through the criminal justice system.

The costs to repair or replace the damaged item(s) are passed onto the pupil via a letter addressed to their parent/carer, which will be sent home directly from the Kassia Academy. The invoice amount will then be added to the 'school money' parent pay system.

A copy of the willful damages policy can be found on our website:  
[www.tkas.org.uk/information/policies/](http://www.tkas.org.uk/information/policies/)

## **Fire Alarm Activations**

False fire alarm activations compromise everyone's safety in school and present a significant risk to the local community because the emergency services are not available to attend genuine emergencies whilst they contacting our school.

The Fire Brigade will prioritise the school over other emergency call-outs. Due to the severity of this matter, we have introduced a zero-tolerance policy towards any student who deliberately activates the fire alarm.

Any malicious activations of our school fire alarm will result in a fine of £25.00 and a call made to parent/carer to collect the learner from school immediately.

## **Educational Visits**

Out of school, learning is an essential part of a child's education and well-being. Educational visits should take place on at least a termly basis. Local area walks and visits are encouraged alongside other trips to museums, galleries and other educational sites.

Risk Assessments for educational visits must be carried out in good time, with an electronic record made via the Evolve site. Please coordinate with the Headteacher in completing a written risk assessment.

Written permission must be sought from parents. The school office will help with booking coaches, ordering pack lunches and sending out letters with full details. Please ensure enough time is given to make these arrangements.

Learners entitled to Free School Meals can have a packed lunch prepared but numbers for this must be provided to the kitchen in good time.

Staff ratio to learners must be maintained.

A first aid kit must be carried during all trips. The teacher leading the visit must also take a list of contact numbers in case of emergency or delay and appropriate medical items (e.g.: inhaler, epi-pen). A paper register should be taken on the school site on the morning of the trip and handed in along with an Educational Visit form.

All learners must be signed in/out at Reception.

## Staffroom

- The staffroom is a place for staff only
- Under no circumstances should learners be in the staffroom.
- On vacating the staffroom, (unless occupied by a colleague) the door should be locked. Personal belongings left in the staff room are done so at your own risk.
- The staff room should be left clean and tidy after use (including the microwave) please replenish tea, coffee, milk when you have used the last of the contents. Do not leave for others to do, please ensure any unwanted items are removed from the fridge/cupboards at the end of each day.

## Mileage Claims

Where possible, the school minibus should be used for travel during school hours. There will be occasions however, where you are required to travel offsite for meetings, home visits etc. Mileage is reimbursed at £0.45 pence per mile.

Mileage claim forms can be found on the OneDrive, in the staff room or obtained from the Administration Team. They must be fully completed and signed by both yourself and The Headteacher. They should then be scanned and emailed by the last working day of each month (at the latest) to: **Emma Elsey, Trust Business Manager: [eelsey@kingsacademytrust.co.uk](mailto:eelsey@kingsacademytrust.co.uk)**. Failure to submit your mileage claim form on time will result in a delay in processing.

## Payroll/Contract Queries

Whilst every endeavor is made to ensure prompt and correct salary payments, there may be rare occasions where there is an issue with your wages.

Pay slips are uploaded to the pay slip portal prior to pay day, to ensure any anomalies can be identified and rectified before the BACS payment is processed.

It is **your** responsibility to check your pay slip each month. Errors identified **after** payday, can only be rectified in the following months' pay.

Any queries relating to pay/pay slips should be directed to **Emma Elsey, Trust Business Manager: [eelsey@kingsacademytrust.co.uk](mailto:eelsey@kingsacademytrust.co.uk)**

## Pension Queries

If you have any issues regarding your pension, please direct them to **Emma Elsey, Trust Business Manager: [eelsey@kingsacademytrust.co.uk](mailto:eelsey@kingsacademytrust.co.uk)**

# Staff Absence Protocol

## Staff Absence

Step	
1	<b>SICKNESS</b> You must <u>telephone</u> Lindsay Regan before 7.30am to inform her of your absence– <b>do not send a text a message unless trying to call at least twice.</b>
2	Staff who teach to email cover work for each day of any absence by 8am to: <a href="mailto:beverly.lowe@tkas.org.uk">beverly.lowe@tkas.org.uk</a>
3	Repeat steps 1 and 2 above for <b>each subsequent day of absence.</b> Once you are aware that you will be returning to work, let Lindsay and Bev know, so that cover can be updated
4	<b>LEAVE OF ABSENCE</b> (for all absence, including on/off site meetings/training/medical appointments). <b>Deadline of Thursday 12pm for any absences for the following week. LOA's not received by deadline may not be sanctioned.</b> Complete LOA form ensuring Line Manager has /signed form. Pass to Colette for authorisation from Lindsay. Any last minute requests please ensure you see your Line Manager and inform Lindsay/Bev asap and complete LOA form asap as above. Whilst every effort will be made to, support Leave of Absence requests cannot be guaranteed and will depend on staff absence, cover and calendar implications.
5	<b>CPD/TRAINING</b> Complete order requisition form. Pass to Line Manager to authorise Pass to Lyne Graham for booking. If approved, LOA form to be completed following steps above.
6	For steps 4 and 5 above, leave/email cover work with Bev so she can pass to the member of staff covering.

**ENSURE ALL STEPS ARE FOLLOWED!**

## Returning to Work

Please try to make sure that you are fully fit before you come back to school. If you are, absent for more than 5 working days you will require a doctors' certificate. Any will be followed up with a 'return to work' interview. This will involve a brief chat with your line manager to check that you are ok and to see if there is any support that you may need. A 'return to work' form will be completed. You will be given a copy and the copy will be kept on your personnel file.



## **ICT Support**

The Kassia Academy have a service level agreement with Edac for all of our I.T

Support requirements. Support is available Monday to Friday, with bi-weekly visits made to site.

All I.T concerns must be logged, so that a ticket can be raised and allocated. Please email [support@edac-solutions.co.uk](mailto:support@edac-solutions.co.uk) in order to raise a ticket.

If you are experiencing difficulty accessing the internet in order to log a call, please speak to a member of the administration team, who will be more than happy to assist you.

## **ICT Code of Conduct**

Strong filters and measures are applied in order to protect learners from accessing inappropriate websites in school, however it is also important to teach the learners what to do should they encounter one, including immediately informing the teacher.

The learners are also educated with regard to their response to online bullying and inappropriate material accessed via a social networking website.

## **General Staff Conduct**

In line with the high standards expected of Kassia Academy staff, conduct outside of school and online should still be appropriate.

## **Behaviour for Learning Policy**

For full details of the school's policy on promoting positive behaviour for a safe and secure learning Environment please see the Behaviour Policy on our website, <https://www.tkas.org.uk/information/policies/>

## **Planning and Assessment**

All teachers are responsible for implementing the curriculum in their own classroom and for its delivery in the terms set out in the school policy documents and the National Curriculum. Each teacher maintains his or her own planning files.

## **Marking of Work**

All pupils' work should be marked (in green pen) as soon after the lesson as possible and appropriate feedback opportunities provided. Please see our Marking Policy, available from the Headteacher, for more information.

## **Photocopying and Printing**

Staff are asked to use the photocopier and printer in moderation. Learners **MUST NOT** use the photocopier.

## **WhistleblowingPolicy**

Please see the following link; <https://www.tkas.org.uk/information/policies/>

## **ComplaintsPolicy**

Please see the following link; <https://www.tkas.org.uk/information/policies/>

## **CapabilityPolicy**

Please see the following link; <https://www.tkas.org.uk/information/policies/>

## **Gifts and Hospitality Policy**

Please see the following link; <https://www.tkas.org.uk/information/policies/>

## **Behaviour and Anti Bullying Policy**

Please see the following link; <https://www.tkas.org.uk/information/policies/>

## **Anti- Racism Policy**

Please see the following link; <https://www.tkas.org.uk/information/policies/>

## **Equality in EmploymentPolicy**

Please see the following link; <https://www.tkas.org.uk/information/policies/>

## Safeguarding

**Please refer to the school policy for full details:**

<https://www.tkas.org.uk/information/policies/>

## Health and Safety

Teachers are responsible for the Health and Safety of the learners in their care as set out in the school's Health and Safety policy. It is staff's responsibility to notify the Headteacher of any health and safety hazards immediately to avoid accident or injury.

## Medicines in School

Regular school attendance is vital for every pupil and The Kassia Academy does all that it can to maintain high attendance figures. Nevertheless, from time to time every pupil will become ill and may require some time out of school to recover. In general, where a pupil requires medication (or treatment) they should be kept at home until the course of treatment is complete.

There are, however, a few exceptions:

- When a pupil has almost fully recovered and simply needs to complete a course of medication (e.g. antibiotics) for a day or so.
- Where a pupil suffers from asthma (or any other occasional ailment) and may need to use an inhaler.

Where equipment such as an inhaler is necessary, we strongly encourage pupils to take personal responsibility for these items as soon as possible.

Note: The school will only administer medication prescribed by a medical practitioner – no other drugs will be considered. These include paracetamol / aspirin type products or throat sweets of any description.

For further information, please refer to the school medication policy.

<https://www.tkas.org.uk/information/policies/>

## Child Protection

The Headteacher is the appointed Designated Safeguarding Lead. There are also three Deputy Designated Safeguarding Leads, The Inclusion Manager and the 2 Learning Mentors.

Matters of a sensitive nature should be discussed only with them. A record will be kept of any learners who are especially vulnerable and all information will be treated in strictest confidence.

All Safeguarding concerns are recorded on CPOMS and can be accessed by all members of staff. All staff should sign that they have read Keeping Learners Safe in Education (2022)  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

## **Radicalisation**

The Kassia Academy seeks to protect learners and young people against the messages of all violent extremism.

Schools have a statutory duty in the following areas with the aim of safeguarding pupils from radicalisation, extremism and terrorism:

Assessing the risk of pupils being drawn into terrorism, including support for the extremist ideas that are part of terrorist ideology.

Demonstrating that robust safeguarding policies are in place to identify learners at risk, and intervening as appropriate (by referring pupils to Channel or MARAT, for example.)

Ensuring that clear protocols are in place so that any visiting speakers are suitable and appropriately supervised within school.

Ensuring that fundamental British values are promoted within the curriculum and extra-curricular activities and reflected in the general conduct of the school.

Training key staff to give them the knowledge and confidence to identify learners at risk of being drawn into terrorism and challenge extremist ideas. They should know where and how to refer learners and young people for further help.

Protecting learners from terrorist and extremist material when accessing the internet in school, including by establishing appropriate levels of filtering.

We also recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society.

## **Visitors**

All visitors are asked to report to the school office, where they should sign using the electronic system. They will be given an appropriate visitor's sticker and coloured lanyard, which should be worn prominently. A member of staff must challenge any member of the public who appears around the school without wearing a visitor's sticker. Any visitor who is here on a long-term basis will usually be wearing a green lanyard distributed by the office.

## **Safeguarding Policy**

Please see the following links; <https://www.tkas.org.uk/information/policies/>

## **Child Protection Policy**

Please see the following links; <https://www.tkas.org.uk/information/policies/>

## **Keeping Children Safe in Education Policy**

Please see the following links; [www.gov.uk/government/publications/keeping-children-safe-in-education-2](http://www.gov.uk/government/publications/keeping-children-safe-in-education-2)

## **Health and Safety Policy**

Please see the following links; <https://www.tkas.org.uk/information/policies/>

## **First Aid**

Staff who are trained in first aid are:

- Mrs. Beverly Lowe – Administration Team
- Miss. Corran Meldrum – Teacher
- Mrs. Kirsty Cooper – Inclusion Manager
- Mrs. Miriam Newman – Teacher
- Mr. Bob Sinclair – Teacher
- Mr. Gwyn Owen – Assistant Headteacher

First Aid Stations are located throughout the school in the following areas:

- School Hall
- Reception Area
- Catering Room

# Fire Evacuation Policy

## Responsibilities

Fire is always a potential risk to our school community. We must always be vigilant in identifying potential fire hazards.

FIRE Notices are posted in every room of the school and in all communal areas.

The Headteacher has responsibility for overseeing Health and Safety at our School Premises. She liaises with the Headteacher and together they respond to any potential fire hazards.

The Headteacher is responsible for the organisation and safe evacuation of the building during school hours. Outside of core hours, any member of the Leadership Team who is present, or the school caretaker, will take responsibility for the evacuation of the building.

In the absence of the Headteacher, the Deputy Headteacher will take responsibility for evacuation. Should they both be absent a member of the Senior Leadership Team will assume this responsibility.

## Evacuation Procedures

### LEARNERS

If the **FIRE ALARM SOUNDS**

- **STOP** what you are doing
- **LISTEN** to instructions from the teacher
- **LEAVE** the building through the nearest door
- **LINE UP** at the fire evacuation assembly point on the school field.

### STAFF

Activating a FIRE break glass call point will immediately sound the school alarm system.

If the FIRE ALARM SOUNDS immediately, evacuate the building with your learners by the nearest exit

- Upon hearing the FIRE ALARM, the Administration Team will collect the printed copy registers and take them to their assembly point at the rear of the school. These will be required if a learner is unaccounted for following the evacuation.
- One member of the administration team will collect a plan of the building, showing the Fire Zones, to hand to the Fire Crew on their arrival at the Main Gate of the school
- If the Administration Team suspect that the incident is a real emergency, i.e. not a drill or a possible false activation, then they should ensure that 999 is dialed immediately.

**DO NOT RETURN TO THE BUILDING UNTIL INSTRUCTED BY A MEMBER OF THE SENIOR LEADERSHIP TEAM.**

## **FIRE SAFETY**

Everyone is responsible for being vigilant in identifying potential fire hazards. These should be brought to the attention of the Headteacher or to the Senior Leadership Team, straightaway.

Particular points to consider are;

- Combustibles - Staff should be aware of anything that is likely to combust in the areas of school that they have responsibility for.
- Sources of Ignition /Heat - It is everyone's responsibility to note and make safe any potential sources of heat. Particular care should be taken in relation to switching off electrical equipment
- All of the school buildings are a non-smoking environment.
- Unsafe acts - Learners should be made aware of the consequences of potentially unsafe acts, e.g. bringing matches or cigarette lighters onto school premises.

## **REMEMBER**

- Everyone is at risk from FIRE!
- Learners
- Staff
- Visitors

Each day a visual scan should be completed of your room and the areas of school that you use. Any potential hazards must be highlighted and reported immediately to the Site Manager and to the Headteacher.

## Welcome & Induction for New Staff

Pre-StartDate		
Action	Lead	?
DBS to be completed (Certificate not to be kept by school, DBS number and date to be recorded on the Single Central Record)	EE	
Is the prospective candidate on the barred list? (This will be revealed on the DBS certificate)	EE	
Identity to be checked, copy stored in personnel file, including confirming eligibility to work in the UK	EE	
Prohibition checks to be completed (teaching, management and restrictions from EEA countries)	EE	
Proof of qualifications to be photocopied and placed in personnel file	EE	
Two references to be submitted and checked (to be kept in personnel file)	EE	
Employment history to be analysed, gaps to be investigated	Panel	
Curriculum handbook to be sent (teachers and TAs)	CH	
Staff handbook to be sent	CH	
Safeguarding policy and associated policies to be sent	CH	
Code of Conduct policy to be signed and kept in personnel file	CH	

Induction meeting - Within 1 week of start date		
Action	Lead	
Has employee completed L1 safeguarding in the last three years? If not this is to be booked		
Has employee completed prevent training. If not, training needs to be completed within one month.		
Explain who the safeguarding lead and deputy safeguarding leads are in the school.		
Brief introduction to CPOMs		
Discuss expectations in relation to confidentiality		
Set dates for probation meetings (non-teachers)		
Signpost to HR policies on the website (Absence Management, Probation, Disciplinary, Grievance, Capability)		
Signpost policies on the website		
Discuss Whistleblowing policy in terms of where it is and what the employee should do if they have concerns regarding the school leadership		
Explain procedure for illness		
Exchange phone numbers		
Discuss expectations in terms of planning and assessment, signpost profoma.		
Discuss leadership structure and their line manager		
Appoint a mentor if appropriate		
Discuss fire safety		
Discuss dress code (professional but appropriate – no jeans)		
Explain what to do if there is a health or safety concern.		
Phones must not be used or accessible during teaching hours		
Discuss recording of first aid incidents and discuss that these should be recorded in the accident book. Should there be a more serious incident or personal injury the HT should be alerted. Generally, parents should be informed apart from minor accidents		
Introduction to the SAS wellbeing package		
Signing in and out process		

Signatures		
Date	Inducted Signature	Inductor Name



## Administration Arrangements

All administrative enquiries can be directed to our school office either in person or via email.

Email: [admin@tkas.org.uk](mailto:admin@tkas.org.uk)

NAME	EMAIL
Mrs. Lyne Graham	<a href="mailto:lyne.graham@tkas.org.uk">lyne.graham@tkas.org.uk</a>
Mrs. Colette Heavey	<a href="mailto:colette.heavey@tkas.org.uk">colette.heavey@tkas.org.uk</a>
Mrs. Beverly Lowe	<a href="mailto:beverly.lowe@tkas.org.uk">beverly.lowe@tkas.org.uk</a>
Mrs. Miriam Newman	<a href="mailto:miriam.newman@tkas.org.uk">miriam.newman@tkas.org.uk</a>

## Confidentiality and GDPR Policies

Please see the following links; <https://www.tkas.org.uk/information/policies/>

