

## **THE ANTHONY ROPER PRIMARY SCHOOL**

### **INDUCTION POLICY/PROCEDURE FOR STAFF**

At Anthony Roper we aim to incorporate all new members of staff into a happy and hardworking team.

***The objective of our induction policy is to support new member of staff and help them to:***

- Settle into their environment
- Develop the skills and knowledge necessary to do their job
- Understand how their job relates to the rest of the school community
- Understands the ethos of the school and the standards expected of them
- Become motivated and effective employees of the school as quickly as possible

***In order to achieve our aims, we will offer:***

- A member of staff who will act as a mentor and familiarise the individual regarding general school issues and procedures
- An initial interview at which the Headteacher, mentor and new member of staff meet to discuss the school prospectus, induction timetable and to answer any initial questions i.e. a general introduction to the school
- Training in Safeguarding, GDPR and Health and Safety guidelines
- A suitable workload, as specified in the job description
- Observations of their role, with written and verbal feedback, to support professional development and performance management
- A timetable of training throughout the year to develop key skills
- Regular meetings with their named line manager/mentor, in order to discuss issues

***In reciprocation, we expect that new members of staff will:***

- Help maintain the school ethos in both professional and pastoral situations
- Read appropriate policies as requested
- Maintain confidentiality, following policies and procedures
- Play an active part in the daily life of the school and fulfil appropriate responsibilities
- Complete the stated requirements of the role in line with the job description
- Act upon the constructive comments of those who observe and advise about teaching and learning issues
- Take the initiative in seeking help and advice from their line-manager in any personal or professional matters causing concern
- Reflect upon own practice and evaluate strengths and weaknesses, taking appropriate action to help develop effectively

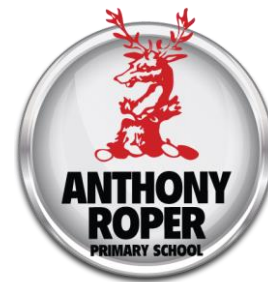
<b>INDUCTION TIMETABLE for TEACHING STAFF</b>	
	Date achieved:
Within the first four weeks at Anthony Roper - Initial Interview with Headteacher and Mentor to discuss the induction process. Followed by further meetings to discuss the items below within the first six weeks at Anthony Roper.	
1. A tour around the school – to look at resources, facilities, class layouts, admin procedures.	
2. Staff Handbook and routines, Website, ParentMail etc.	
3. Curriculum Map and planning, Timetable	
4. Initial Safeguarding and GDPR training Introduction to policies, including Child Protection, Whistle blowing, Data protection, Teaching and Learning, Positive Behaviour and Discipline, Anti Bullying, (hard copies provided). Location of other school policies including Prevent Strategy.	
5. Assessment routines	
6. School Improvement Plan	
7. Introduction to main staff personnel	
8. Meet with Inclusion Manager	
After 6 weeks a meeting with the Headteacher to discuss progress, concerns, training needs etc.	

<b>INDUCTION TIMETABLE for TEACHING ASSISTANTS</b>	
	Date achieved:
One day to shadow another teaching assistant/mentor.	
1. A tour around the school	
2. Staff Handbook and routines, Website, ParentMail etc.	
3. Initial Safeguarding and GDPR training Child Protection Policy - hard copy provided. Location of other school policies.	
4. School Improvement Plan	
5. Introduction to main staff personnel	
6. Meet with SENCO	
After 6 weeks a meeting with the Headteacher to discuss progress, concerns, training needs etc.	

<b>INDUCTION TIMETABLE for MIDDAY SUPERVISORS</b>	
	Date achieved:
One day to shadow another midday supervisor/mentor.	
1. A tour around the school	
2. Staff Handbook and routines, Website, ParentMail etc.	
3. Initial Safeguarding and GDPR training Child Protection Policy - hard copy provided. Location of other school policies.	
4. School Improvement Plan	
5. Introduction to main staff personnel	
After 6 weeks a meeting with the Headteacher to discuss progress, concerns, training needs etc.	

# Anthony Roper Primary School

## Code of Conduct



### **1 INTRODUCTION**

The following advice is intended for all staff working with the students at Anthony Roper. Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

### **2 PURPOSE, SCOPE AND PRINCIPLES**

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Headteacher;

The Code of Conduct does not apply to:

- peripatetic staff;
- schools meals staff employed by an external contractor;
- employees of external contractors and providers of services (Such staff are covered by the relevant Code of Conduct of their employing body)

### **3 SETTING AN EXAMPLE**

Teaching staff have all acknowledged and agreed to the Teachers' Standards 2012.

All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students.

All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.

All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

This Code helps all staff to understand what behaviour is and is not acceptable.

### **4 SAFEGUARDING PUPILS/STUDENTS**

Staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect
- exposure to extremism or terrorism

The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's headteacher who is the Designated Safeguarding Lead. Staff are provided with personal copies of the school's Safeguarding Policy and Whistleblowing Procedure and staff must be familiar with these documents. Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

## **5 PUPIL/STUDENT DEVELOPMENT**

Staff must comply with school policies and procedures that support the wellbeing and development of pupils/students.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students. Staff must follow reasonable instructions that support the development of pupils/students.

## **6 HONESTY AND INTEGRITY**

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

## **7 CONDUCT OUTSIDE WORK**

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable. Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.

## **8 CONFIDENTIALITY**

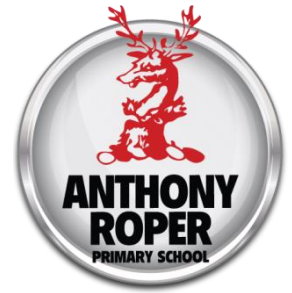
All staff members at The Anthony Roper Primary School will be expected to respect the need for confidentiality within school and will follow guidelines and the GDPR outlined in the Data Protection policy

Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student. All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter. However, staff have an obligation to share with their manager or the school's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.

## **9 DISCIPLINARY ACTION**

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary

# The Anthony Roper School Confidentiality Statement For Staff



As a staff member at The Anthony Roper Primary School you will be expected to respect the need for confidentiality within school.

Information and observations relating to individual children and adults should not be repeated to a third party unless prior consent has been given. Please check with a senior member of staff if you are at all unsure and always refer any concern either to the class teacher or Headteacher

It is **essential** that anyone working in school respects this confidentiality and follows the protocols written below.

I agree to:

- Read the Data Protection policy and follow GDPR guidelines as directed, ensuring and breaches are reported to the DPO (Data Protection Officer – contact the office)
- Report any inappropriate behaviour by adults to the Designated Safeguarding Lead (Headteacher)
- Understand the need for DBS check (Disclosure and Barring Services) and other checks prior to working alone with children
- Use the school's Behaviour guidelines (see web-site) and inform the teacher of any child who is not following school policy or is endangering themselves or others
- Treat any information with total confidentiality

I agree not to:

- Share any information about a child or member of staff with anyone outside the school, staff or governors
- Speak ill of any child or member of staff as a result of things I may have seen them do in the school
- Discuss a pupils' progress, behaviour or background with any other parents

Name \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# **School Routines for Supply Staff**



## **Welcome**

Welcome to The Anthony Roper Primary School. Thank you for your contribution to our school community. We hope that your time with us will be enjoyable, productive and rewarding.

## **Ethos and Values of Anthony Roper Primary School**

Anthony Roper Primary School aims to provide a caring, happy and supportive environment in which every child can develop to their maximum potential those relevant skills, interests, abilities and attitudes appropriate to his or her needs in accordance with the National Curriculum or EYFS Curriculum.

We at the Anthony Roper School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We aim to provide within the constraints of staff, buildings and budget an equality of opportunity to all children and staff irrespective of gender, age, race, culture, disability or sexual orientation. We ensure staff are aware of the Prevent Strategy and able to protect children and young people who are vulnerable or at risk of being drawn into terrorism or exposed to radicalisation.

We believe the education of the children should be an active partnership between pupils, parents, the school and the wider community.

The school aims to:

- Encourage all children to aspire to the highest standards of which they are capable.
- Provide a high quality, stimulating, broad and balanced curriculum that develops the whole child and allows children to develop to their full potential.
- Keep parents informed regularly of school events and their child's progress through newsletters, reports and parent's evenings.
- Have high expectations for achievement, behaviour and attendance and to contact parents immediately if there are any concerns in these areas.
- Develop perseverance, self-discipline, honesty and tolerance in all children.

## **Expectations for Adults in School**

We expect you to:

- Respect the need for confidentiality within school and ensure all school safeguarding and data protection procedures are adhered to.
- Be polite to the children and each other
- Listen to each child's point of view
- Give clear instructions
- Be positive and recognise good behaviour
- Be positive and recognise achievement and effort
- Reinforce appropriate behaviour of any child
- Respond appropriately when addressed by name by a child.

## School Routines

- Please sign into and out of the school office.
- Please ensure to check the whiteboard in the staff room for daily activities.
- Classroom doors are opened at 8.45am and at 8.55 all children are registered.
- Break time is 10.30am – 10.45am

Children are not allowed onto the playground until a member of staff arrives. The children stay in their classroom during wet play and engage in class based activities. Another member of staff will come to release you for a while during break time. There is a wet play rota displayed in the staffroom.

- Assembly times

Monday	Whole school - 9.05am
Tuesday	KS1 - 9.05am
Thursday	Whole school - 9.05am
Friday	Celebration Assembly – 1.10pm (Staff to stay)
- Singing

Wednesday	10.00am
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- Lunch time

	12.00pm – 1.00pm
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- Afternoon break – optional 15 minutes for KS1.
- Registers are taken when the children return to their classes after lunch.
- School day ends at 3.15pm. All children leave through the classroom fire exit door at the end of the day, except for pupils in the central classroom who leave through the top playground door. Key Stage 1 children need to be able to see their parents before they are allowed to leave the classroom. Key Stage 2 children are responsible for finding their own parents but must return to the classroom if they cannot do so.
- Fire procedures are on display in all areas. The signal for immediate evacuation is the continuous ringing of the bell. Everybody should exit the building via their classroom fire exit door or the nearest available exit. The children should assemble in classes on the playground where they are checked against the register.
- You need to ensure that you dress in a smart but casual manner. Clothing and footwear needs to be sensible and appropriate for the activities being undertaken. Please note high heels and flip flops are not appropriate for health and safety reasons. Jeans or trainers are not normally permitted.

- If you are not well enough to attend school please ensure that you inform the school at the earliest opportunity.
- Tea and coffee is available in the staffroom please make a contribution to this in the pot provided.
- As a professional you will be expected to respect the need for confidentiality within school. Information and observations relating to individual children and adults should not be repeated to a third party unless prior consent has been given. Please check with a member of staff if you are at all unsure.
- Ladies toilets can be found next to the staffroom and outside the head teacher's office. Gents toilets can be found outside the main school office. The disabled toilet is located on the top corridor.
- Please look at the school website: [www.anthony-roper.kent.sch.uk](http://www.anthony-roper.kent.sch.uk) for the Child Protection Policy, Data Protection Policy, Behaviour and Discipline Policy, Anti-Bullying Policy, Whistle-Blowing Policy, Complaints Procedure etc.



# **School Routines for Volunteers**



## **Welcome**

Welcome to The Anthony Roper Primary School. Thank you for your contribution to our school community. We hope that your time with us will be enjoyable, productive and rewarding.

## **Ethos and Values of Anthony Roper Primary School**

Anthony Roper Primary School aims to provide a caring, happy and supportive environment in which every child can develop to their maximum potential those relevant skills, interests, abilities and attitudes appropriate to his or her needs in accordance with the National Curriculum or EYFS Curriculum.

We at the Anthony Roper School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We aim to provide within the constraints of staff, buildings and budget an equality of opportunity to all children and staff irrespective of gender, age, race, culture, disability or sexual orientation. We ensure staff are aware of the Prevent Strategy and able to protect children and young people who are vulnerable or at risk of being drawn into terrorism or exposed to radicalisation.

We believe the education of the children should be an active partnership between pupils, parents, the school and the wider community.

The school aims to:

- Encourage all children to aspire to the highest standards of which they are capable.
- Provide a high quality, stimulating, broad and balanced curriculum that develops the whole child and allows children to develop to their full potential.
- Keep parents informed regularly of school events and their child's progress through newsletters, reports and parent's evenings.
- Have high expectations for achievement, behaviour and attendance and to contact parents immediately if there are any concerns in these areas.
- Develop perseverance, self-discipline, honesty and tolerance in all children.

## **Expectations for Adults in School**

We expect you to:

- Respect the need for confidentiality within school and ensure all school safeguarding and data protection procedures are adhered to.
- Be polite to the children and each other
- Listen to each child's point of view
- Give clear instructions
- Be positive and recognise good behaviour
- Be positive and recognise achievement and effort
- Reinforce appropriate behaviour of any child

- Respond appropriately when addressed by name by a child.

### School Routines

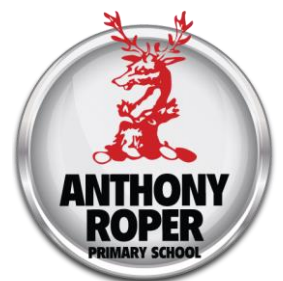
- Please sign into and out of the school office.
- Classroom doors are opened at 8.45am and at 8.55 all children are registered.
- Break time is 10.30am – 10.45am. Children are not allowed onto the playground until a member of staff arrives. There is a wet play rota displayed in the staffroom.
- Assembly times
 

Monday	Whole school - 9.05am
Tuesday	KS1 - 9.05am
Thursday	Whole school - 9.05am
Friday	Celebration Assembly – 1.10pm (Staff to stay)
- Singing
 

Wednesday	10.00am
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- Lunch time
 

	12.00pm – 1.00pm
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- Afternoon break – optional 15 minutes for KS1.
- Registers are taken when the children return to their classes after lunch.
- School day ends at 3.15pm. All children leave through the classroom fire exit door at the end of the day, except for those in the centre room who leave through the top playground door.
- Fire procedures are on display in all areas. The signal for immediate evacuation is the continuous ringing of the bell. Everybody should exit the building via their classroom fire exit door or the nearest available exit. The children should assemble in classes on the playground where they are checked against the register. Please assemble in the playground where your name will be checked against the visitors' book.
- You need to ensure that you dress in a smart but casual manner. Clothing and footwear needs to be sensible and appropriate for the activities being undertaken. Please note high heels and flip flops are not appropriate for health and safety reasons. Male members of staff are expected to wear a collar and tie. Jeans are not normally permitted.
- If you are not well enough to attend school please ensure that you inform the school at the earliest opportunity.
- Tea and coffee is available in the staffroom please make a contribution to this in the pot provided.
- As a visitor you will be expected to respect the need for confidentiality within school. Information and observations relating to individual children and adults should not be repeated to a third party unless prior consent has been given. Please check with a member of staff if you are at all unsure.

- Please ensure that you have also signed the school Confidentiality Statement.
- Ladies toilets can be found next to the staffroom and outside the headteacher's office. Gents toilets can be found outside the main school office. The disabled toilet is located on the top corridor accessed by the lift (please ask in the school office for the key).
- Please look at the school website: [www.anthony-roper.kent.sch.uk](http://www.anthony-roper.kent.sch.uk) for the Child Protection Policy, Data Protection Policy, Positive Discipline Policy, Anti-Bullying Policy, Whistle-Blowing Policy, Complaints Procedure etc.



# The Anthony Roper School Confidentiality Statement

## -Volunteers and Visitors

We at The Anthony Roper School are very pleased to welcome visitors to support or enrich the education of our children.

Visitors may include parent or voluntary helpers, student teachers or work experience students etc.

As a visitor you will be expected to respect the need for confidentiality within school and to ensure all school safeguarding procedures are adhered to.

Information and observations relating to individual children and adults should not be repeated to a third party unless prior consent has been given. Please check with a member of staff if you are at all unsure and always refer any concern either to the class teacher or Headteacher

It is **essential** that anyone helping in school respects this confidentiality and follows the protocols written below.

I agree to:

- Report any inappropriate behaviour by adults to the Designated Safeguarding Lead – Headteacher
- Treat any information or data with total confidentiality and follow GDPR guidelines as directed
- Understand the need for DBS (Disclosure and Barring Services) and other checks prior to working alone with children
- Use the school's Behaviour guidelines (see web-site) and inform the teacher of any child who is not following school policy or is endangering themselves or others
- Respect the guidance of the teacher at all times
- Let staff know if you are unable to come into school as soon as possible, as this may affect the teacher's planning. Please telephone the school.

I agree not to:

- Look through any child's work unless directed by the teacher
- Compare any child's work books or records or staff notes
- Share any information about a child or member of staff with anyone outside the school, staff or governors
- Speak ill of any child or member of staff as a result of things I may have seen them do in the school
- Discuss things with parents which I may have access to as a result of my position in the school

Name \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_