



**GREENSIDE SCHOOL**

# **Staff Handbook**

## **2017 / 18**

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## General Information

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Hertfordshire County Council Maintained, Day, Mixed, Community Special School funded for 140 learners 2-19 years who have severe or profound learning difficulties.

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## Introduction

This handbook is written for all members of staff and is designed to support new members of staff to settle into the school. We hope it will be a useful source of reference and guidance but do not expect it to answer all your questions. Please do not hesitate to ask for additional information or support from colleagues.

Greenside is a special school for 140 learners with severe or profound learning disabilities in North Hertfordshire. It was opened in September 1991 following the closure of Butts Close and Home Fields Special Schools.

We hope you will feel happy and well supported at Greenside and we will try to keep you informed about what is happening at school and within the Local Education Authority.

Please feel free to suggest items that we may have missed from this handbook that may be useful for other new employees – we welcome your comments.

At Greenside School we believe in the concept of lifelong learning and the idea that both adults and children learn new things every day. We maintain that learning should be a creative, rewarding and enjoyable experience for everyone. This is summarised in the school's motto

**"Working as One – Learning Together"**

## **Greenside is a safeguarding community where:**

- **Everyone sees**
- **Everyone hears**
- **Everyone is responsible**

The Designated Lead Person (DLP) is: Hilary Davies

The Deputy DLPs are: Dave Victor, Dawn Brown,

The Safeguarding Governor is: Tish Chowles.

The School's Prevent Strategy leads are: Hilary Davies; Dave Victor

### **Safeguarding policies**

The School's safeguarding policy; Child Protection policy, Health, Safety policy, e-Safety policy; Prevent Strategy; Behaviour Support Policy; Restrictive Physical Intervention (RPI) policy, Anti-bullying policy, Whistleblowing policy, Off-site Visits policy, Attendance policy. Touch and Physical Contact policy, Intimate Care policy. Attendance policy, Firstaid policy, Supporting learners with medical conditions policy, Bereavement policy, Safer recruitment policy, Code of conduct for employees policy, Prevent Strategy, Learner voice and Learner Charter are on the schools website ([www.greenside.herts.sch.uk](http://www.greenside.herts.sch.uk)) and from the Headteacher.

### **Our shared aims**

We aim to prepare each learner for their future life.

- We teach learners the skills, knowledge and understanding to enable them to gain greater confidence to demonstrate as much independence as they possibly can.
- We help learners to make choices, and provide opportunities for them to become part of the wider community.
- We work with learners to manage challenges that get in the way of their learning.
- We aim to support and encourage learners' present and future happiness and well-being.
- We strive to make learning fun and enjoyable. We support learners' emotional, social, and spiritual development and try to ensure that they understand right from wrong.
- We try to ensure that learners understand and adopt healthy lifestyles.
- We aim to give our learners an education that meets the highest expectations of all. We provide learners with an exciting and challenging time in school.
- We give learners a curriculum that meets their individual needs.
- We give learners the same curricular opportunities (at a level they understand) as their brothers and sisters in mainstream schools.
- We aim to make learners time in school interesting, exciting, and challenging

## **Our shared values**

We believe that the individual young person is at the centre of all that we do... that every child is an individual and is to be respected, valued, and nurtured...and that every learner has a 'voice' and that this voice should be listened to and encouraged. We believe we must strive always to make learning successful and we can do this best by skilful teaching (having the highest possible expectations), a relevant, creative, exciting school curriculum (in and out of lessons), supportive school structures, and by a real partnership with families.

We understand that excellent relationships are vital to this happening. We believe we need to develop the whole child and encourage confidence and self-esteem. We believe we need to recognise and celebrate everyone's achievements.

## **Our statement of intent**

Together we create a community in which everyone is a learner, learners make outstanding progress, and the drive for improvement is evident.

## **Greenside is a Creative School**

The Creative Arts are used to provide opportunities for learners to learn how to express themselves, to develop self-esteem, thinking skills, confidence and a sense of achievement. To enrich this important aspect of the curriculum we invite creative practitioners to work in school and develop exciting and innovative practice.

## **Greenside is a Specialist School in Cognition and Learning**

As a specialist school in Cognition and Learning we collaborate with our partner mainstream schools which enables mutually beneficial inclusive learning opportunities as well as professional development opportunities.

## **We are an Eco School**

Greenside has achieved the Green Flag award, in recognition of the high quality of our teaching and practice in understanding and caring for our environment. We are very proud of our allotment; woodland area as well as our work at Church Farm.

## **We are a co-located school**

An important aspect of our inclusive provision is the co-location of provision for many of our secondary aged learners, together with specialist facilities on the neighbouring Barnwell Middle School site.

## **Organisation of the school day**

- From 8.50am learners arrive and the school day begins.
- Learning support assistants greet learners and ensure they are safely assisted to their classes.
- All learners must arrive in school by 9.10am.
- Registration should be completed by 9.15am.

- Teachers and assistants have a discretionary break of not more than 15 minutes during the morning.
- Learners eat in the dining halls or other settings.
- Special arrangements are made for learners that need to eat in a different location.
- Primary learners have structured play for 15 minutes.
- Secondary aged learners have access to a range of appropriate clubs, leisure and recreation activities for up to 45 minutes.
- Staff have a 45 minute lunch break between 12 noon and 1.30pm
- Afternoon school begins at 1.30pm.
- Afternoon lessons finish at 3.10pm.
- Teachers and assistants must ensure that learners are taken to their home/school transport or parent.
- Learners access home/school transport from 3.15pm.
- All learners should have safely left the school site by 3.30pm.

## **An A-Z of Information**

### **Adult lunches**

Adults who wish to have a school dinner must order their meal via a written request form before 9 o'clock. Written request carbon copy book will be available from outside the main office and must be given to Emma or in her absence another member of the admin team. When ordering adults must indicate if they would like a vegetarian or non-vegetarian meal. Adults can only order a full meal. During a full day off site trip Learning Support Assistants will be able to claim  $\frac{3}{4}$  hour overtime. All staff are able to claim a drink allowance of up to £2.50 per adult per day (Please note: there is no overtime or drinks allowance for a part day trip).

### **Accident – treatment reporting and recording**

Greenside has 5 qualified first aiders who are able to provide support to staff and visitors (see first aid). There is always a school nurse on site to assist learners. All accidents involving learners, staff or visitors should be reported to the Head. Forms and incident book are available in the Headteachers office. The Head will investigate all accidents to see if action is needed to avoid recurrence. Parents are informed.

### **Annual Education Review / Transition Plans**

Each learner will have an annual education review. A report will be prepared for this review and sent to parents. Parents are also asked if they wish to add their views. The review will usually take place in school and include all adults who care and work with the child are invited and where appropriate, the child may attend the review. This is revisited and updated at each subsequent review until the student leaves school. The annual review process is managed by office staff. The annual review / transition plan policy is available on the school's website and from the Head's office.

## **Behaviour Support**

Behaviour must be managed with sensitivity and professionalism. Staff should constantly re-examine and reflect upon their own values, attitudes, behaviours and professional training in order to appreciate the messages that they are giving learners.

Staff need to be familiar with clear guidelines and strategies eg. learner behaviour, support and management plans, to help maintain positive behaviour and discourage unwanted behaviour when it occurs. Staff should be familiar with the Behaviour Support Policy, a copy of which is available in the office and on the school website.

All class staff at Greenside School will receive training in The Hertfordshire Steps programme. This provides guidance for assessment of harm, planning, monitoring as well as physically supporting young people.

## **Breaks**

Staff are not entitled to a mid-morning break. However, staff are allowed to take discretionary break in the middle of the morning (from 9.30) as long as this does not have a detrimental effect on the learners. This must not be more than 15 minutes out of the classroom / teaching situation.

## **Cars**

The school has a 7 seater accessible car, and a 9 seater car, which can be booked by classes using the booking forms. All drivers must have driver the car, without passengers and ensure that a copy of their driver license has been given to Sharon. Children travelling in wheelchairs need to be safely secured. Booster seats will be used in accordance with height restrictions. If the vehicle is damaged in any way inform the Head, or caretaker. Please do not leave minibuses where they may obstruct the transport at the end of the afternoon. Please remember to display blue badges correctly and comply with parking restrictions. Parking tickets will be the responsibility of the driver concerned. The driver of the minibus should complete the log book kept in the minibus for each journey.

## **Car Parking**

The school has limited off road car parking. All vehicles are parked at the owner's risk and the school will not be liable for any damage caused to vehicles using this area. Ensure the school office has current car registration details. 8 parking spaces have been allocated for Greenside staff on the Barnwell Middle School site.

## **Chewing gum**

Chewing gum is not permitted during school day (unless part of a process relating to giving up smoking – and agreed with the Headteacher).

## **Child Protection/Safeguarding**

If you have any concerns about child protection/safeguarding, please talk to the Designated Lead Person (DLP): Hilary Davies DLP: Dawn Brown or Dave Victor. If a child discloses to you about protection issues please record the conversation and tell the individual that you will have to share the information with the designated member of staff. Please see the Child Protection & Safeguarding Policies, available in the office and on the school website.

## **Collective Worship and School Assembly**

All classes should have a session each day for reflection. There is an assembly each Friday afternoon and at the end of each term. A Primary Department assembly takes place on a Monday morning at 9.30

## **Community Links**

The school has strong links with other schools, nurseries, colleges, associations, churches, community groups and businesses. Opportunities to develop further links are always welcomed. If you have any details or suggestions for developing links please discuss these with the Headteacher.

## **Communication between School Staff & Nursing Team**

The nursing service provides exceptional support for children and parents at Greenside School. In order ensure effective communication between class staff and the nursing team the following guidance must be followed...

- Communication between class staff and the nursing team must be undertaken via the class teacher or tutor, in their absence a senior member of staff should be found to communicate with the nursing team.
- Under no circumstances must staff talk about any aspect of the nursing staff other than via the appropriate routes (the teacher, tutor or senior member of staff)
- Under no circumstances must children's health or wellbeing be discussed in an informal manner at any time.
- Concerns and issues must be discussed on a 1:1 basis away from children with a teacher, tutor or senior member of staff.

Please note a daily log is maintained by the nursing team and any member of staff who fails to treat them with the respect that they are entitled to will be dealt with by the school's disciplinary procedures.

## **Control of Infection**

Staff must be aware of guidelines for reducing the risk of infectious diseases when dealing with bodily fluids. Risk Assessments have been carried out and are available from the school office. Control measures include ensuring that any cuts/grazes are covered with waterproof dressings; wearing gloves and aprons; correct hand washing and use of alcohol gel if necessary.

Staff should ensure that they have up to date vaccinations (please see section below). Guidelines for changing children with incontinence needs: The privacy of learners will be respected and each learner handled sensitively at all times.

Staff will wash their hands before and after changing learners and wear disposable gloves and aprons (if appropriate) at all times.

Children should be cleaned using warm water and soft tissues. Baby oil or other creams recommended by parents/school nurse can be used.

All soiled clothing will be contained in a sealed plastic bag to return home. All other materials will be disposed of in clinical waste bins. Changing beds shall be cleaned with disinfectant wipes after use.

Spillages of bodily fluids shall be cleared up as soon as possible, isolating the area to keep other people away. Disposable gloves and aprons should be worn.

A mixed solution kept in controlled conditions by the caretaker should be used to disinfect the area after covering with absorbent paper. All material should be disposed of in clinical waste bins. The school nurse shall be consulted to help learners and parents if there is a problem with incontinence.

### **Data Protection**

Care must be taken in the use of confidential material, photos / images of learners, personal data. In particular:

- When using computers, staff must ensure that confidential material cannot be read by an unauthorised person.
- Confidential material must be saved on the school's hard drives not individual / personal computers.
- Delete files that are no longer of use
- Take all reasonable precautions to ensure that memory sticks cannot be lost
- Computers must be logged off at the end of use to prevent unauthorised access.
- Photos / images of learners must not be used on social media

(see e-safety and data protection policy)

### **Greenside Dress Code**

Clothing worn for school should be clean, tidy and appropriate, and suitable for the activities being undertaken. Jewellery worn should take account of the situations likely to be encountered, particularly the fact that learners may grab dangling and prominent items.

A nose stud is acceptable however facial piercings such as nose, eyebrow & lip piercings should be removed or covered for hygiene purposes when working with food. Similarly clothing and other jewellery which could present a health and safety hazard to the wearer or to others should not be worn.

As we work in an environment with cumbersome equipment and feet can get stood on – think wisely about appropriate footwear.



Shoes/ sandals should not be of flip flop/ toe post style (toes therefore generally unprotected) and shoes/sandals are required to have a back so shoes don't slip off at the wrong time.

Clothing should be worn that maintains staff dignity & does not cause embarrassment to others. Clothing should not fall loose & expose cleavage or midriff, hips or underwear, and bra straps and underware lines should be well covered i.e dress for work, not the beach. Jeans are acceptable (but not with rips or holes etc). T-shirts with suggestive logos are not suitable. Men are allowed to wear smart shorts.

### **Eco School**

Greenside School gained the top category of the Green Flag award via the national Eco-schools project. This is awarded by external assessment; several criteria have to be reached to gain this award. The school links in curriculum areas to eco-awareness, sets up an eco-committee and evaluates environmental issues across the school.

### **E-Safety**

Staff must take care when using social media and ensure that they do not bring themselves or the school into disrepute. Staff must not share photos / images of learners on social media or discuss the school (See e-safety policy).

### **Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment and shall report to the Technician any damaged electrical equipment or wiring. The technician is responsible for arranging repairs to said equipment. Portable Appliance Testing is undertaken annually. Any electrical items brought into school must be reported to the technician 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 encourages staff and learners to conserve energy at all times. All appliances should be switched off and unplugged before going home at night.

### **Emergency Procedures**

There can be no rigid formula for responding to emergency (critical) incidents, but broadly speaking, it has been assumed that where damage to premises is the focus, the Local Authority (L.A.) will take the leading role in managing the crisis in collaboration with the school and other agencies. Where the crisis is related to people, such as in the event of a death or serious injury, the assumption is that the school is likely to take the lead, with the support of the L.A. as necessary. Handling unexpected problems is a normal part of school life. Some incidents however, are of a more critical and overwhelming character in which staff, learners and parents may experience acute, sometimes prolonged distress. A Critical Incident Policy has been prepared and is available on the school's website and the Head's office. This is not intended to be prescriptive or to attempt to cover all possible events.

In the event of an emergency there are 2 numbers you can call. The Bat phone is permanently in the front office and can be called if the main number is engaged: **07464 097645** or you in an emergency can call Dave direct on: **07920 519006**.

## **Equality**

Greenside school is an equal opportunities employer. Behaviour displayed by staff believed to be against the spirit of equal opportunities whether for reasons of age, disability, ethnic origin, gender, religion or sexual orientation will be unacceptable and should be brought to the attention of the Headteacher.

The Greenside Single Equalities Policy and Plan is available on the school website and from the Head's office and covers the following protected characteristics: Race; Disability; Gender & gender reassignment; Pregnancy & maternity; Age; Religion and Belief; Sexual Orientation; Special Educational Need; Community cohesion.

## **Fire Procedures**

There are detailed instructions in every classroom about the nearest fire exit point and signs indicating those exit points. Each classroom has an assembly point. Please familiarise yourself with the evacuation details for your classroom and the nearest call point should you discover a fire.

In the event of an alarm, please assist your learners to evacuate; do not stop to collect personal possessions. The Head, Assistant Headteachers will give permission for learners and staff to re-enter the building. The school has a Fire Safety Risk Assessment, which is available in the school office.

There will be a fire drill at least once a term, which is recorded by the caretaker. Testing of the alarm bells is undertaken on a regular basis. There are 3 alarm bells at Greenside School – the Barn, the swimming pool and the fire alarm.

## **First Aid**

School has a named qualified person who co-ordinates a team of first aiders. Injuries to staff should be treated by a qualified first aider. Staff who have completed the Appointed Persons Training for Emergency Aid have their names displayed around the school, including the staff room. However, injuries to learners need to be referred to the school nursing team. Each classroom has a first aid kit which will be checked by classroom staff and supplies obtained from first aid coordinator. First aid boxes are also available in minibuses, pool room, barn and must be taken to off-site sporting activities.

Minor injuries to learners should be cleaned using warm boiled water using an antiseptic wipe and left exposed to air. Nurses should be informed of any treatment that has been given. In the event of a more serious injury school nurse should be consulted immediately.

If the nurse considers it necessary, the injured child will be send directly to hospital. Parents and/or guardians must be informed. Any member of staff accompanying a child to hospital should take learner information sheets, available from each classroom and the admin office. If there is an emergency with the child the school alarm system can be used to summon help from the school nurse.

If a child has an epileptic seizure they should, if possible, be moved to a safe, comfortable position. Any clothing should be loosened around the neck. Staff will stay with the child and reassure them when the seizure has stopped. Each learner will have a different response to his/her epilepsy. Notes will be kept in the classroom as part of the learner's Access to Learning Plans Staff should consult the school nurse after a seizure to ensure it is appropriately recorded and that parents are informed.

The school has a defibrillator which is located outside the hall (wall mounted) facing the dining hall.

### **Food and Food Hygiene**

The school is a 'nut free zone' as we have learners who have severe allergic reaction (anaphylaxis). Where required, epipens are kept in the class where the learners are based and staff will be trained to administer them.

### **Greenside Studio**

Greenside has extended the range of learning opportunities offered, through establishing a community based facility that develops vocational, self-help and travel training skills. The Greenside Studio is a centre from which extended work experience can be provided and supported by specialist staff. Such opportunities will be tailored to each young person's interests, aspirations and abilities.

The facility also seeks to offer the opportunity to extend learning beyond the academic year and academic day, as well as beyond the age of 19 years. This community based resource provides an alternative to the traditional classroom environment, which is not always suitable for young people who encounter particular problems in traditional routes to learning.

The resource is described as "a living classroom" and seeks to extend learning opportunities for young people who have severe or profound learning difficulties. This learning resource is based in a retail shop at The Hyde Shopping Centre in the Shephall area of Stevenage.

The Greenside Studio features: shop selling "old fashioned" sweets. ceramic studio, where bisques can be painted. kitchen, where students can prepare meals. small teaching area, including computers. workshop, including a kiln, potter's wheel as well as an area where slip clay can be poured in the making of bisques. storage room and accessible toilet.

## **Health & Safety**

All staff in school has a personal responsibility for the health and safety of themselves, their colleagues, learners and visitors. Our learners 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 Headteacher.

Each member of staff has a responsibility for drawing the Headteacher'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 & 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 understand the basics of infection control and manual handling.

A copy of the Health & Safety policy is available on the school's website and from the head teacher's office and all staff should be familiar with it.

The Headteacher is responsible for Health and Safety. Our swimming pool manager Michael Levy co-ordinates health and safety matters as well as overseeing first-aid.

Urgent matters relating to health and safety should be raised immediately with the Head or member of the SLT. Not urgent concerns and issues should be recorded on the clip-board outside the pool, for Michael to deal with.

## **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 board by the main office. If a teacher is organising class activities which mean learners will not be using transport home please write class names on the board and if possible let drivers know the day before so that they can rearrange new drop off times for the remaining children on their bus.

All classroom assistants must be available to escort their class learners from the buses at 8.50am. All buses are numbered and a list of learners on each bus supplied. An up to date list is available at school reception desk. Staff should check that children are safely positioned in the bus for home/school transport, 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 Headteacher or a member of the SLT.

Specialist seats should come into school with the children, so that they are available for school journeys. Booster seats should also be brought into school where appropriate; these are stored in the lobby area.

The school will provide each bus with information about each learner, stating any significant features about that child which would be relevant for the time spent on the bus. No learner should be allowed to eat on the bus.

### **Homework**

Homework is set for those learners who are able to benefit from it. The wishes of parents / carers are an important consideration. In addition, learning objectives and strategies are shared at consultation meetings to assist parents and carers support learning at home.

### **Illness (learners)**

If a member of staff are concerned about the health of a child, they should consult the school nurse or in their absence the Head or Head.

The school nurse will assess, and then make arrangements for the child and telephone parents if the child needs to be collected. Only the nurse or a senior member of staff should call the parent / carer.

### **Individual Education Plans**

These will be discussed, agreed and presented to parents twice a year. IEPs are subject to mid-year review half way through their cycle in order to track progress effectively.

### **Inclusion Activities**

Greenside is a co-located school and has developed exceptional opportunities for inclusive learning and social activities with Barnwell School. In addition Greenside has developed partnerships with a range of primary schools, which include initial teacher training placement as part of the School's Direct scheme. All links are personalised to the learner's need.

### **Learning outside the Classroom – Extended activities - Education visits or regular timetabled off site activities**

Learning outside the classroom does not have to involve leaving school grounds where additional learning activities are to be encouraged. Teachers planning an educational visit should include office in the first instance, complete an offsite form (available from office) and risk assessment (look on N:drive) and submit to the Head, or Assistant Head Teacher for approval before talking to learners or informing parents. Trip letters should be approved by the office prior to being sent home to ensure costings are accurate.

When a form is returned with approval, permission request and funding details (if appropriate) can be sent to parents. Approval is required for regular activities such as swimming but can be photocopied and updated once initial approval has been received.

The risk assessment form should state the suggested ratio of learners to staff, which can only be varied subject to approval by the Headteacher/Deputy Headteacher. Risk Assessments are required before learners can be taken off site. The risk assessment form gives details of the children and staff who are not in school, times of leaving and returning. This form is used for fire drills and emergencies to check the numbers of learners, and staff in school. Please also record details in the school diary.

Please remember to let other classes know if the absence of the teacher, assistants or members of the class affects the activities of other classes. If classes are out for whole school day, the kitchen should be informed 2 weeks prior to visit, in order for lunches to be cancelled or packed lunches ordered.

### **Links with Parents**

We consider contact with parents to be a vital part of the work at Greenside School. Home/School notebooks are a key means of communication but as time to write the notebook on a daily basis might be limited, teachers may wish to discuss with parents items to be included.

Items of a personal or confidential nature should not be included in these books and the Headteacher should be consulted over these items. Wherever possible, learners should be expected to look after their own notebooks and not rely on the escort to carry them.

### **Mobile phones**

The school uses mobile phones to assist communication:

- **The Bat-Phone (07464 097645)** to be used in an emergency to summon help.
- **Head's phone (07920 519006)** to be used by staff to call for help in an emergency – to enable conduct with admin, site staff, contractors, social workers etc. to access emails as well as the school diary
- **The absence line (07842 146734)** to inform school of staff absence.
- Individual members of staff maybe loaned school mobile phones for specific purposes such as to request help, maintain contact when on an off-site visit.

The school allows staff to bring in personal mobile phones and devices for their own use. The school is not responsible for the loss, damage or theft of any personal mobile device. Personal mobile phones should be switched off, or placed on silent, during work times – unless specific arrangements have been agreed with a member of the SLT. Staff should take care when calling parents / carers on their personal mobile phones and where necessary seek advice from a member of the SLT. The following guidance from the Local Authority (LA) must be followed:

- The sending of inappropriate text messages between any member of the school community is not allowed
- Unless under exceptional circumstances permission should be sought before any image or sound recordings are made on these devices of any member of the school community. Such images must be deleted from the device as soon as possible and must not be shared on an iCloud.
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device
- Never use a hand-held mobile phone whilst driving a vehicle.

## **Moving & Handling**

Staff are required to handle and move equipment and some of our learners many times a day and all staff are required to complete their moving and handling training before assisting with the movement of physically dependent learners. 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 learner a safe and comfortable transition.

Staff handling and moving learners who are physically dependent should follow the principles given in their moving and handling training, adhere to learner risk assessments and consider the safest way to complete each move. Hoists and other moving and handling equipment are available for use and for many of our learners hoists should be used for all transfers.

Individual risk assessments give details of how each learner should be moved and the size and types of equipment to be used with that learner. Staff should ask for the risk assessment to be reviewed if there is a change in the learner's needs or equipment used or if they feel the learner should be moved in a different way. Moving and Handling Training is delivered in school and staff should be aware of the Moving and Handling Policy available on the school website. The Headteacher oversees the delivery, completion and adherence to moving and handling training and individual risk assessments.

Moving and Handling training at Greenside School is based on the principles of biomechanics and staff working in an ergonomically efficient way.

Staff should remember the following principles when moving equipment or transferring a learner:

- To use the centre of gravity
- To keep a stable base of support
- To keep external levers short
- Before each move consider:
  - The task eg. where do you want to move the object or learner from and to?
  - The load eg. information about how heavy the object is, individual capability, or if a learner has any particular considerations such as a gastrostomy tube, body brace or has seizures.

The following general guidance should also be adhered to:

- Clear and dry floor surface
- Sensible clothing, flat shoes
- Finger nails kept short to avoid scratching or breaking
- Minimum jewellery to avoid scratching
- Equipment with wheels should be moved to the handling point
- Assess your own ability to complete the move

Staff should always ask our moving and handling specialist Rob Grandy if they have any questions or require further training in any procedure they do not feel confident in completing.

### **Medication**

Every class teacher and teaching assistant should be familiar with the medical needs of each learner in their group. A list of learners who take medication is kept in the medical room. The school nurse will give medication. If the child is out of school on an educational visit, the class teacher or responsible adult according to guidance will administer medicines provided. The drug cupboard must be kept locked at all times.

Medication given to learners shall be recorded on a drug chart list kept in the medical room. If the child has an anaphylactic reaction the classroom staff must have epipens within close reach at all times.

### **Minibuses**

The school has 3 minibuses, which can be booked by classes using the booking forms. These must be handed to Paul Joiner. All drivers must have undertaken a test and obtained a Herts. Drivers Permit, which need to be renewed every 5 years. Children travelling in wheelchairs need to be securely clamped down to the minibus floors. If you are not confident that a child is secured safely please seek assistance from another member of staff.

Booster seats will be used in accordance with height restrictions. If a minibus is damaged in any way inform the Head, or caretaker. Please do not leave minibuses where they may obstruct the transport at the end of the afternoon. Remember to display blue badges correctly and comply with parking restrictions. Parking tickets will be the responsibility of the driver concerned. The driver of the minibus should complete the log book kept in the minibus for each journey.

### **Occupational Therapy (OT)**

The therapist will liaise with class teachers to provide assistance with individual learners' needs. The schools specialist therapy assistant is available to support communication with the OT.

### **Outdoor learning**

Greenside has a teacher assigned to lead outdoor learning. Risk assessments and approval must be undertaken before each off-site trip.



## **Parents, Staff & Friends Association of Greenside School (PSFA)**

The PSFA is a registered charity (279369) and supports the work of the whole school providing resources and opportunities that are regarded as being beyond the scope of the LA. Every parent and member of staff is able to become a member of the Association's committee. The committee meets approximately once a term and any member of staff is welcome to attend the meetings. The Association organises meetings of interest to parents, fund raising activities and support for other parents. The PSFA has a website.

## **Personal Injury**

The behaviour of some of our learners can sometimes be unpredictable and challenging and some learners do not have full control of their bodily movements. It is important that staff consider their own safety and that of others at all times. Learner behaviour should be considered when completing and communicating risk assessments. It is the decision of the individual member of staff as to whether they wish to notify the police.

In the event of a sustaining injury at work it is essential that it is recorded on the day of the incident in the incident book and appropriate form.

In the event of someone being bitten, and the skin broken, the person must receive treatment from the A and E department, immediately. The Head is responsible for notifying the LA as well as the Health and Safety Executive if required.

## **Personal Possessions**

Personal possessions should not be left unattended. Valuable items can be locked away in school lockers. Lockers can be obtained with a £10 refundable key deposit from the admin office.

The school will not accept liability for loss or damage to personal possessions brought onto the premises or taken on school outings.

## **Physiotherapy**

The school physiotherapist will devise care plans for individual learners, advise on motor programmes for learners and arrange orthotic provision for learners. The schools specialist therapy assistant is available to support communication with the physiotherapist.

## **Play**

Play offers opportunities for every child to learn, form relationships and have fun. Most learners at Greenside do not know how to play – we have to teach them by our example. Throughout each play session staff need to focus on and engage with all learners.

Whether on the playground, astro-turf or field, each member of staff is part of a wider team.

Everyone shares the responsibility for the wellbeing and enjoyment of each learner - not just those who are in the class with whom they are allocated. All staff should use their initiative and take the lead to organising play activities involving their colleagues.

### **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 to the caretaker.

Staff must ensure the safety of learners and must be vigilant when supervising in the playground, positioning themselves in the playground to allow for maximum supervision.

No child should be sent to or left in the main playground unsupervised. Staff should engage learners to encourage use of equipment and interaction with other learners.

The lower play can be accessed via either:

- A wooden gate in the main playground (behind the roundabout). This gate must be locked whenever the lower play area is not in use (code 6565)
- The gate off the field, near the Portacabin store. This must be kept shut; it has a combination lock (Code 197).

The play area can be used by one child with one adult (1:1) as long as individual risk assessments allow. If more than one child uses the area there must be at least 3 adults in the Lower play area.

One must supervise the drum swing; the other 2 must supervise the climbing structure.

Adults supervising this area should be aware of the potential of...

- Learners running behind or in front of the swing
- Learners falling from equipment
- Learners pushing others when using the equipment
- Learners sliding down into another person at the bottom of the double slide.

*Bikes, scooters & balls etc. are not allowed in this area.*

### **Respite Care**

The Social Services Department or individual parents organise respite care for some of our learners. Respite arranged by Social Services is recorded on the information sheet by the reception desk.

Parents are asked to inform school in home/school book of any private arrangement, details of which should be forwarded to Janet in the main office.

### **Reporting / Recording Incidents, Accidents and Physical Interventions**

All the documents required to report and record incidents, accidents and physical interventions are kept in the Head's office. Staff can access these at any time.

Accidents – non deliberate event. In addition each class has an incident book to ensure that all incidents can be recorded without delay. These are monitored by the Head of Department.

### **Reporting and Recording an incident**

A member of the SLT should be informed immediately of any significant incidents. Incidents must be recorded in the "Incident Book." This is a large, black, bound book, with numbered pages.

### **Reporting and Recording a violent incident**

A member of the SLT should be informed immediately of any serious violent incident. Violent incidents must be recorded in the main Incident book **Reporting and Recording a Dangerous Incident**

A dangerous incident can include a "near miss."

A member of the SLT should be informed immediately of any significant dangerous incident. Dangerous incidents must be recorded in the "Incident Book"

### **Reporting a minor accident sustained by a learner**

All minor accidents sustained by a learner, must be recorded in the minor accident book (Green folder) and parents / carers informed by either the class teacher or a member of the SLT.

### **Reporting an accident sustained by an Adult**

Accidents affecting an adult must be recorded in the "Accident book."

### **Notifying the Local Authority and Health and Safety Executive**

In the event of someone sustaining a significant injury the Head or member of the SLT will notify the Local Authority, via the on-line recording procedure as well as notifying the Health and Safety Executive (this can be done on line or via a telephone call).

### **Reporting and recording a Restrictive Physical Intervention (RPI).**

All restrictive physical interventions must be recorded on the day that the intervention was used in the "Bound and Numbered" book, which is kept in the Head's office. The Head or a member of the SLT will notify parents.

## **Resolving Issues between colleagues**

When so many people are working with learners who have such complex needs, in inadequate and cramped conditions, pressures and tensions are inevitable. In order to support colleagues to resolve issues and disputes in a professional manner a structure has been put in place.

In the event of a colleague feeling aggrieved, angry, concerned or upset they can choose to: Inform their class teacher; Inform a member of the Senior Management Team (SLT); Inform a member of the Assistants Representative of the staff steering group. The decision as to who to inform is up to the individual but it is important that the person who has a concern or issue talks to someone. The response will reflect each specific situation. However, the Assistant Representative would not be expected to deal with the matter themselves, but to notify a member of SLT who will seek to be non-judgmental and will try to gain an objective view of the situation, often gaining the views of all concerned, before reaching a proposal as to how the people involved can be best supported and how the situation can be best resolved.

## **Safety during Curriculum Activities**

Staff should be aware of the Health & Safety policy provisions particularly relating to science, PE and DT. A copy of the Health & Safety Policy is available in the office and on the website.

## **Safety out of School**

Staff taking children out of the school grounds should be sure that risk assessments have been completed before taking learners off site. Staff should also bear in mind the following points:

- Children's physical safety must be given priority over all other considerations.
- 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.
- Please remember individual medication requirements for learners.

## **Safety Rules for Staff when working with learners**

1. Learners should never be left unsupervised (unless agreed with parents as part of an independence training programme).
2. If faced with a difficult parent in the classroom, staff should ask them to see the Headteacher. If they refuse someone should be sent to fetch the Headteacher.
3. Learners are not allowed to use the staple gun; guillotine; glue guns.
4. Craft tools must not be left unattended.
5. Heavy items of equipment should not be moved by learners unless an adult is supervising.
6. Sharp scissors and knives must be locked away.
7. No children should be sent to or left in the playground unsupervised.
8. Staff supervising the playground should remain vigilant at all times.

9. Staff should position themselves around the playground to allow for maximum supervision.
10. Learners and staff must not carry open cups of hot/cold drinks around the school.

### **School Diary**

The school has an electronic diary which can be accessed via the class iPads or computers. A screen displaying the daily events is located in the staff room. Please check the school diary for events taking place in school and to keep up to date with scheduled meetings that may affect you. Every member of staff ensure should ensure that any appointments or activities they are involved in are recorded in the school diary.

### **School Fund**

Any monies collected for outings/activities etc. must be passed to the school office for recording in the school funds. Expenditure can be re-claimed using a form available from the school office. Expenditure over £10 should be preauthorised using a form available from the school office, which is then submitted with proof of purchase for reimbursement. A valid VAT receipt must accompany all claims for reimbursement. Amounts over £5 will be paid by cheque.

### **School Meals & Lunchtime Arrangements**

Lunches are provided by Herts Catering Services for learners and staff on request. Dinner money should be sent to the school office.

### **School Resources**

Stationery is kept in stock cupboards near the school office and courtyard. Please use items required but advise person responsible for ordering if stock is running low. Subject leaders are responsible for ordering equipment and organising storage for their subject equipment. Please check with the subject leader where resources are stored. Any items borrowed should be returned and stored tidily after use. An interactive whiteboard is installed in each classroom (KS1 – KS5).

Teaching staff have access to laptop computers (please ask the technician). All equipment of value must 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 and recording of the loan.

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 in school. Please keep personal use to a minimum. Paper tissues, paper towels and spillage rolls are supplied. Please do not use paper towels or wipes for cleaning or spillages.

Swimming aids are kept in the pool area and buoyancy jackets will be stored securely in a cupboard in the pool area.

### **Security**

Entrance to the school is carefully controlled and monitored. Visitors are required to sign in and receive a temporary pass. It is staff responsibility to record when they exit the building during the school day.

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. There are combination padlocks around school grounds. The code numbers may change, please ask in the office or check with the caretaker.

No one should be on site without permission and staff should be aware of unidentified people around the school and be prepared to challenge them or report their presence to the Headteacher.

### **Smoking**

Greenside School is a no-smoking environment. Smoking is not allowed immediately in front of the school.

### **Speech & Language Therapy**

The speech & language therapist will advise on specific communication difficulties, provide care plans for individual children and work with individuals and small groups.

### **Sports & Swimming**

The swimming pool manager oversees all policies and risk assessment arrangements relating to the school pool. The caretaker undertakes regular checks throughout the school day. The caretaker, assistant caretaker, pool manager and Headteacher are trained in pool maintenance and are able to undertake water quality tests. Learners who are able to swim progress to use the facilities at Biggleswade.

### **Staff Absence**

Please refer to the staff attendance policy which is available on the website. If you are not well enough to come to school, please ring the school absence line before 8.00am (**07842146734**). This will enable cover to be arranged. Please do not send messages in with other members of staff. Please ring the school each day unless another arrangement has been reached with the Headteacher.

For spells of sickness lasting four to seven days use form SC2 for selfcertification. Being sick on a Friday and the following Monday would count as 4 days.

For absence of more than seven days, a supply a "fit to work" medical certificate from a GP or other health practitioner maybe required.

Every member of staff **must** inform the school of the reason for absence on the day they return.

When a member of staff returns to school following any form of absence they must complete a return to work form and hand this to the Head.

Staff returning to work following an extended period of absence must meet with the Head. A risk assessment and support will be discussed.

The Headteacher monitors absence patterns and may arrange a meeting to discuss specific patterns or concerns. In the event of a member of staff having more than 10 days absence in a 6 month period, they will be asked to meet with the Head. Future attendance targets will be set. If these are not met a review meeting will be held with named governors, this could lead to dismissal.

### **Staff who wish to bring their own children into school**

At Greenside School we recognise that there may be occasions when it is appropriate for members of Adults to bring their own children into school. Staff are accepted to make arrangements for the care of their own child in the event of their child's school having an INSET etc. These guidelines seek to ensure the safety of all concerned and reduce possible impact on learning.

- Adults are only able to bring their child into school at the digression of a member of the senior leadership team.
- Adults must inform and gain permission from a member of SLT before they bring their child into school.
- Adults are responsible for their own child at all times.
- Adults must ensure that their child is under their supervision at all times
- Adults are responsible for the behaviour of their child.
- Adults must ensure that they are still able to fully fulfil their working duties when their child is with them.
- Adults must ensure that their child does not go into Adults room or smoker's area.
- Adults must ensure that their child does not attend briefing meetings (and they should wait with their child in the classroom whilst these are taking place).

It is important to note that there maybe classes where it would more be difficult to accommodate a visiting child than others and this will inform the decision of the member of Adults. Only under exceptional circumstances can a member of Adults bring more than one child at a time into school. Only under exceptional circumstances would a child under the age of 5 be permitted to be in school.

### **Staff cycling to work**

Staff are encouraged to cycle to school. Storage for bikes is located behind the school kitchen as well as the entrance to Barnwell Middle School. Each person is responsible for ensuring that their bike is locked and secure. Herts runs a cycle to work scheme which is open in June.

### **Staff duty dinners and off site drinks for adults**

All staff are able to claim a drink allowance of up to £2.50 per adult per day.

### **Staff lunches**

Adults who wish to have a school dinner must order their meal via a written request form before 9 o'clock. Written request carbon copy book will be available from outside the main office and must be given to Emma or in her absence another member of the admin team. When ordering adults must indicate if they would like a vegetarian or non-vegetarian meal. Adults can only order a full meal (first course and sweet). The kitchen will not take specific requests from the menu or "plate – up" a meal. Adults who have ordered a dinner will collect their meal from one of the 2 serving hatches and will queue with the learners.

### **Staff Meetings**

Class team meetings are held each Wednesday from 3.30 – 4.00. Teachers, tutors and nursery nurses have scheduled meetings each Wednesday from 4.00 to 5.00 pm, and attend school briefings 2 mornings per week at 8.35am. Extended staff meetings for assistants may be arranged with at least 4 weeks' notice. Overtime is paid.

### **Staff Room,**

The staff room and staff toilets are located behind the school hall. Hot and cold drink making facilities are available where you can bring in and make your preferred beverage. Microwaves, toaster, fridge and water cooler are also available. The staffroom is for everyone, whatever their role.

In our staffroom there is sympathy for colleagues with work or family problems, congratulations when things have gone well and a good blend of serious educational discussion. Students on college placement are allowed to use the staff room. Learners under the age of 16 on work experience should remain with their allocated class throughout the day, and eat their lunch with their class.

### **Staff resource / preparation area(s)**

Staff who have non-contact time may like to work in the pre area

Reference books and policies are kept in the Headteachers office and on shelves next to the main school library. Any member of staff who wishes the school to obtain a specific book or journal should ask the Headteacher.



## **Staff room**

Students and visitors may use the staff room. Learners from secondary schools undertaking work - experience placements should have their dinner / breaks with our learners, children of staff visiting the school (under the age of 16) should remain with their parent and not come into the staff room.

## **Staff Steering Group**

The steering group consists of a representative from each department, and from each of the specialist classes (ASC, PMLD). There is also a member from the support staff and admin team. The teacher and staff member of the Governors are automatically part of the steering group.

The purpose of the group is to:

- Inform planning and whole school development
- Enable representation of ideas, issues and concerns directly to Senior Leaders and Governors
- To support the process of consultation
- To have a key role in the analysis of staff and parent questionnaires
- To assist in whole school evaluation
- To enable the views of teachers, assistants and support staff to be heard and valued

Members of the steering group are appointed for a two year period.

## **Students on placement**

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

## **Tattoos**

Facial tattoos, tattoos that are racially or politically provocative, as well as tattoos that are sexually explicit not permitted.

## **Teaching Staff Responsibilities**

Each teacher has a personal job description and areas of individual responsibility. Class teachers are responsible for the safety and supervision of every child in their class, except when that child is the responsibility of another teacher.

## **Use of the Internet**

The school has email facilities and a website. Staff must ensure that sites accessed have appropriate content and that learners are not left unsupervised if accessing the Internet. Each adult PC user should read and sign and adhere to e-safety guidelines.

Staff are able to use search engines for personal use but must ensure that they are not accessing inappropriate sites or downloading material or sites, which may endanger the integrity of the computer system. Staff must not download software that they are unsure of and must consult the IT technician before installing software. Personal use of computers should be restricted to a reasonable level at appropriate times and be in line with the school's policies.

### **Vaccinations**

Staff have a responsibility to ensure that their vaccinations are up to date to reduce the risk of infection. In addition to diphtheria, polio and tetanus (usually delivered in a single vaccination DTP), MMR and Hep B are recommended (Any costs will be met by the school)

### **Visitors**

The school welcomes visitors. Every visitor is required to sign in when they arrive at school, wear a visitor badge at all times and sign out when they leave the premises. They will also be given information regarding emergency procedures. Members of staff should inform the secretaries if they are expecting visitors and write details in the school diary.

### **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 Headteacher will assess any applications and invite the volunteer into the school for a discussion. References will be taken up and a satisfactory Criminal Record Check in place before any volunteer can assist in school. The volunteer would work under the direction of a class teacher or member of the leadership team.

All volunteers must receive safeguarding training.

Volunteers should never be left alone with learners or allowed to take learners out of the school building by themselves. If there are any concerns about a volunteer the Headteacher should be consulted.

The appended protocol should be observed at all times. Confidentiality about the learners should be observed at all times.

### **Work Experience Placements**

Work experience is arranged for learners who are able to benefit from this type of learning opportunity.

Most often placements are fully supported by a member of staff, who will shadow a student and offer appropriate support. Occasionally, students are able to complete a period of work experience independently, with regular visits from a member of staff. The appended protocol should be observed at all times.

## **Work Experience Placement and Volunteers - Protocol**

The following must be adhered to:

- Students, Work Experience Placements and Volunteers are not to engage in intimate care routines with the learners under any circumstances.
- Students, Work Experience Placements and Volunteers must not work 1:1 with a learner in an enclosed area.
- Students, Work Experience Placements and Volunteers must not be involved in any manual handling routines, including hoisting. However, they may observe and, where appropriate under the correct guidance and supervision from trained members of staff, may assist.
- Students, Work Experience Placements and Volunteers must not engage in planned restrictive physical interventions with learners.
- Students, Work Experience Placements and Volunteers must be made aware of behaviour management strategies and Behaviour Management Plans where relevant to the placement.
- Students, Work Experience Placements and Volunteers will receive an introductory pack, including fire assembly points and exits. Their placement provider, namely the class to which they are allocated, will take the lead as appropriate in familiarising them with the working environment.
- We value the views and comments of people who visit our school, Students and Work Experience Placements will be asked to complete a comment form at the end of their placement.