



STAFF WORKING POLICIES

Date; August 2018

Review: August 2021

Close Personal Relationships

The Aim

Is to build an organisation that is committed to maintaining high standards of conduct in the area of close personal relationships at work.

This will be achieved by:

- promoting high standards of conduct and integrity among Academy employees
- not interfering unduly in employees' private lives but taking legitimate action when close personal relationships at work have an actual or potential impact on Academy services
- managing issues involving close personal relationships at work promptly, effectively, fairly and lawfully
- describing the types of close personal relationship at work that the Academy considers inappropriate.

The Expectation

Directors/School Governing Bodies will:

- delegate authority for managers¹ to take action under this procedure as appropriate
- monitor the use of this procedure for effectiveness and fairness.

Managers¹ will:

- deal promptly and sensitively with issues involving close personal relationships at work
- conduct matters involving close personal relationships at work in an orderly, fair and reasonable way
- maintain confidentiality where possible
- deal with any matter requiring formal disciplinary action using the disciplinary procedure.

Employees will:

- ensure that any close personal relationship at work does not interfere with or prejudice their employment

¹ For the purposes of this document, in schools the term "manager" will mean "Headteacher or a representative who is the Deputy Headteacher or another formally nominated senior employee". Alternatively, where a close personal relationship involves the Headteacher, this term will mean "Chairman of Governors or a representative who is either the Vice-Chairman or another governor who has been nominated by the Chairman or Vice-Chairman, and who is not an employee in the school – provided that no governor implementing this procedure shall be a party to the close personal relationship concerned".

- if a close personal relationship at work interferes with or prejudices their employment, co-operate under this procedure to resolve the situation.

Close Personal Relationships at Work Procedure

Scope

For the purposes of this document a “close personal relationship” includes spouse/partner, parent, child and sibling, although this list is not exhaustive. It can be with an existing or prospective employee; a contractor; a County Councillor; a school governor (if the employee works at the same school); or a child/young person or vulnerable adult client whom an employee meets as a result of their employment.

If the close personal relationship involves a child/young person/vulnerable adult client whom the employee met as a result of their employment, the County Council’s separate child/adult protection procedure **must** be invoked immediately (see relevant section of guidance notes).

This procedure applies to all employees in BMET schools.

Purpose

The purpose of this procedure is to:

- enable managers to deal promptly and effectively with issues involving close personal relationships at work
- keep employees informed of the action they face if they fail to meet local and national standards of conduct
- deal with issues involving close personal relationships at work with natural justice, maintaining confidentiality where possible.

Key Points

Managers will:

- deal with close personal relationships at work which are adversely affecting/could adversely affect the work of the employee(s) concerned, or others, by using this procedure; and/or where the matter requires formal disciplinary action, by following the disciplinary procedure
- if the close personal relationship involves a child/young person/vulnerable adult client whom the employee met as a result of their employment, immediately invoke the County Council’s separate child/adult protection procedure (see relevant section of guidance notes)
- ensure the employee is given appropriate notice of any meeting and is told:
 - the nature of their alleged inappropriate behaviour; or the reasons why their relationship is considered incompatible with their work situation
 - that they have the right to be represented at any meeting at which their potential redeployment is discussed
- ensure the employee is given the opportunity to put their side of the case and take this into account at any meeting before action is decided upon
- have regard to the principles of natural justice
- confirm in writing the outcome of the meeting
- notify the employee in writing of the right to invoke the grievance procedure if dissatisfied with the outcome.

Outline of Procedure

This procedure is an informal one. If the issue cannot be resolved on a voluntary basis by using this procedure it will be necessary to invoke the disciplinary procedure.

The Manager will:	The Employee is entitled to:
<p>decide whether the matter is potentially misconduct and should be dealt with under the disciplinary procedure</p> <p>give the employee(s) appropriate notice of an informal meeting to discuss the matter</p> <p>meet the employee(s) to inform them of the nature of their alleged inappropriate behaviour/the reasons why their relationship is considered incompatible with their work situation; and that this cannot continue</p> <p>hear any response the employee(s) may wish to make</p> <p>discuss actions that can be taken by the employee(s) voluntarily, to avoid repercussions (e.g. putting themselves forward for potential redeployment)</p> <p>discuss actions that can be taken by the line manager to assist the employee(s) (e.g. ensuring that the employee does not deal with a particular contractor/County Councillor where possible; investigating the possibility of redeploying the employee if this is appropriate in the circumstances; investigating the possibility of changing the service provision to a client)</p> <p>advise the employee(s) that the disciplinary procedure will be invoked if their inappropriate behaviour continues/the situation is not resolved by other means</p> <p>honour the employee's entitlement to fair treatment.</p>	<p>be told the purpose of the meeting, including details of the nature of the problem</p> <p>give their response to the problem and to put their side of the matter</p> <p>a copy of this procedure</p> <p>the opportunity to be accompanied/represented by a colleague or professional association/trade union representative at any meeting at which their potential redeployment is discussed²</p> <p>a letter within 7 calendar days of the meeting confirming the main issues considered, the outcome and the right to invoke the grievance procedure if dissatisfied with the outcome</p> <p>be treated fairly.</p>

² It is the employee's responsibility to arrange for representation if they so choose. There is no obligation for a colleague to act as a representative; however they are free to do so and will be given time off for this purpose.

Close personal relationships between employees where there is no line management relationship

This type of close personal relationship at work does not of itself constitute a difficulty. However, employees are expected to conduct themselves in a professional manner and to deal sensitively with any confidential information which one or both individuals may possess. Exceptionally, a close personal relationship, particularly between two employees working in the same team, may begin to have an adverse effect on their own and/or their colleagues' work. The following list is not exhaustive but includes some examples of this:

- neglecting work
- communicating confidential information to each other
- behaving in a way which may cause difficulty or embarrassment to others, e.g. arguing in the workplace
- not communicating with each other as the result of a disagreement or the break up of a relationship.

It is any negative impact on work that would cause this procedure to be implemented, not the relationship itself.

Close personal relationships between an employee and a contractor/director

As above, this type of relationship does not necessarily create a difficulty in itself. However, a close personal relationship between an employee and a contractor/director can create the potential for conflict of interests, and particular concern about divulging confidential and/or commercial information. A close personal relationship between an employee and a contractor/director is not acceptable if it involves:

- an abuse of the employee's position of trust
- a breach of the standards of propriety expected in the post
- a compromise of professional standards
- a conflict of interests.

Close personal relationships between employees with a line management relationship, or between an employee and a governor at the same school

BMET will not employ individuals with a close personal relationship in jobs where:

- there is a direct line management relationship between them
- the line manager does not manage the employee directly but is the manager's manager
- the relationship is between an employee and a governor at the same school.

This is because of the potential conflict of interests, which could cause significant problems with employee management (e.g. appraisal, grievance, discipline, etc.) by creating the potential for claims of favouritism or unequal treatment.

Close personal relationships between an employee and a child/young person or vulnerable adult client

BMET regards as wholly unacceptable any close personal relationship between an employee and a child/young person who is under the age of 18 (19 if still at school), or a vulnerable adult client, whom they meet as a result of their employment.

If this type of relationship exists/develops, the situation involves:

- an abuse of the employee's position of trust
- a breach of the standards of propriety expected in the post
- a compromise of professional standards.

The manager **must** invoke the County Council's child/adult protection procedure immediately, before taking action under the disciplinary procedure for alleged gross misconduct. The manager also needs to refer to the following documents, as appropriate:

- "Buckinghamshire Area Child Protection Committee: Multi-Agency Child Protection Code of Practice" dated 2001
- Buckinghamshire County Council Pupil Support "Child Protection Guidance" dated February 2002
- The School's Child Protection Policy
- DfEE Circular No. 10/95 dated October 1995, entitled "Protecting Children from Abuse: The Role of the Education Service" (N.B. This only applies to schools; related centres, units and central teaching teams; the Youth & Community Service; and the Adult Learning Service)
- DfES Guidance dated May 2002 entitled "Child Protection: Preventing Unsuitable People from Working with Children and Young Persons in the Education Service" (N.B. This only applies to schools; related centres, units and central teaching teams; the Youth & Community Service; and the Adult Learning Service)
- General Social Care Council "Code of Practice for Social Workers" dated 2002
- Buckinghamshire County Council "Policy, Guidelines and Procedures for the Protection of Vulnerable Adults from Abuse" dated November 1999.
- Any equivalent documents from Northamptonshire County Council

Action to be taken if the matter is not resolved informally and is not considered to amount to gross misconduct

Where action is taken under the procedure and no agreement can be reached on an informal and voluntary basis it will become necessary to invoke the disciplinary procedure. This could result in an employee being required to accept redeployment. However, if no suitable alternative post can be found and no other suitable alternative courses of action can be identified; or the employee(s) refuse(s) to accept redeployment, it may ultimately be necessary to dismiss the employee(s). Every opportunity would be taken to resolve the matter without recourse to dismissal.

Managers considering redeployment and/or disciplinary action are strongly advised to seek early advice from the relevant Human Resources provider.



Link with grievance procedure

If an employee feels they are being victimised and/or unfairly treated they have recourse to the grievance procedure (unless disciplinary proceedings have begun, as the disciplinary procedure includes the right of appeal).

Leave of absence

INTRODUCTION

1. The Trust will ensure that all employees are treated equally and consistently when applying for leave of absence, in accordance with the school's Equal Opportunities Policy and taking account of differing national and local conditions of employment.
2. Each Local Governing Body has responsibility for implementing the Trust's Leave of Absence Policy, for ensuring that it is followed and for monitoring staff absence rates. Unauthorised absence will be dealt with under the school's Disciplinary Procedure. As in the majority of cases a quick response will be required, the responsibility for implementing this Policy is delegated to the Headteacher, or to the Chairman of Governors in the case of applications for leave of absence from the Headteacher. Where an employee wishes to make representations against a decision made by the Headteacher or Chairman of Governors, as applicable, he/she may write to the Governing Body or its appropriately designated Committee giving full details of the request. The decision of the Local Governing Body or its Committee is final.
3. Employees have certain entitlements to leave of absence, in particular circumstances, under their conditions of service. In other circumstances the Local Governing Body will grant leave of absence on a discretionary basis in accordance with this Policy.

ENTITLEMENT

4. The Governing Body will grant leave of absence in accordance with national or local conditions of service in the following circumstances:

ENTITLEMENT: WITH PAY

- **Examiners and Moderators for Examining Bodies**
Chief Examiners and Chief Moderators will be given up to 10 school days' leave with pay in any one financial year. Examiners and Assistant Moderators will be given up to 5 school days' leave with pay in any one financial year. Employees shall not be required to pay the Academy or their school any fees or expenses received for examining and moderating duties.
- **Jury Service and Other Public Service**
An employee receiving a summons to serve on a jury must report this to his/her Headteacher who will grant him/her leave of absence unless exemption from jury service is secured. Headteachers should report the dates of jury service to the Finance Officer so that the necessary financial adjustments can be made. An employee serving as a juror is required to claim the allowance for loss of earnings to which he/she is entitled under the Juror Allowance Regulations currently in force. The Authority will deduct from the employee's full pay an amount equal to the allowance received for loss of earnings, and this sum will then be credited to the school's budget.
- **Witness Summons**
An employee who is subpoenaed as a witness to appear before the court should report this immediately to the Headteacher, who will grant him/her leave of absence with pay for such time as is necessary to discharge the duty as witness.

- **Service in Non-Regular Forces**

Employees must obtain the Local Governing Body's consent before joining the Non-Regular Forces (e.g. Territorial Army, Royal Air Force Volunteer Reserve). The Local Governing Body will grant two weeks' additional paid leave to volunteer members of the Non-Regular Forces who are required by the Forces to attend summer camp.

Such employees are required to show the Headteacher a copy of their Forces' payslip for the period of the summer camp, so that the Headteacher can arrange for a deduction to be made from the employee's Bourton Meadow Education Trust salary of an amount equal to the pay received from the Forces for each normal working day of the absence (i.e. without making any deductions for days when the employee would not normally be working). The Headteacher should also arrange for this sum to be credited to the school's budget.

Any such employees who are called-out by the Secretary of State for service with the armed forces will be granted leave of absence without pay for the duration of that service (unless the Governing Body applies for and gains exemption, deferral or discharge on the grounds that their absence would cause serious harm to the school in which they are employed.)
- **Magistrates and Members of Public Bodies**

Employees who are appointed as magistrates or who undertake duties connected with the work of district councils or other public bodies, including governing bodies, will be granted leave of absence with pay for the equivalent of up to 208 hours per year in the case of staff on Bucks Pay conditions of service, and 10 school days a year for other staff, unless special approval is given by the Governing Body in exceptional circumstances.

In the case of employees who have been appointed to service on the Education Committee of the Bourton Meadow Education Trust or any of its sub-committees, the question of leave of absence does not arise since the employees concerned are regarded as undertaking special duties at the Trust's request.
- **Community Fire Fighters**

Paid leave will be granted for Buckinghamshire and Milton Keynes Community Fire Fighters to undergo the necessary training.
- **Special Constables**

The Trust supports special constables in their duties to increase public safety and confidence and staff will be released, with pay, for agreed training and in times of significant emergency.
- **Revision/Study Leave**

The Local Governing Body will approve up to a maximum of 5 days' revision/study leave with pay to employees undertaking work-related qualifications within an agreed timeframe. Leave may also be granted for completion of CPD course, as agreed at the start of the appraisal cycle, and while the teacher is still in post.
- **Examination Leave**

Staff on Bucks Pay conditions of service will be granted a maximum of 5 days' leave with pay to sit approved examinations: this is normally half a day per examination subject. Other staff will be granted 1 day's leave with pay to sit each approved examination.

- **Maternity/Adoption Support Leave (Paternity Leave)**

Partners or legal/special guardians of new mothers/adoptive parents are entitled to two weeks Maternity/Adoption Support Leave, to support the mother and/or carer of the baby/child. This leave is paid.

To qualify the employee needs to have been continuously employed by the School for 26 weeks leading into the 15th week before the expected week of childbirth, or into the week in which they are notified of being matched with a child for adoption. They are entitled to one or two consecutive (full) weeks maternity support leave, they cannot take odd days.

Staff on Bucks Pay conditions of service are entitled to full pay for this period of leave. Employees on Teachers Terms and Conditions should seek guidance from their Headteacher to confirm the policy for Maternity/Adoption Support Leave and Pay adopted by the school. As a minimum Teachers are entitled to Statutory Maternity Support Pay (SPP).
- **Additional Maternity/Adoption Support Leave (Paternity)**

Additional Paternity/Adoption Leave is available to the father/partner of the mother (main carer) of the child if they return to work before using their full entitlement to statutory maternity leave. This also applies to the partner of a couple adopting.

Additional Paternity Leave is in addition to the two weeks Maternity/Adoption Support Leave. The father/partner may benefit from up to 26 weeks of additional paternity leave. This entitlement must be taken within 56 days of the date on which the child is born/adopted.

See the Additional Maternity/Adoption Support Leave and pay guidelines on Schoolsweb for further details.
- **Appointments with Dentist, Doctor etc.**

These appointments should be made outside normal working time except in emergencies or where consultants etc. are inflexible over timing.
- **Medical Screening**

Paid time off will be given to employees who participate in the Council's Health Screening Programme and for the purpose of breast and cervical cancer screening.

ENTITLEMENT: WITHOUT PAY

- **Parental Leave**

Employees with one year's continuous service will be entitled to take up to eighteen weeks' parental leave for the purposes of caring for their child up to the age of five. Where the child is disabled, the entitlement is 18 weeks, which may be used until the child's 18th birthday. Parental leave arises in respect of each child e.g. if the employee has two children they would be entitled to a maximum of 36 weeks. This applies also to employees who

acquire formal parental responsibility for a child aged five or under, on or after this date. This is in addition to other arrangements within these conditions of service for maternity leave, maternity support leave, adoption leave, compassionate leave, carers leave and sabbaticals.

Parental leave will be unpaid and must be taken by the fifth birthday of the child (18th birthday of a disabled child). Where the child is adopted, the leave must be taken within five years of placement for adoption or before the child's 18th birthday, whichever is the sooner.

DISCRETIONARY

- The Governing Body will normally apply a limit of 5 days' discretionary leave with pay per annum, although additional time (either with or without pay) may be granted in exceptional circumstances.
- The Governing Body may grant leave (either with or without pay) for a period of time in excess of the limits quoted in paragraph 4 above, and for any other good reason. These could include any of the circumstances listed below:

DISCRETIONARY: WITH PAY

- **Compassionate Leave**
 - Absence necessary as a result of the death or serious illness/injury of a close member of the family, close friend or partner.
 - Breakdown of normal childcare arrangements.
 - Maternity support leave. This recognises the need for employees to have leave associated with their spouse's/partner's maternity at short notice to deal with unforeseen circumstances.
 - Other occasions when care of dependants is necessary.
- **Election Dues**
 - Time off with pay may be granted to staff appointed as Presiding Officers/Poll Clerks/Counting Assistants at District, County, European or General Elections subject to adequate cover being maintained.
- **Job Interviews**

Leave with pay may be granted at the discretion of the Headteacher.
- **Bourton Meadow Academy Club Day**

The governing body may approve up to a maximum of 2 days per year. These days must be earned in the same year that the leave is taken, on the following basis:

'Club Day' Qualification

If you operate an after school club for 1 hour for all 6 x ½ terms (all year) you will be entitled to two full days off in return.



If you operate an after school club for 1 hour for at least 2 x ½ terms you will be entitled to one full day off in return

If you operate a lunchtime club for ½ hour for 6 x ½ terms (all year) you will be entitled to one full day off in return. **

If you operate a lunchtime club for ½ hour for at least 2 x ½ terms you will be entitled to ½ a day off in return. **

*** This doesn't apply to you if you are operating a club in your contracted hours. For example a TA running a club 12-12:30pm when their contracted hours are 9am-1pm. Teachers are eligible as they are entitled to an hour's lunch break per day under their contract.*

Leave cannot be carried over to the following academic year. In addition, these days cannot be taken consecutively and cannot be added to an existing, pre set school holiday, e.g. a bank holiday, half term or end of term. 'Consecutive' is defined as consecutive business days. Note that taking the Friday and the following Monday are regarded as consecutive.

DISCRETIONARY: WITHOUT PAY

- **Carers' Leave**

A carer is someone who, without payment, looks after or provides regular help to family members, neighbours or friends who are sick or disabled, vulnerable or frail. A carer may be the parent or guardian of a child or children. The support given by a carer may be with personal tasks such as dressing or practical tasks such as shopping and cooking; it may be emotional or supervisory. A carer may not necessarily live with the person they care for.

Employees with 26 weeks' continuous service may request up to 13 weeks' unpaid Carers' Leave, to be agreed by the Headteacher, at their discretion, and recorded as Carers' Leave. For more information refer to the Carers' Policy.

- **Parliamentary Candidates**

Leave will be granted, but without pay, from the date when the candidate's nomination is accepted until the date of the election.

- **Religious Festivals**

Leave will be granted, but without pay. A limit of 5 days' unpaid leave is normally applied although additional time may be granted in exceptional circumstances.

- **Secondment for Other Paid Employment**

Leave may be granted without pay for an agreed period of time.

DISCRETIONARY: WITH OR WITHOUT PAY

- **Participation in National Sporting, Cultural and Similar Events**



Leave will be granted (either with or without pay) for the necessary period of absence.

- **Moving House**

For employees whose contractual arrangements do not allow them to take annual leave during term-time and where the move cannot be effected in a school closure period, 1 day's leave will be granted (either with or without pay).

APPLICATIONS FOR LEAVE OF ABSENCE

Requests for leave of absence (either with or without pay) should be made on the "Application for Leave of Absence" form (see **Appendix 1**).

APPLICATION FOR LEAVE OF ABSENCE

SECTION ONE - to be completed by the Applicant

NAME:

.....
.....

POST

HELD:

.....
.....

I hereby request leave of absence on the following date(s):

.....
.....
.....
.....

for the following reason:

.....
.....
.....
.....

(If there is insufficient room, continue overleaf.)

Signed

.....
..... Date

When this section has been completed the form should be given to the Headteacher, or to the Chairman of Governors where the Applicant is the Headteacher.

SECTION TWO - to be completed by the Headteacher/Chairman of Governors

- *(i) The Governing Body **agrees** this application for leave of absence **with** pay.
- *(ii) The Governing Body **agrees** this application for leave of absence **without** pay.

*(iii) The Governing Body **does not agree** this application for the following reason:

.....

.....

Signed Date

*Headteacher/Chairman of Governors

* Delete as appropriate

A copy of the completed form should be returned to the Applicant.

Safe Working Practices

Working at Height

Working at anything above ground level is considered to be working at height and should be undertaken with care and attention. If working at height you must:

- Use one of the Kick Stools provided throughout the school
- Ensure the kick stools are in good working order and are placed on a level surface.
- Avoid lifting anything heavy or unstable from above shoulder height
- DO NOT use class furniture in place of a Kick Stool
- If you need to use the kick stool to remove something from a shelf, it is better to have someone you can hand it to rather than step off the stool with it.
- If in any doubt about a load, do not attempt work before speaking to the Health and Safety Manager

No-one should use any of the school ladders unless they hold a current certificate for working with ladders.

Manual Handling

When performing any manual handling:

- Always assess the lifting / moving job before undertaking. If in doubt, do not attempt.
- Store any heavy items at waist height so the next person who has to move the item doesn't need to stretch or bend to lift it.
- Very heavy items such as filing cabinets should only be moved by the caretaking staff with the use of a Sack Barrow.
- On no account should children be used to carry heavy items or move potentially hazardous items like televisions.
- Take care not to overfill boxes, it may not be you that picks it up next time.
- If you are unable to conduct any manual handling due to an existing injury or medical condition, please inform the senior staff of this.
- Children should not be allowed into any stockroom or cupboard in the school. If they are assisting with a manual handling job (large number of light items) they must stand outside stock rooms and have items passed to them.

Hot Drinks Around School

It is possible for a hot drink to scald a child for up to 15 minutes after it has been poured. Wherever possible, hot drinks should only be consumed in the staffroom. Where they have to be taken out of the staffroom please observe the following precautions:

- Children should never be allowed to hold or carry hot drinks.
- Drinks should never be left unattended
- Do not place hot drinks on the floor outside the staff toilets, anyone kicking over a hot drink could receive very serious burns.
- Do not attempt to carry too many cups at the same time, it is better to make two journeys or ask for help.

Bringing Items from Home

Great care must be taken when bringing any items from home that have potential to cause injury. The following rules also apply to children bringing in things from home:

- Any electrical equipment must have been PAT tested and have a valid sticker on it.
- Check that any item conforms to the relevant British Standard. This can obviously be quite tricky and time consuming to check.
- Hazardous substances must not be brought into school.

Ordering Equipment

All equipment ordering must go through the school bursar and be ordered from reputable school suppliers. Items not available through catalogues must be checked by the Health and Safety Manager before their use.

Pregnancy

The following paragraph has been taken from the Health and Safety Executive web site: 'Whilst there are no legal requirements on employees to inform their employers that they are pregnant or a new mother they should bear in mind that their employer is not required to take any specific action until written notification has been provided. It is therefore important for the employee and her child's health and safety that employers should advise their employees to provide written notification as early as possible.'

On notification, the Health and Safety Manager will carry out a risk assessment and put additional procedures in place if necessary. More information on this subject can be found on www.hse.gov.uk

First Aid Arrangements

First Aid can be administered by any member of staff. The location of first aid kits are publicised in each academy.

A list of qualified first aiders is displayed in each staff room along with photographs and information about children with specific medical conditions. It is the teacher / group leader's responsibility to take first aid kits when off site and to check their contents before use.

Minor accidents and medical treatment should be recorded using the forms provided in the medical room. More serious incidents / accidents (those involving hospital visits) should be recorded in the accident book in the headteacher's office. This book must then be counter signed by the head or Health and Safety Manager.

Hazard Reporting

It is the responsibility of all the adults in the school to report any hazards (a situation which may result in future injury) directly to the Health and Safety Manager. If the hazard is thought to be serious a notice should be used to alert people to the hazard until it can be assessed. It is important that a quick check should be made of any equipment before the children use it. This is especially important for PE and DT equipment.

Personal Safety

Lone Working

No member of staff should put themselves in the situation where they are working alone in the school buildings. If you come into school during the school holidays and are working while there are other people in the building eg. caretaking staff, you must sign in and out so there is a record of who is in the building.

Reporting Incidents

Incidents of verbal or physical abuse must be reported directly to the headteacher, who will keep a written record of the incident. This is regardless of when, where or who was the perpetrator of the assault.

Approaching Unidentified Person in School

Ensure that you are familiar with the individuals identified on the notice board in the staffroom. These may indicate people that should not be approached under any circumstance.

During Normal School Time

If you see someone around school with no identification badge you should approach them using the phrase:

‘Can I help you?’

If they have a reason for being in school you should direct them back to the office where they can get an identification badge.

Outside Normal School Time

If you see someone around the school during the school holidays you should not confront them alone but should seek the assistance from the most senior member of staff available.

Any serious concerns should be dealt with by a telephone call to the police.

The most important thing when dealing with a stranger is your own safety. If you are unhappy about approaching anyone you should not do so, but seek advice from a more senior member of staff.

Child Attempting to Leave Class / School Without Permission

In the event of a child running out of class without permission, you should do the following:

- Do not restrain or run after the child unless this is appropriate for the particular child in question and you have the requisite training
- Ensure the rest of the class are calm and are supervised at all times
- Keep the child in view if possible
- Report the incident to the headteacher or the next most senior member of staff who, if necessary, will then contact the parents or police if parents are unavailable

Health and Safety Information

All the health and safety documents are located in the headteacher's offices. The school's health and safety policy can be found on the school's web site along with the rest of the school policies.

Premature Retirement Policy

PREMATURE RETIREMENT - EFFICIENCY GROUNDS

(i.e. in the interests of the efficient exercise of the Trust's functions)

There must be: GOVERNING BODY APPROVAL (the "Deciding" Authority),
BMET APPROVAL (the "Compensating" Authority), LOCAL AUTHORITY APPROVAL
Retirement is not confirmed until approval is given by all of the above

Benefits:

Lump sum and annual pension based on pensionable service to date of leaving.

Paid from three sources:

1. Teachers' Pensions (in Darlington) fund actuarially reduced lump sum and pension.
2. School funds and pays the difference between actuarial reduction and accrued pension lump sum awarded.
3. Relevant County Council funds pension proportion for rest of teachers' life (subject to budget holder agreement).

Criteria for award:

Subject to Trust, Governing Body and County Council approval

Must be age 57 or over.

Must be in pensionable service at date of leaving.

Must have 2 years or more pensionable service.

PROCESS:

1. Teachers' Pay and Pensions Team (TPPT) provide an estimate of the benefits and costs.
2. Teacher writes to Governing Body asking for approval of early retirement.
3. Governing Body/Directors (or relevant committee) meet, identify and note reasons and, if in agreement, approve costs.
4. School must write to Divisional Manager, Human Resources to make them aware of the possibility of a potential early retirement and their agreement to pay any one-off lump sum associated with this.
5. Divisional Manager, Human Resources writes to the Governing Body confirming her/his agreement to the early retirement. (Written Approval from the Divisional Manager is required before any retirements can be actioned).
6. Headteacher sends letter to teacher confirming Governing Body approval (with reasons) copied to Human Resources (HR).
7. HR checks with Divisional Manager, Human Resources to agree funding on-going pension costs.
8. If agreed, HR sends offer letter to teacher (10 days offer letter) - copy to TPPT.
9. On receipt of acceptance by teacher, HR send a confirmation letter - copy to TPPT, Pensions and School. At this point recruitment process can start (where applicable).
10. TPPT sends Retirement Benefits Application form to the teacher for completion and return to TPPT.
11. School notifies HR - School Support of date of leaving for payroll action.
12. HR will send to the School either an invoice of the final costs or a notification letter to inform them that they will be seeking to recover the sum through a journal transfer.

Note: where the information above differs from legislation, the legislation will take precedence

Stress Policy

This policy is for guidance and non-contractual.

Introduction

This policy sets out the Trust's principles for the management of health in relation to stress at work. The Trust is committed to promoting a healthy and supportive working environment. The Trust aims to preserve the physical and psychological health and well-being of all staff. The Trust recognises that its staff are its most important asset and that their well-being is essential to effective work performance. Whilst the scope of this policy is to cover workplace induced stress, the Trust recognises that sources outside work may be a significant factor in causing stress. Although the Trust has no control over external or personal factors, it is committed where possible to manage risks which are within its control.

Definition of Stress

The Health and Safety Executive defines stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. This makes an important distinction between pressure and stress. Pressure can be motivating and improve performance. Stress is a negative reaction that people have to excessive pressures which may make them feel unable to cope.

Symptoms of Stress

Stress is not an illness, but, if experienced for prolonged periods, can result in psychological illness such as anxiety, depression or physical symptoms such as headaches. If particularly severe, it is thought to be able to contribute to physical illness such as high blood pressure or heart disease and susceptibility to frequent minor illness.

Developing coping strategies such as taking exercise and finding ways of relaxing can help combat the effects of stress. Unfortunately, people experiencing stress often adopt negative coping strategies such as drinking too much alcohol and caffeine, skipping meals and smoking, all of which can compound the problem.

Impact of Stress

At an organisational level, stress can result in deterioration of morale, performance and staff turnover. Sickness absence due to stress can cause a domino effect where increased workload due to sickness absence of a colleague can in turn lead to increased workload pressures and stress in other members of the team.

Principles

All cases will be dealt with in accordance with the Trust's Equal Opportunities Policy. The Trust aims to secure equality of opportunity in all its activities. Cases will be treated with the utmost confidentiality. The Trust will not disadvantage unfairly an employee who admits to suffering from work-related stress. An employee will be considered for any position for which she or he has the necessary skills and experience and is fit to undertake. All employees will have the opportunity to attend appropriate staff development events organised by the School. Staff in managerial roles will adhere to the principles above and will be offered appropriate development opportunities to help them deal with cases of stress.

Managers/Heads of Department

Senior Managers and Heads of Department are responsible for helping to implement compliance with this policy. Their responsibilities are to:

- Ensure good communication between management and staff, particularly where there are organisational or procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful opportunities to develop.
- Monitor workloads to ensure that people are not overloaded.
- Attend training as required in good management practice and health and safety.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

Employees

Whilst the Trust will make every effort to help employees, often the first step must come from the individual. It is the responsibility of each employee to seek assistance as early as possible if he or she is manifesting symptoms of stress.

If you believe you are suffering from stress or are struggling with your work-based duties then try to contact your line manager to discuss the issues with him/her. Where this is not appropriate, concerns should be raised (as appropriate) with the Headteacher or Senior Leadership Team. The Academy will endeavour to provide further support and will consider if external counselling is appropriate.

Work Colleagues

If you believe a fellow work colleague is showing signs of stress then this should be reported to a member of the relevant school's Senior Leadership Team in order that appropriate action can be taken.

Review of Policy

The Senior Leadership Team will report annually to the Governors, on any issues in the School causing stress.

Review: August 2021