



NUNTHORPE PRIMARY ACADEMY

STAFF & VOLUNTEER HANDBOOK

Approved by: Full Governing Body 27.06.16

Review Date: Summer 17

Signed by

Mr G Greer

Chair of Governors

Mrs A O'Gara

Head Teacher

SAFEGUARDING CHILDREN

Visitors to the Academy including representatives from Children's Services should sign-in at the office and present their identity card. An enhanced DBS clearance and proof of the right to work in the country is required for staff and volunteers. They must not commence work in the Academy until clearance is received. Refer to the Safeguarding Policy for more information.

The Safeguarding Lead and nominated person for Child Protection is Mrs. A. O'Gara (Headteacher).

CONFIDENTIALITY

When working in the Academy you are in a position of trust and must be prepared to treat all information as confidential. You must not discuss outside of the Academy anything you observe or hear.

INCIDENT REPORTING

Any concerns or incidents regarding a member of staff should be directed to the Head Teacher. Any matters relating to the head teacher should be directed to the Chair of Governors, Mr. G. Greer.

The Academy is required to report incidents of a racial nature against pupils and staff to the Local Authority. The Head Teacher, Mrs. O'Gara is responsible for keeping this information and reporting to the Local Authority. Any serious prejudicial incidents should be reported to Mrs. O'Gara, Head Teacher.

FIRE DRILL

The fire alarm will sound as a continuous bell. Please leave the building, with the children you are working with, by the nearest exit and assemble in the playground. Procedures are displayed in each room along with notices for fire extinguisher points and break glass. The class register will be brought to you on the playground to check that all children and teaching assistants are accounted for.

ACCIDENT PROCEDURE

If an accident occurs, enter the details in your class accident book. In some instances a telephone call to inform parents may be necessary. Accidents which result in a visit to the hospital should be reported to the Redcar & Cleveland Health and Safety Unit. Report forms along with incident assessment forms are available from the Academy office and must be completed within 10 days of an accident occurring.

ASSISTING CHILDREN

On occasion you may notice that a child needs help with toileting or some other aspect of personal care. Ensure that another member of staff is present before assisting.

ABSENCE

If you are unable to attend telephone, Mrs. O'Gara or Mr. Salter as soon as possible. Sickness absence requires a self-certification or fit note. Self-certification forms are available from the Academy office and must be completed on your return to the Academy. Failure to complete the form could result in loss of pay.

DISCIPLINE

At Nunthorpe Primary Academy we have a behaviour stages policy for children from Reception to Year 6. We are always positive in our approach to children's behaviour. If you notice children being helpful and considerate always make a positive comment

Good behaviour is celebrated regularly at a special assembly.

CODE OF DRESS

Staff and pupils must have a smart appearance. Excessive jewellery, visible body piercing, bare midriff are not allowed. Body art should be covered where possible.

SMOKING

The Academy operates a No Smoking policy.

REGISTRATION

Registers must be completed as soon as the session commences on a morning and afternoon. Only absence codes which are printed in the register should be used. Any concerns should be directed to Mrs. Brown in the Academy office who will contact the family concerned by telephone or letter. The support of the Education Welfare Officer and Early Intervention Worker are also available.

SOCIAL NETWORK SITES

Social networking sites must be used with caution. Please refer to the Academy Acceptable Use Policy.

TIMES OF ACADEMY SESSIONS FROM SEPTEMBER 2015:

Nursery	8.45am – 11.45a.m	and	12.30pm – 3.30pm
Lower school	Morning	9.00 – 12.00 noon	
	Lunchtime	12.00 – 1.00p.m.	
	Afternoon	1.00 – 3.20p.m.	
Upper school	Morning	9.00 – 12.15 noon	
	Lunchtime	12.15 – 1.15p.m.	
	Afternoon	1.15 – 3.20p.m.	

ACADEMY MEALS

The Academy operates a pre-ordered menu system. Coloured bands are handed to pupils each day depending on their meal choice.

PARENTAL CONSENT

Parental consent is required for children to be photographed, use the internet and use the outside play equipment. Completed forms are kept in the Academy office. Parental permission must be sought before children are taken off-site.

EDUCATIONAL VISITS

The Academy's Educational Visit Policy is stored on the staff computer shared area. All visits and risk assessments must be approved by Zenith Leisure, our Education Visit Advisors.

ACADEMY ORDERS/PETTY CASH REIMBURSEMENTS

Purchase requests must be made on the Academy order forms and processed by Mrs. Wilson in the Academy office. Petty cash reimbursement requests should be handed to Mrs. Wilson in the Academy office for processing. A valid VAT receipt is required.

TAKING EQUIPMENT OFF-SITE

For the purpose of insurance, all equipment taken off-site needs to be 'signed-out'. If you need to take equipment home please inform the Academy office.

*Nunthorpe Primary Academy is committed to safeguarding children.
We aim to provide an environment where everyone is respected and valued.*

Name _____

Please tick to indicate that you have read the policies and understand procedures.

- Do you have the Right to Work in the UK. _____
- Documents seen Yes / No
- If no the volunteer/member of staff requires supervision _____
- Toured the Academy and been assigned a mentor. _____
- Read and understand the Nunthorpe Primary Academy Safeguarding Policy. _____
- Read and understand the Nunthorpe Primary Academy Health and Safety Policy _____
- Read and understand the Nunthorpe Primary ICT Acceptable Use Policy _____
- Completed a Disclosure by Association (if applicable) _____
- Prohibition Check completed (if applicable) _____
- Read and understand the Educational Visit Procedure _____
- Instructed on Accident Reporting Procedures. _____
- Instructed on Fire Safety and Evacuation Procedures. _____
- Respect the security of the Academy by signing-in and reporting to the office. _____
- Given a copy of the Staff Handbook. _____
- Understand that incidents and matters discussed in the Academy remain confidential _____
- Understand that concerns regarding staff should be directed to the Head Teacher _____
- Understand that concerns regarding the Head Teacher should be directed to the Chair of Governors, Mr. G. Greer. _____

Academy Staff Contacts

Child Protection	Mrs. O’Gara	Headteacher
	Mr. Helyer	Safeguarding Governor
Trained First Aiders	Lists of first aiders are posted around Academy	
Permitted Drivers	Mrs. O’Gara	Head Teacher
Mrs. Wilson	SBM	

Signed _____ Date _____