Glebe House School

**Staff Handbook**

**2021**

# Last update: August 2021

# Aquila blackSTAFF HANDBOOK FOR GLEBE HOUSE SCHOOL

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All school and nursery policies are available on Dropbox, on request from the Headmaster or a selection are available on our school Website

**THE STAFF HANDBOOK - INTRODUCTION**

This Staff Handbook is for all teaching and support employees and offers information on a wide range of subjects, related to the school and your employment. All employees should familiarise themselves with its content.

It is designed to help you settle in to the school by telling you a little about our background, objectives, the facilities, amenities and benefits open to staff, the employment policy framework within which we operate and the codes of conduct and safety standards required. It is also designed as a document to refer to should you wish to clarify anything with regards to the way the school works or with regards to your professional and personal conduct.

This document will develop and change and we will endeavour to keep it up to date. We reserve the right to vary the terms of the Handbook at any time, and will endeavour to give you one month’s notice of any variation.

The contents of this Handbook do not form part of your contract of employment but you are required to comply with the provisions, rules and procedures set out within it. Where there is any difference between the terms and conditions set out in your contract of employment or offer letter, and the contents of this Handbook, the terms and conditions in the contract of employment will prevail.

We hope that you will read the handbook in its entirety, but the table of contents offers ready reference and will help you quickly locate those subjects in which you are particularly interested.

Although it is designed to answer many of your questions, please feel free to ask Louis Taylor about anything which remains unclear.

We welcome any suggestions you may have to improve the handbook.

**SECTION** **A - ABOUT THE SCHOOL**

**Our School – An Introduction**

1. **Glebe House School Mission Statement**

***Glebe House School will provide an all-round education for girls and boys from***

***6 months to 13 years of age. We aim to give all the children a stable, stimulating,***

***safe, moral and family oriented environment, in which they can develop all the***

***skills required to succeed in the 21st century.***

***We appreciate individuality and encourage development for all, in every aspect of***

***School life. Through partnership we will try to ensure that every member of the***

***Glebe House School family realises their potential.***

1. **The Aims of Glebe House School**

At Glebe House School we undertake to:

* Promote high standards of achievement ensuring that all children are working to the best of their ability at all times in an atmosphere which is amicable and happy.
* Nurture any talent and encourage achievement in academic work, in sport, in art, in music or drama.
* Develop confident, self-disciplined and inquiring learners, able to make informed choices.
* Develop commitment to personal and team goals.
* Cultivate pupils who are courteous, well mannered, independent and sociable.
* Develop pupils who are able to communicate effectively.
* Foster confident young people who possess a developing self-esteem and thorough work ethic.
* Foster friendly and informal relationships within a structured and disciplined routine.
* Advance a pastoral care system which inculcates the values of care and consideration for others, responsibility for environment and which promotes equality.
* Prepare children for Common Entrance, Scholarship and other curriculum assessments and for the challenge of life in their senior school and beyond.
* Ensure equal opportunities in relation to gender, race, class, special needs and belief
* Provide a safe and happy work place.

The school welcomes children from all faiths (and none) and through the Assembly and Religious Education programmes strongly supports the understanding of different cultures, in sympathy with British Values.

1. **A Brief History of Glebe House School**

The original building was called Glebe House, built in 1874 and was the building in which St Edmund’s School was started. The second building, called Bengavit, was completed in 1882. Cyril Morgan-Brown, the son of the founder, John, sold St Edmunds in 1901 and took the name with him when he moved to Hindhead in Sussex. The school was bought by Mr Howard Cambridge-Barber, who with his wife Alice ran it successfully until his death in 1942. When the Barbers first moved to the school they needed a new identity and settled for ‘The Glebe House’. He bought the school, but lost the majority of pupils and the school started with 4 boys. The school is one of the few that did not close or relocate to other premises during the World Wars. It was during those early years that the relationship with the Royal Navy was developed. Many pupils left Glebe House to join the Naval Colleges. We still maintain a nautical tradition, as we call our year groups, Divisions.

It was after the death of Cambridge-Barber, that the school began its well documented chequered career. Much of it has to do with financial constraints. Although to be fair, the school was built on borrowed money and was dogged by financial problems from the outset, and had to be rescued financially as early as 1881. The school had never catered for large numbers of pupils, was always dependent on fees for income and as such had found it difficult to make ends meet. Very little was done to the school between 1901 and 1958, including very little maintenance. The swimming pool was built in 1959, the hall and music rooms in 1963, two additional classrooms in 1965, the new block in 1992, the nursery in 1998, much work has since been done to improve the classrooms with regard to computer access and provision of interactive whiteboards and most recently the Astroturf was laid in 2010 and the pavilion renovated in 2011.

Most recently we have extended and remodelled the Nursery during the Summer holiday 2016 and the Pre-Prep building in 2021.

In 2018, the school purchased the land on which the school is built. This, as well as stable and indeed increasing pupil numbers in the school and the nursery, has led to a period of financial stability and a bright future. In 2019, the school added two nurseries to the Glebe family, Hunstanton First Steps and Gaywood First Steps. We are now delighted to bring on board a third additional nursery, at Sandringham and West Newton.

# OUR STAFF

We depend upon our staff, each one of whom is valued for the contribution he or she makes to the reputation and success of the school.

We recognise the benefit derived from investing in people through training and development to constantly improve efficiency and quality of service.

Constant attention is paid to keeping all systems as simple and straightforward as possible.

We undertake to demonstrate the highest standard of integrity in all elements of our school.

*Any reference to ‘teacher’ in this document should be regarded to include Nursery Practioners and Teaching Assistants unless specifically stated otherwise.*

***Governors (with principal areas of responsibility)***

Nick Crane Chairman of the Board and Finance

Sharon Bottomley Health & Safety

Richard Chalk Legal

Phil Haslam Health & Safety

Sarah Ratchford Education and Safeguarding

Paul Searle Sports and Activities

Emma Saunders Human Resources

Should you require a full staff list, please request one from the Bursar’s office.

# ADMINISTRATIVE STRUCTURES

The school has been run as an Educational Charity since 1992. It is controlled by a Board of Governors, which at the present time consists of a mixture of Parent Governors and those from outside the school who can offer experience and particular talents. The board is supported by an Educational Governor and the day to day running of the school is delegated to the Headmaster.

There is at least one Full Board meeting each term. The Full Board meets to agree sub-committee reports and is presented with an update of the day to day life of the school via a Headmaster’s Report. These meetings are reported to the Governors only.

**Nursery meetings:**

For details of Nursery meetings, please see the Nursery Staff Handbook

**School meetings**

All school staff are expected to attend Staff Meetings at 10.45am on Mondays in the dining room. This meeting will be a briefing of the week ahead and will allow staff to be aware of any events or particular children to be aware of. There is an additional weekly meeting, set for a time when the majority of the staff will be in attendance, to run from 4.15pm to approximately 5.15pm. This (and the Head’s updates via email) is the forum for transfer of information to all areas of the school. These meetings are documented and notes will be distributed to staff room for anyone to review*.*

Further staff meetings will take place as follows : Pre Prep –Thursday Lunchtimes

Staff meet for one or two days of INSET before each term. The Senior Management team (HM, Deputy Head, Head of Pre Prep and the Head of Services Support) meet on Friday afternoons at 1.45pm.

The HM will meet with the Heads of Houses, Boarding Staff, Maintenance & Grounds Staff and individual academic staff as necessary. The Headmaster and Head of Services Support will also have a weekly calendar meeting with appropriate ancillary staff.

The HM, the Deputy Head, Head of Pre-Prep and the Bursar are in communication on a daily basis.

The HM aims to attend weekly Pre Prep meetings and Nursery meetings where necessary.

The School Council meets with the HM at least once every half term.

# FINDING YOUR WAY AROUND

**Addresses Phone and Fax Numbers**

Name of School: Glebe House School

Address: 2 Cromer Road, Hunstanton, Norfolk, PE36 6HW

Phone: 01485 532809

Fax: 01485 533900

E-mail: [ghsoffice@glebehouseschool.co.uk](mailto:ghsoffice@glebehouseschool.co.uk) [bursar@glebehouseschool.co.uk](mailto:bursar@glebehouseschool.co.uk)

Website: [www.glebehouseschool.co.uk](http://www.glebehouseschool.co.uk)

# Postal Service

Incoming post is normally received by 9.30am. This will be sorted for delivery to recipients’ pigeon holes normally by morning break.

Outgoing post should be given to the School Office and is normally posted at the end of the working day (4.30pm) in order to catch the evening collection or possibly the next day.

Requirements for special deliveries, including recorded and registered post, proof of delivery, Datapost and courier services should be directed to the School Office.

# Telephones

In case of emergency dial 9 999 from any telephone. Louis Taylor can be contacted on **07590 529353**

# Office Equipment and Supplies

A fax machine is available in the Office for incoming and outgoing faxes.

Photocopiers are situated in the Office, Nursery Office and in the Pre Prep staff room. There is also a shredder in the Office. Photocopiers and printing use a code to access, which can be obtained by emailing the Bursar. It is important to be as Eco as possible and reduce unnecessary printing.

Any breakdowns or faults should be reported to the Head of Services Support.

Stationery and office materials can be requested/obtained from the Head of Services Support.

All visitors must be directed to and collected from reception.

All visitors must sign in and sign out. A green lanyard will be given to DBS checked visitors and this means they can be unsupervised in the school, if deemed appropriate. A red lanyard will be given to those visitors without a DBS and they must be supervised at all times.

1. **GHS and the Community**

The school acknowledges its responsibilities to the community in a tangible way through supporting a range of community activities including encouraging staff to involve themselves in local social and sporting events.

We also contribute towards the success of local charities through participation in their activities.

The grounds of the school are not open to the general public and staff should challenge anyone who they feel has no reason to be on the estate. We do however make our facilities open to groups where possible and staff will be advised of any new use by any such organisation.

The school endeavours to be a ‘good neighbour’ through applying our well-developed environmental policies which commit us to taking all reasonable precautions to ensure that our activities have no adverse effects.

We comply with all legal requirements and seek to exceed minimum standards where possible, protecting the air, land and water from any sort of pollution through the careful control of noise, waste, energy etc. We rely on the full co-operation of our staff to maintain and improve our standards in such respects.

**SECTION B - SCHOOL FACILITIES AND AMENITIES**

# CATERING SERVICES

Hot and Cold drinks are available from staff rooms at break times

It is expected that staff will eat with the children at lunchtime and they are welcome to join pupils at breakfast and cooked tea if they wish. When eating with the children, staff are expected to engage with them and have conversations. Staff should fill up the tables with the youngest children being prioritised. Mobile phones should not be used at the table except in an emergency.

# PERSONAL PROPERTY AND VEHICLES

Whilst the school will take all reasonable precautions, it regrets that it is unable to accept responsibility for personal property, including vehicles brought onto the site. Valuables should not be brought to work and you should keep essential belongings with you, secured in your locker or in a safe place.

Lost and found property should be reported immediately to the School Office.

Staff car parking is available adjacent to the Astroturf. Vehicles must not be parked in any place within the school grounds other than that which has been allocated for the purpose and must not be parked in a way that could restrict access for emergency vehicles or cause inconvenience to our neighbours.

Vehicles must be driven with great care on the school site and due regard must be paid to notices displayed in this respect and to other traffic and pedestrians. Speed limits should be observed at all times.

# SPORTING AND SOCIAL ACTIVITIES

Staff may have reasonable access to the school facilities including the Astroturf and the swimming pool for family and friends. The Head of Services Support should be aware of such use. Where the swimming pool is used, it is imperative that the school know in advance for safety purposes and that the maintenance manager is made aware of the request to use.

## SECTION C – GENERAL

**1.    PENSIONS**

The school abides by all relevant pension regulations and thus where applicable staff will be auto enrolled into a suitable pension scheme when legally required and make at least the minimum contribution required by the regulations and the scheme.  Employees will be issued with letters or emails explaining how auto enrolment will affect them and what choices they have.

**2.    TEACHERS PENSIONS**

If you are eligible for membership of the Teachers' Pension Scheme then this scheme will be used as the default scheme for auto enrolment.  If you wish to opt out then you must follow the procedures laid out in the auto-enrolment letters or emails that you will receive from the school.  Details are available from the Bursar.

Details are available from the Bursar.

**3. SCHOOL FEES REMISSION**

Employees who have children who are eligible to attend the School, and who have satisfied the entry criteria as set out in the Schools Admissions procedure and awarded a place, may receive fee concessions in accordance with the policy in place at that time.

Fee concessions are granted at the absolute discretion of the Governors and are subject to amendment or withdrawal.

# OUTSIDE INTERESTS

You may not engage in any outside activities or undertake any work outside the School, whether paid or unpaid, which might conflict with the School’s interests, without the written consent of the Headmaster. If you are not sure, please check with the Headmaster.

# RIGHT OF SEARCH

In the interests of security, you are required to agree, on request from any authorised person, to a search of your outer clothing, locker, bag, vehicle, etc. Failure to give such permission may result in disciplinary action.

# CHANGE OF TERMS

The content of this Handbook is for guidance only, although it applies to all employees. It is non contractual (unless stated otherwise) and in the case of conflict your contract of employment will usually take precedence. The School reserves the right to vary this handbook at any time and will endeavour to give you one month’s notice of any variation.

# EXPENSES

Glebe House School will refund all expenses incurred by staff wholly and exclusively on school business according to the following principles:

* Employees should neither gain nor lose.
* Reimbursement is to be controlled in accordance with the requirements of the Inland Revenue and the school’s auditors.

The reimbursement of expenses will be authorised by the Bursar and is subject to the production of satisfactory receipts.

# Travel

Within the terms of the School’s insurance policy employees may use private cars for journeys on school business including transporting pupils.

* Mileage rates are available from the Bursary. Mileages should be based on the distance between the school and destination, or home and destination, if less.
* Rail travel should be by Standard class.

## SECTION D – COMMUNICATIONS AND INFORMATION

1. COMMUNICATIONS

The School strongly believes in effective communication of information to all employees in order to promote a greater understanding of the School’s activities, the issues it faces and the direction it is taking. The School also values the comments and ideas of staff. The methods used for communication are designed to encourage a two-way exchange between management and staff. In order to be truly effective, the full commitment of everyone within the School is essential.

Staff meeting times can be found under administrative functions.

# Notice Boards

Your attention is drawn to the notice boards in the staff rooms, Nursery Manager’s office, in the main car park and outside the entrance to the Nursery which provide information of general interest as well as on specific issues relating to the school. Details of any internal vacancies will be promulgated on these notice boards.

**Email & mobile phones**

All teaching and key admin staff (in nursery only heads of rooms, admin and senior staff)are issued with a school email address and are expected to view email messages on a regular basis. It is useful if the Headmaster/Bursar/Nursery Manager and School Administrator have an up to date private email address and mobile phone number that might be used at times when the employer is not in school. Such addresses/numbers would never be divulged to the wider school community without the express permission of the individual.

All emails sent by staff to parents, that are beyond the usual logistic matters (such as lost blazers etc.) should have either the Deputy Head or Headmaster copied in.

Informal Communications

Notwithstanding all the more structured communications systems operated within the school, effective communications depend ultimately upon mutual trust and respect between the parties on a day to day basis to promote positive relationships and to avoid conflict. Your sustained support and co-operation is, of course, encouraged and will produce better relationships and an amicable working environment.

# CONFIDENTIALITY

Any School information/records including details of pupils, parents and employees whether actual, potential or past, other than those contained in authorised and publicly available documents, must be kept confidential unless the School’s prior written consent has been obtained. This requirement exists both during and after your employment. In particular, you must not use such information for the benefit of any future employer.

# WHISTLEBLOWING

The School has adopted this policy and the accompanying procedure on Whistleblowing to enable members of staff to raise concerns internally and in a confidential fashion about fraud, malpractice, health and safety, criminal offences, miscarriages of justice, and failure to comply with legal obligations or unethical conduct. The policy also provides if necessary, for such concerns to be raised outside the organisation.

# Elements of the Policy

In accordance with Lord Nolan’s Second Report of the Committee on Standards in Public Life, the School’s policy on Whistleblowing is intended to demonstrate that the School :-

* Will not tolerate malpractice;
* Respects the confidentiality of staff raising concerns and will provide procedures to maintain confidentiality so far as is consistent with progressing the issues effectively;
* Will provide the opportunity to raise concerns outside of the normal line management structure where this is appropriate;
* Will invoke the School’s disciplinary policy and procedure in the case of false, malicious, vexatious or frivolous allegations;
* Will provide a clear and simple procedure for raising concerns, which is accessible to all members of staff.

# Procedure

This procedure is separate from the School’s adopted procedures regarding grievances. Employees should not use the Whistleblowing procedure to raise grievances about their personal employment situation.

This procedure is to enable members of staff to express a legitimate concern regarding suspected malpractice within the School.

Malpractice is not easily defined; however, it includes allegations of fraud, financial irregularities, corruption, bribery, dishonesty, acting contrary to the staff code of ethics, criminal activities, or failing to comply with a legal obligation, a miscarriage of justice, or creating or ignoring a serious risk to health, safety or the environment.

# Confidentiality

Employees who wish to raise a concern under this procedure are entitled to have the matter treated confidentially and their name will not be disclosed to the alleged perpetrator of malpractice without their prior approval. It may be appropriate to preserve confidentiality that concerns are raised orally rather than in writing, although members of staff are encouraged to express their concern in writing wherever possible. If there is evidence of criminal activity then the Police will in all cases be informed.

# The Investigation

A member of staff will be at liberty to express their concern to the Head or Deputy, Nursery Manager or the Bursar.

Any concern raised will be investigated thoroughly and in a timely manner, and appropriate corrective action will be pursued. The member of staff making the allegation will be kept informed of progress and, whenever possible and subject to third party rights, will be informed of the Resolution.

A member of staff who is not satisfied that their concern is being properly dealt with will have a right to raise it in confidence with the Trustees. Or directly to the *Local Authority Designated Officer (LADO) on 01603 223473.*

The preferred method of communication is via email and the LADO can be contacted here: LADO@norfolk.gov.uk?

# External Procedures

Where all internal procedures have been exhausted, a member of staff shall have a right of access to the Chairman of Governors.

It should be noted that under the Public Interest Disclosure Act 1998, there are circumstances where a member of staff may be entitled to raise a concern directly with an external body where the employee reasonably believes :-

* That exceptionally serious circumstances justify it;
* That the School would conceal or destroy the relevant evidence;
* Where they believe they would be victimised by the School;
* Where the Secretary of State has ordered it.

# Malicious Accusations

False, malicious, vexatious or frivolous accusations will be dealt with under the School’s Disciplinary Procedure.

# Protection from Reprisal or Victimisation

No member of the staff will suffer a detriment or be disciplined for raising a genuine and legitimate concern, providing that they do so in good faith and following the Whistleblower procedures.

1. **DATA PROTECTION POLICY**

The School is registered under the Data Protection Act.

# General Statement of the School’s Duties

The School is required to process relevant personal data regarding workers as part of its operation and shall take all reasonable steps to do so in accordance with this Policy.

# Data Protection Controller

The School has appointed the Bursar as the Data Protection Controller (DPC) who will endeavour to ensure that all personal data is processed in compliance with this Policy and the Principles of the Data Protection Act 1998.

# The Principles

The School shall so far as is reasonably practicable comply with the Data Protection Principles contained in the Data Protection Act to ensure all data is:-

* Fairly and lawfully processed
* Processed for a lawful purpose
* Adequate, relevant and not excessive
* Accurate and up to date
* Not kept for longer than necessary
* Processed in accordance with the data subject’s rights
* Secure
* Not transferred to other countries without adequate protection

# Personal Data

Personal data covers both facts and opinions about an individual. It includes information necessary for employment such as the worker’s name and address and details for payment of salary.

# Processing of Personal Data

A worker’s consent may be required for the processing of personal data unless processing is necessary for the performance of the contract of employment. Any information which falls under the definition of personal data and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with the consent of the worker.

# Sensitive Personal Data

The School may, from time to time, be required to process sensitive personal data regarding a worker. Sensitive personal data includes medical information and data relating to gender, religion, race, sexual orientation, trade union membership and criminal records and proceedings. Where sensitive personal data is processed by the School, the explicit consent of the worker will generally be required in writing.

# Rights of Access to Information

Workers have the right of access to information held by the School, subject to the provisions of the Data Protection Act 1998. Any worker wishing to access their personal data should put their request in writing to the Bursar. The School will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event, within 40 days for access to records and 21 days to provide a reply to an access to information request. The information will be imparted to the worker as soon as is reasonably possible after it has come to the School’s attention.

# Exemptions

Certain data is exempted from the provisions of the Data Protection Act which includes the following:-

* The prevention or detection of crime;
* The assessment of any tax or duty;
* Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon the School.

The above are examples only of some of the exemptions under the Act. Any further information on exemptions should be sought from the DPC.

# Accuracy

The School will endeavour to ensure that all personal data held in relation to workers is accurate. Workers must notify the DPC of any changes to information held about them. A worker has the right to request that inaccurate information about them is erased.

# Enforcement

If a worker believes that the School has not complied with this Policy or acted otherwise than in accordance with the Data Protection Act, the worker should utilise the School grievance procedure and should also notify the DPC.

# USE OF TELEPHONE, E-MAIL SYSTEMS AND INTERNET

##### Computers are an integral part of our lives, both working and personal. Use of the Internet, sending and receiving e-mails are very simple operations and their ease of use can be their biggest drawback. Please make sure that you are familiar with and adhere to the following policy.

##### This Policy applies to the use of

##### all internet and electronic mail facilities, multi-user computers, workstations, micro-computers, and any networks connecting them provided by the School;

##### all hardware owned, leased, rented or otherwise provided by a member of staff and connected to or otherwise accessing School networks or other facilities;

##### Hardware owned, leased, rented or otherwise provided by staff may be directly connected only by arrangement with, and with the explicit approval of the Bursar.

##### The system must be used only in connection with your duties for which the School employs you.

##### Limited use of E-mail and Internet facilities for personal purposes is permitted. The School acknowledges that personal use may occur from time to time. Any such use must be in accordance with this Policy and must not disrupt staff duties. Abuse or excessive use of the e-mail and/or Internet will be dealt with through the disciplinary procedure.

##### You must not interfere with the work of others or the system itself. The facilities must be used in a responsible manner - in particular, you must not:

##### create, transmit or cause to be transmitted material which is designed or likely to cause annoyance, inconvenience, needless anxiety or offence, and you must not create, transmit or cause to be transmitted offensive obscene or indecent material;

##### create, transmit or cause to be transmitted defamatory material;

##### create, transmit or cause to be transmitted material such that the copyright of another person is infringed;

##### download any files unless virus scanned

##### use networked computing equipment for playing computer games;

##### gain deliberate unauthorised access to facilities or services accessible via local or national networks;

##### transmit by e-mail any confidential information of the School otherwise than in the normal course of your duties;

##### send any message internally or externally  which is abusive, humiliating, hostile or intimidating;

##### join any mailing groups or lists without the consent of the School.

##### you must not gain unauthorised access to or violate the privacy of other people's files, corrupt or destroy other people's data or disrupt the work of other people;

##### disclose passwords to third parties without the consent of the School.

##### **You must:**

##### observe this policy at all times and note the disciplinary consequences of non-compliance which in the case of a gross breach or repeated breach of the Policy, may lead to dismissal;

##### ensure that you use the School standard e-mail sign off and disclaimer for all external e-mail;

##### produce and write e-mail with the care normally given to any form of written communication;

##### appreciate that electronic mail is relatively insecure and consider security needs and confidentiality before transmission

##### 

##### **The School reserves the right to monitor staff communications in order to**

##### establish the existence of facts

##### ascertain compliance with regulatory or self-regulatory procedures

##### monitor standards which are achieved by persons using the system in the course of their duties and for staff training purposes

##### to prevent or detect crime

##### to investigate or detect unauthorised use of the School's communication systems

##### ensuring the effective operation of the system such as protecting against viruses, backing up and making routine interceptions such as forwarding e-mails to correct destination

* To investigate a complaint

##### to gain access to routine business communications for instance checking voice mail and e-mail when staff are on holiday or on sick leave

**Within the EYFS**

* Phones are prohibited from being used in the settings; if they are taken in by mistake then photos must be shown to the senior member of staff on duty to ensure there are no breaches of safeguarding.
* Personal phones, cameras, lap tops etc which may have cameras/videos on must not be used in the settings
* If a breach of any of the above comes to the attention of any member of staff they reserve the right to request to view the photos to ensure not breach of safeguarding has taken place.

# INVENTIONS, PATENTS, COPYRIGHT

You are required to inform the School immediately of any invention, improvement, discovery, process, design or copyright which you create or obtain whilst in the School’s employ or as a consequence of it. This will become the absolute property of the School except as otherwise stated by statute.

# Communications with the Media

You must not speak to or communicate with the media on matters concerning the School’s affairs or regarding your position in the School without the prior written permission of the Head or Bursar.

1. **SOCIAL MEDIA POLICY**

A social networking site is any website which enables its users to create profiles, form relationships and share information with other users. It also includes sites which have online discussion forums, chat-rooms, media posting sites, blogs and any other social space online. It includes but is not limited to, sites such as Facebook, Instagram, Ping, Twitter and Wikipedia.  It is not intended to affect your ability to use LinkedIn for purely professional purposes.

This policy applies to the use of social media for both business and personal purposes, whether during [School/working] hours or otherwise. The policy applies regardless of whether the social media is accessed using our IT facilities and equipment or equipment belonging to members of staff or any other IT equipment.

##### Breach of this policy may result in disciplinary action up to and including dismissal. Disciplinary action may be taken regardless of whether the breach is committed during working hours, and regardless of whether our equipment or facilities are used for the purpose of committing the breach. Any member of staff suspected of committing a breach of this policy will be required to co-operate with our investigation, which may involve handing over relevant passwords and login details so far as this is consistent with the right of an individual to private and family life.

##### Staff may be required to remove internet postings which are deemed to constitute a breach of this policy. Failure to comply with such a request may in itself result in disciplinary action.

##### 

##### **Implementation of the policy**

##### The Head Master has overall responsibility for the effective operation of this policy. All staff are responsible for the success of this policy and should ensure that they take the time to read and understand it. Any misuse of social media should be reported to Head Master.

##### 

##### **Relationship with other School policies**

##### If an internet post would breach any of our policies in another forum it will also breach them in an online forum. For example, staff are prohibited from using social media to:

##### breach our obligations with respect to the rules of relevant regulatory bodies;

##### breach any obligations they may have relating to confidentiality;

##### breach our Disciplinary Rules;

##### defame or disparage the School or our affiliates, parents, staff, pupils,  business partners, suppliers, vendors or other stakeholders;

##### harass or bully other staff in any way or breach our Anti-harassment and bullying policy;

##### unlawfully discriminate against other staff or third parties or breach our Equal Opportunities policy;

##### breach our Data Protection policy (for example, never disclose personal information about a colleague, pupil or parent online);

* Contact or accept contact from current or recently past pupils

##### breach any other laws or ethical standards (for example, never use social media in a false or misleading way, such as by claiming to be someone other than yourself or by making misleading statements).

##### Behaviour online can be permanent and so staff must be extra cautious about what they say as it can be harder to retract.

##### Staff must also be aware of the particular risks to internet security that social media presents and] must take any extra measures necessary not allow any of their actions on social media sites to create vulnerability to any School systems.

##### Staff who breach any of the above policies will be subject to disciplinary action up to and including termination of employment.

##### **Responsible use of social media**

##### Staff must be aware that their role comes with particular responsibilities and they must adhere to the School's strict approach to social media.

##### **Staff must:**

##### ensure that wherever possible their privacy settings on social media sites are set so that pupils cannot access information relating to their personal lives;

##### obtain the prior written approval of the Head, to the wording of any personal profile which you intend to create where the School is named or mentioned on a social networking site;

##### seek approval from the Head before they speak about or make any comments on behalf of the School on the internet or through any social networking site;

##### report to the Head Master immediately if they see any information on the internet or on social networking sites that disparages or reflects poorly on the School;

##### immediately remove any internet postings which are deemed by the School to constitute a breach of this or any other School policy;

##### consider whether a particular posting puts their effectiveness as a teacher at risk;

##### post only what they want the world to see.

##### **Staff must not:**

##### provide references for other individuals, on social or professional networking sites, as such references whether positive or negative can be attributed to the school and create legal liability for both the author of the reference and the school

##### use commentary deemed to be defamatory, obscene, proprietary, or libellous. Staff must exercise caution with regards to exaggeration, colourful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterisations;

##### discuss pupils or colleagues or publicly criticise the School or staff;

##### post images that include pupils;

##### initiate or accept friendships with pupils on any personal social network sites;

##### **Personal use of social media**

##### We recognise that staff may work long hours and occasionally may desire to use social media for personal activities at the office or by means of our computers, networks and other IT resources and communications systems. We authorise such occasional use so long as it does not involve unprofessional or inappropriate content and does not interfere with your employment responsibilities or productivity. While using social media at work, circulating chain letters or other spam is never permitted. Circulating or posting commercial, personal, religious or political solicitations, or promotion of outside organisations unrelated to the organisation's business are also prohibited. Staff must ensure that their use of social media does not create any breaches of internet security and therefore must be careful to avoid any applications that might interrupt our IT systems. Excessive use of social media that interrupts staff productivity will be subject to a disciplinary procedure, consistent with this policy.

##### **The monitoring of social media**

##### The contents of our IT resources and communications systems are our property. Therefore, staff should have no expectation of privacy in any message, files, data, document, facsimile, telephone conversation, social media post conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on our electronic information and communications systems.

##### We reserve the right to monitor, intercept and review, without further notice, staff activities using our IT resources and communications systems, including but not limited to social media postings and activities, to ensure that our rules are being complied with and for legitimate business purposes and you consent to such monitoring by your use of such resources and systems. This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, log-ins, recordings and other uses of the systems as well as keystroke capturing and other network monitoring technologies.

##### We may store copies of such data or communications for a period of time after they are created, and may delete such copies from time to time without notice.

##### Do not use our IT resources and communications systems for any matter that you wish to be kept private or confidential from the organisation.

##### 

##### **Social media and the end of employment**

##### If a member of staff's employment with our School should end, for whatever reason, any personal profiles on social networking sites should be immediately amended to reflect the fact that you are no longer employed or associated with our School.

##### All professional contacts that a member of staff has made through their course of employment with us belong to our School, regardless of whether or not the member of staff has made social media connections with them.

##### **SECTION E – PERSONNEL ISSUES**

### PRINCIPLES

Our employment policies are designed to produce a framework within which all staff are treated in a fair and consistent manner. They have been developed to ensure that staff are aware of what is expected of them and what the school, for its part, offers in return.

The objectives are therefore to match the school’s needs with staff satisfaction so far as is possible, but also to motivate employees towards the achievement of the school’s primary purpose. To achieve this, a number of principles have been adopted in preparing our employment policies and these are as follows:

* To promote the utilisation of knowledge, skill and experience of all employees to ensure the efficient and timely operation of all the school’s support services.
* To reflect a sensitivity to the attitudes and views of all employees.
* To offer opportunities for personal development and advancement, where this is possible, to all employees with the necessary ability, ambition and integrity, in order to meet the needs of the school.
* To provide pay and benefits that are fair and competitive for the job they hold.
* To support the good faith with which all employees and their representatives are dealt.

# EMPLOYEE RELATIONS

The School places great value on good working relationships between employer and employee and between employees. Efforts are continuously directed towards maintaining a constructive relationship and finding mutually acceptable solutions to workplace problems and issues. To this end the following basic principles apply:

* Achieve high performance standards by encouraging employee commitment and teamwork, and promoting an attitude of trust.
* Maintain a work environment in which the personal dignity of each individual is respected and discrimination and harassment are not tolerated.
* Provide employment conditions that are competitive.
* Communicate regularly with employees about the School’s objectives, achievements and significant developments.
* Recognise the right of every employee to present a complaint, to appeal against a decision and to receive a response within a reasonable time.

Many employers set out detailed disciplinary rules which apply to employees. Notwithstanding this, we have attempted to keep such rules to a minimum to demonstrate trust in our staff and confidence that normal standards of behaviour will prevail through self-discipline rather than through a rigid application of rules.

The rules we do have, therefore, are for a practical purpose and are in addition to the expectations which society has regarding acceptable behaviour. The aim is to promote efficient and safe working.

1. **EQUAL OPPORTUNITIES POLICY**

Glebe House School is an equal opportunities employer.

In order to promote an environment within which the school can call upon the widest possible range of knowledge, skill and experience, as well as ensuring compliance with the relevant legislation and codes of practice, we are committed to achieving and maintaining a workforce which represents the population within our recruitment area in terms of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability (together known as “Protected Characteristics”).

To this end, we shall regularly review the operation of our recruitment, promotion, training and development policies to ensure that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

No employee or prospective employee will receive unfair or unlawful treatment on the grounds of a Protected Characteristic, because they are perceived to have a Protected Characteristic or because they are associated with someone who has a Protected Characteristic, in particular but not only, in relation to:

* Recruitment and selection
* Promotion, transfer & training opportunities
* Benefits, terms and conditions of employment
* Grievance and disciplinary procedures
* Termination of employment including redundancies
* Conduct at work
* Procedures ensure fair and equitable treatment in relation to admission and assessment of students.

The principles of non-discrimination and equality of opportunity also apply to the way in which staff must treat visitors, pupils, parents, suppliers and former members of staff.

**Implementation**

The School with the assistance of the staff will:

* Break down any barriers to equality of opportunity which may prevent staff members realising their full potential or accessing benefit
* Advertise vacancies and ensure job selection criteria are appropriate for the job.
* Promptly and fully investigate all complaints of discrimination and harassment, taking appropriate action where necessary.
* Ensure that all members of staff are fully informed and trained on this Policy.
* Monitor the composition of the School and the effects of its recruitment practices.
* Existing procedures are reviewed and examined to ensure they are not discriminatory in their operation
* Language used in official communication reflects the letter and spirit of the policy

# Recruitment and Selection

The staffing process is governed by the school’s principles of non discrimination and is designed to achieve the best match between, on the one hand, the individual’s knowledge and skills, experience and character and, on the other hand, the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions.

* The capability of the individual to perform in the position will be the major selection criterion but the ability both to work with others and to be trained, coupled with individual potential will be taken into account.
* All applicants will be dealt with courteously and as expeditiously as possible.
* Carefully selected and validated skills and/or psychometric tests may be used as part of the selection process and will be administered by a trained tester.
* Appointments will be confirmed on receipt of satisfactory references and CRB checks and/or medical report and/or satisfactory completion of a probationary period.

Disability

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

A disability will not of itself justify the non-recruitment of an applicant for a position at the School. Such reasonable adjustments to the application procedures shall be made as are required to ensure that applicants are not disadvantaged because of their disability. For example, where written tests are used, alternative arrangements will be made for visually impaired applicants.

If you experience difficulties at work because of your disability, you may wish to contact your Head of Department to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Your Head of Department may wish to consult with you and your medical adviser about possible adjustments and you may be required to give your consent to a report being produced about your state of health and ability to perform your duties. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible. Once an adjustment has been made its operation may need to be reviewed at agreed intervals, to assess its continuing effectiveness.

The School will make such adjustments to work arrangements or School premises as are reasonable to enable a disabled staff member to carry out his or her duties. This will include, but is not limited to, consideration of the provision of specialist equipment, job redesign, flexible hours.

Where during the course of their employment a disabled member of staff recognises their need for a reasonable adjustment to be made to work arrangements or School premises, he or she should discuss this requirement with the Bursar.

Dignity at Work

You should not engage in any behaviour or conduct which may amount to harassment of another person at work. Harassment of any kind is regarded as a disciplinary offence and in serious instances may lead to instant dismissal.

Harassment may take the form of unwanted conduct which is related to a relevant Protected Characteristic which is perceived as affecting an employee’s dignity at work. It may also take the form of unwanted conduct towards someone based on their appearance or other personal characteristics which is perceived as affecting their dignity at work. It is not only unwanted physical contact, assault or propositions; it includes suggestive remarks or gestures, pin-ups, graffiti, offensive comments, jokes and banter. Harassment may include bullying, intimidatory behaviour, persistent teasing or constant unfounded criticism of the performance of work tasks, unfair allocation of work and responsibilities, or exclusion from normal work place conversation. It may be directed towards one individual or a group. A single incident can amount to harassment if sufficiently grave.

**Procedure**

* If you consider that you have been the recipient of unwanted conduct amounting to harassment, it is open to you to try to resolve the problem informally with the other person, either face to face or in writing. If this is not appropriate or has not been successful, you may raise a grievance in accordance with the procedure in this Handbook. All such grievances will be dealt with sensitively and in confidence as far as reasonably practicable to progress the complaint. Both during the investigation of the complaint and afterwards (whatever the outcome), consideration will be given to ensuring that you and the alleged harasser are not required to work together against your wishes.
* If you consider that you have been subject to discrimination of any form, you should inform the Head / the Bursar, the Nursery Manager or their deputy.
* The School will seek to ensure that you are not in any way penalised whether directly or indirectly for bringing a complaint and the situation will be monitored to ensure that the harassment has stopped.
* False or malicious allegations will be treated as a disciplinary offence. Retaliation against a member of staff who complains of harassment can be expected to lead to disciplinary action.

1. **CODE OF CONDUCT**

***School Ethos***

Glebe House School combines the best of traditional and modern approaches, providing an all round education to its pupils. High academic standards, excellence in sport and the Arts, and a happy, purposeful living and working environment are central to the ethos of the School. The very highest standards of courtesy, behaviour and endeavour are expected from pupils. Staff in return are committed to providing pupils with the very best care, attention and education. The Staff set the standards of the School and all Staff have a part to play in ensuring this ethos is maintained.

***Staff should***

* conduct themselves in a professional manner and provide a good role model for emerging adults
* exercise their duty of care towards pupils and take all reasonable steps to ensure the safety of pupils and other staff by following the Health and Safety policy guidelines
* show respect for pupils, parents and colleagues through honesty, courtesy and punctuality

# show tolerance and consideration for all without prejudice towards creed, disability, gender or race

* fulfil an appropriate pastoral role and support pupils in their emotional, intellectual, physical, social and spiritual development

# be of smart appearance in keeping with the School’s ethos (or dress in the manner that is appropriate to the job)

* present a positive image of the School to the wider community and be a good ambassador at all times

# communicate effectively and work collaboratively and supportively with colleagues as part of a team

* respect the e-mail, internet and telephone protocols of the School
* maintain School property as if it were their own.
* be aware of and follow safeguarding procedures and Staff Protection procedures
* respect confidentiality regarding information about pupils and colleagues
* report any illness promptly to the Deputy Head, or Nursery Manager and maintain communication with the School during their absence so that colleagues are able to provide adequate cover
* observe copyright law concerning music, video, DVD and printed material
* discuss the ownership of intellectual property with the Head before selling rights to publishers and third parties
* declare any conflict of interest if and when appropriate

# *Staff must not*

* act in any way that brings the School into disrepute
* take illegal drugs or any other illegal substances
* Act unreasonably towards children in their care, through shouting or speaking aggressively when disciplining or reminding children of their behaviour. Always think ‘firm, fair and calm’.
* be under the influence of alcohol while teaching or on duty or otherwise in the presence of pupils or parents
* smoke anywhere on the school premises or when on school business (a school trip, for example)
* use abusive language or bullying tactics
* conduct any form of physical or intimate relationship with a pupil
* conduct any form of physical or intimate relationship with a former pupil that had its grounding in a staff-pupil connection
* use corporal punishment or unreasonable restraint in dealings with pupils
* view, download or send pornographic, racist or violent material
* make statements to journalists concerning Glebe House School, unless with the express permission of the Head
* abuse privileges or opportunities which the School provides. (School property and materials must not be appropriated for personal use and events and trips organised for pupils must not involve any personal gain to the organiser. The School policy of allowing easy access to telephones and computers must not be abused by running up large bills for communications of a personal nature)
* accept gifts or gifts in kind which have a value greater than £150 from pupils or parents without consulting the Head or accept gifts or gifts in kind from suppliers which have a value greater than £50 without consulting the Bursar
* issue their network passwords to pupils or colleagues or allow others to access the network in their name
* breach any of the rules or regulations detailed in the School’s Disciplinary Policy under Gross Misconduct

***Teaching Staff should (in addition to the points outlined for all staff)***

* teach their allocated timetable competently and foster an enthusiasm for their subject
* prepare lessons/sessions/next steps thoroughly and assess and monitor pupil progress carefully
* play a full part in running the extra curricular activities of the School, unless exempted
* be accessible and welcoming to parents as appropriate to their role

**5. DISCIPLINARY PROCEDURE**

The code of conduct and the disciplinary procedure, with which all employees have a responsibility to familiarise themselves, are designed to promote fairness and consistency in the treatment of all employees and to assist the school to function effectively. This procedure will apply to any disciplinary situation which includes misconduct and also poor performance (in conjunction with the capability procedure).  It is not contractual but applies to all employees (save for those in their first year of service (or two years for staff employed after 6 April 2012)) who should familiarise themselves with its provisions.

The code of conduct sets standards of required conduct at work. The disciplinary procedure is designed to ensure that these standards are adhered to and provides a fair method of dealing with any alleged failures to observe them.  The procedure does not preclude minor disciplinary situations from being dealt with informally.

In cases other than gross misconduct or in the first year or two of employment (as noted above), an employee whose conduct or performance does not meet the standards will normally first be counselled in an attempt to achieve the required improvement.  However the School reserves the right to commence the procedure at any stage if the circumstances warrant such action. No disciplinary action will be taken until the case has been investigated and the employee has had the opportunity to respond to the allegations in accordance with the procedure set out below.  All disciplinary situations will be dealt with without unreasonable delay. In the event of absence of any of those involved, except for the employee who is the subject of the procedure, a deputy may take their place provided that this will not jeopardise the likelihood of a fair outcome.

**Suspension**

Where an employee is accused of an act of serious or gross misconduct, or where the circumstance otherwise warrant it, after careful consideration he/she may be suspended from work on full pay pending the outcome of the disciplinary procedure.  Such suspension is not a form of disciplinary action. Where appropriate, during any disciplinary investigation or suspension, the Head or Bursar will appoint a senior member of staff, who is not involved in the disciplinary procedure, to provide guidance and support to the member of staff under investigation or suspension.

**Formal Disciplinary Procedure**

**Investigation**

When a disciplinary situation arises a senior member of staff will, as soon as reasonably practicable, carry out an investigation into the matter. The investigation will be confined to establishing the facts and gathering any relevant documentation. Where necessary, the investigating officer will obtain statements from any relevant individuals. An investigatory meeting with the employee may take place if considered appropriate by the investigating officer.

##### 

##### **Notification**

##### If, as a result of the investigation, it is decided that there is a disciplinary case to answer, the employee will be invited to attend a disciplinary meeting.

##### The employee will be informed in writing of the nature of the complaint and where appropriate, will be provided with copies of any written evidence gathered during the investigation.

##### Where either party intends to call any relevant witnesses at the disciplinary meeting, advance notice of their intention to do so must be given.

##### 

##### **Disciplinary Meeting**

##### A disciplinary meeting will be conducted by the Head or Bursar (or an appropriate senior member of staff appointed by them, who has no prior involvement). The employee may be accompanied by a trade union representative or colleague if desired. The employee and their companion should make every effort to attend the disciplinary meeting. In the event that the employee fails to attend the disciplinary meeting this will usually be rearranged once, but should they fail to attend the rearranged meeting then a decision may be reached in their absence.

##### The employee will be given the full opportunity at the disciplinary meeting to explain the matter and respond to the allegations.

##### A note taker will usually be present but will not be involved in the decision making process.

##### If following the disciplinary meeting it is decided that disciplinary action is warranted, the employee will be advised of the decision in writing and will specify the details of:

##### the failure to meet the required standard

##### any action required by the employee to remedy the situation

##### any relevant review period /duration of warning  and the consequences of continued or subsequent failure to reach and sustain the required standard of performance or conduct

##### the right of appeal

##### In the event that disciplinary action is warranted one of the sanctions below may be issued. A sanction may be imposed at any level including summary dismissal depending on the circumstances.

##### **Oral Warning**

##### In the case of minor offences or underperformance the employee will be given a formal oral warning. The employee will be advised of the reason for the warning, the formal nature of the warning and possible future consequences and specifying, if appropriate, the improvement required and over what period.

##### **Written Warning**

##### In the case of more serious offences or underperformance, a further offence or a repetition of earlier minor offences or a failure to improve, the employee will be given a written warning, setting out the precise nature of the offence, the likely consequences of further offences and specifying, if appropriate, the improvement required and over what period.

##### **Final Written Warning**

##### In the case of a sufficiently serious offence or under performance, or a repetition of earlier offences the employee will be given a final written warning, setting out the precise nature of the offence, the likely consequences of further offences and specifying, if appropriate, the improvement required and over what period. This may include a statement that any recurrence or no improvement may lead to a dismissal or to some other action short of dismissal.

##### **Dismissal**

##### This stage will normally result from continued failure by the employee to act on previous warnings or an act of gross misconduct. In the case of gross misconduct the employee will normally be dismissed without notice or payment in lieu of notice. If the decision to dismiss is made the employee will be informed in writing of the reason for dismissal, the date on which the contract between the parties will terminate and the appropriate period of notice.

##### **Alternatives to Dismissal**

##### In exceptional circumstances, the following actions short of dismissal may be considered as an alternative to dismissal:

##### suspension without pay

##### demotion

##### transfer

##### 

##### **Gross Misconduct**

##### In exceptional circumstances, employees may be dismissed without notice if it has been established, after investigation and after hearing the employee's explanation at a disciplinary meeting, that there has been an act which constitutes gross misconduct.

##### Examples of actions which constitute gross misconduct include (but are not limited to):

##### gross insubordination

##### serious breach of health and safety rules

##### serious breach of the School email and internet use policy

* lying to the school, co-workers, pupils or parents of the school

##### theft or fraud from either the School, co-workers, pupils or parents of the school deliberate damage to School property or that of co-workers

##### being under the influence of drink or illegal drugs at work

##### disorderly or threatening conduct on school premises

##### contravention of the equal opportunities and discrimination policy

##### negligence resulting in serious loss, damage, or injury

* abandonment of children in their care
* Leaving children in the unsupervised care of an adult without a DBS check – it is the responsibility of the teacher in supervision of those pupils to ensure that anyone they are left with has a clear DBS check by checking with the school.

##### assault or attempted assault

##### falsification of records

##### conviction on a criminal charge

##### breach of School policies or procedures

##### bullying or harassment of colleagues, pupils or parents

##### abuse or suspected abuse of your position of trust in relation to pupils at the School

##### bringing the School into disrepute

##### **Appeals**

##### An employee may appeal against a disciplinary decision within five working days of receipt of the written decision. Such appeals are to be made in writing [to the Bursar].

##### The appeal hearing will be convened as soon as is reasonably practicable. The appeal hearing will be held by the Head or Bursar, or a Governor or panel of up to three Governors (who have had no prior involvement). The Head or Bursar will not hear the appeal if they held the disciplinary meeting. Where new evidence arises prior to or during the appeal the employee will be given access to any relevant information or evidence and will have the opportunity to make representations. The employee will have the right to be accompanied at any appeal hearing by a colleague or trade union representative. The employee will be informed in writing of the decision of the appeal hearing following the conclusion of the hearing. Such decision will be final. In the event of an unsuccessful appeal against a decision to dismiss the original dismissal date shall stand.

##### 

##### **Record Keeping**

##### A copy of all formal warnings will be retained on an employee's personal file but will be considered spent after the following periods:

##### A note of an oral warning, after a period of six months;

##### A copy of a first written or final written warning, after a period of twelve months.

##### **6. CAPABILITY PROCEDURE**

##### This procedure applies where a member of staff is failing to carry out their responsibilities or duties in a satisfactory manner, due to a lack of ability, experience or qualifications or on health grounds.

##### This procedure aims to ensure fairness and consistency throughout the School and provides for warnings to be given for failure to meet our standards of job performance. The procedure is non-contractual in nature, but applies to all members of staff except those who are in their first year of employment or for members of staff commencing after 6 April 2012, this procedure will not apply during the first 2 years of employment. All members of staff should familiarise themselves with its provisions.

##### Most performance improvement procedures will follow the course set out below. However, we may vary the process to suit individual circumstances; such a variation will not amount to a breach of this procedure. The procedure will be invoked when performance issues arise or are identified either following an appraisal process or otherwise.

##### The School will normally address performance informally, and offer appropriate training and support to an employee before progressing under this procedure.

##### The procedures set out in this document aim to ensure that there is:

##### Openness and awareness for staff when they are not meeting the required levels of performance.

##### A means of monitoring performance and establishing performance criteria.

##### A degree of consistency in how staff are given opportunities to attain satisfactory levels of performance.

##### Assistance in identifying the most appropriate form(s) of support and providing that support

##### The School will consider what training and support it can give the employee to help them meet the performance requirements.

##### **Suspension**

##### Where you are accused of an act of serious or gross negligence, you may be suspended from work, on full pay and benefits, pending the outcome of the capability or disciplinary procedure. [Where appropriate, during any investigation or suspension, the Head or Bursar will appoint a senior member of staff, who is not involved in the capability or disciplinary procedure, to provide guidance and support to the member of staff under investigation or suspension.]

##### **Formal Hearing**

##### If we consider that it is necessary to invoke the formal capability procedure we will inform you in writing. In so doing, we will give you reasonable notice of a capability hearing and set out details of the alleged shortfall or failure in performance, together with any evidence relied upon if practicable and available.

##### At all stages of the procedure, you will be allowed to attend a capability hearing with a colleague a trade union official as a representative and you will be given an opportunity to state your case. You must take all reasonable steps to attend the hearing. In the event that you fail to attend the hearing this will usually be rearranged once, but should you fail to attend the rearranged hearing then a decision may be reached in your absence.

##### Following the hearing, we will write to you to confirm our decision. You will also be informed of your right to appeal the decision if you are not satisfied with it.

##### **Appeal**

##### An employee may appeal against a decision within five working days of receipt of the written decision. Such appeals are to be made in writing [to the Bursar].

##### **Final written warning**

##### In the case of a further repetition of earlier shortfall or failure, if you still fail to improve or if the shortfall or failure, whilst falling short of gross negligence, is serious enough to warrant only one written warning, you will be given a final written warning setting out the precise nature of the shortfall or failure containing a statement that any recurrence or failure to improve will lead to dismissal or whatever other penalty is considered appropriate and specifying, if appropriate, the improvement required and over what period. A final written warning will be kept on your record but will be considered expired after 12 months. Objectives, timescales and measures for the performance improvement should be set. Your Head of Department should offer help with training and supervision as required. Your conduct and performance will be appraised, at intervals to be determined by your Head of Department, at any time during this period.

##### Depending upon the seriousness of the matter and all the circumstances, any of the above stages may be omitted.

##### 

##### **Dismissal**

##### In the case of gross negligence, or if all of the appropriate stages of the warning procedure have been exhausted, you will normally be dismissed.

##### We reserve the right to consider other possible formal action, including (but without limitation): demotion or transfer; loss of seniority or salary increment; suspension (without pay).

##### If you are dismissed, you will be provided with a written statement detailing the reasons for dismissal, the date on which employment will terminate and the right of appeal.

##### **Examples**

##### The following are non-exhaustive and non-exclusive examples of the sort of performance shortfalls or failures, which will normally lead to action being taken.

##### 

##### **Minor offences** (informal oral warning)

##### Occasional poor job performance involving sub-standard work or application.

##### 

##### **Serious offences** (written or final written warning)

##### Consistent poor performance or application.

##### Failure to improve performance following an appraisal meeting or performance review, within the timescale specified within such a meeting or review.

##### Failure to perform duties or roles to an acceptable standard for reasons which it is within your power to rectify.

##### You should be made aware that if there is no adequate improvement following the issue of warnings, such issues may result in dismissal.

##### 

##### **Capability and consistent performance offences** (dismissal with notice)

##### Incapable and/or unsuitable of performing role or main job functions/duties as set out in job description and which could not be rectified by training or coaching.

##### Consistent failure or unable to improve performance to required or reasonable standards or to the level of other members of staff carrying out the same, similar or equivalent work.

##### You are unable satisfactorily to do or do not have the qualifications, aptitude and/or ability for the job.

##### **Gross negligence** (dismissal without notice)

##### In the most serious cases of gross negligence, normally (but not necessarily) resulting in significant financial loss or loss of reputation to the School, where our continued trust and confidence in you has been destroyed as a result, dismissal may be without notice of payment in lieu of notice.

##### **Long term sickness absence**

##### Where an employee's underperformance is as a result of long term sickness absence then the School will always seek medical advice prior to making a decision about an employee's ongoing employment. The School will also consider whether there are any reasonable adjustments which can be made to assist the Employee to perform their role. In cases where the School has concerns about the Employee's long term ability to perform their job as a result of health grounds the School will normally move to dismissal stage without prior warnings.

##### **Relationship with Disciplinary Procedure**

##### You may be dismissed following exhaustion of the formal performance improvement procedure and have no separate right to have the disciplinary procedure followed prior to dismissal.

##### Live warnings issued under the disciplinary procedure may, if appropriate, be taken into consideration when considering the level of warning to be given under the performance improvement procedure, and vice versa.

##### **7. GRIEVANCE PROCEDURE**

##### Should an employee at any time have a grievance connected with his or her employment it will be the school's intention to consider and resolve it at the earliest opportunity and to the satisfaction of all concerned wherever possible. The procedure is not contractual but applies to all employees who should familiarise themselves with its provisions. All stages of this process will be dealt with without unreasonable delay.

##### **Informal**

##### An employee who has a grievance with any aspect of his or her employment should raise it initially with his or her line manager and the matter will be discussed informally and resolved where possible.

##### **Formal**

##### If no satisfactory resolution is possible or the employee considers they have not been fairly treated, they may raise it in writing to the Head of Department and it will be treated as a formal grievance.

##### When an employee raises a formal grievance a meeting will be arranged as soon as possible.  At the meeting the employee will have the opportunity to explain their grievance and how they think it may be resolved. Depending on the circumstances, the meeting may be adjourned in order for an investigation to take place. Where the matter needs to be investigated and/or the meeting adjourned, the employee will be given an indication of the likely timescale for receiving a response.

##### At the meeting, the employee may be accompanied by a colleague or trade union representative of their choice.

##### The employee will be informed in writing of the outcome of the grievance and the reasons for the decision. If any action is to be taken as a result of the grievance, the employee will, where possible, be informed.

##### The decision will be issued as soon as possible following the conclusion of the meeting. Where the matter needs to be investigated and/or the meeting adjourned, the employee will be given an indication of the likely timescale for receiving a response.

##### 

##### **Appeal**

##### If the employee feels that his or her grievance is not satisfactorily resolved, or feels they have been unfairly treated, he or she may, within five working days of the written decision, appeal in writing to the [Head or Bursar].

##### An appeal hearing will be convened as soon as is reasonable practicable, and will be heard by either the Head, Bursar, Governor or a panel of up to three Governors.

##### At the appeal hearing, the employee may be accompanied by a colleague or a trade union representative of their choice.

##### Whenever possible, a decision of the appeal and the reasons for it will be given within ten working days of the hearing. This decision will be given in writing and will be final.

##### 

# 8. References

All requests for references should be communicated to the Head, the Bursar or the Nursery Manager. No reference should be given on behalf of the School by an employee other than with the permission of the Headmaster.

Mortgage, rent or legal references will only be given in response to a specific written request and no information will be supplied without your permission.

1. **TRAINING AND DEVELOPMENT**

Structured training and development at all levels within the school is essential to the efficient and effective operation of the school’s support services and the development of the individual.

The School aims to ensure that all employees have the knowledge, skills and experience to meet satisfactorily the required standards of job performance. In order to meet its requirements, the school will provide opportunities for personal development and advancement to those employees with the requisite ability, aspirations and characteristics. The objectives of the Training and Development Policy are as follows:

* To provide an effective induction programme for each individual ensuring an understanding of the school, department and the individual’s duties and responsibilities and this will include training/instruction on health and safety and any legal requirements, such as may arise through the charitable status of the school, associated with his or her job.
* To provide introductory and ‘on the job’ training to enable new employees to reach the required performance standard.
* To identify the current and future training needs of the individuals and match these to cost effective training programmes.
* To provide training to ensure improvements in skills, knowledge and attitude.
* To encourage and support employees to undertake further studies in the areas which are of benefit to themselves and their role in the school.
* Within the EYFS staff should aim for 4 days CPD per year in liaison with the nursery manager and dependent on available funding.

The performance review process involves departmental heads in reviewing the attributes of their staff with a view to matching them with the school’s requirements. The development of individuals is a two way process; departmental heads will discuss the performance of the individual and provide information on available opportunities, whilst employees will have the responsibility of informing their departmental head of their aspirations and co-operating with actions designed to maintain and improve their abilities. This process supplements the informal observation and contact between the departmental head and the employee.

1. **Retirement POLICY**

**Policy Statement**

The School currently has no default retirement age applying to all staff although this will be reviewed from time to time by the School to reflect our business needs. We acknowledge that retirement is a matter of choice for individuals.

It may be that for certain posts within the School, a default retirement age is necessary. If this is the case, it will be specified in your contract of employment or notified to you in writing. We will review whether any fixed retirement age remains necessary from time to time and will let you know if we consider this needs to change.

We are proud to employ people of all ages and consider that age diversity is beneficial to the organisation. We are committed to not discriminating against employees because of age and adhere to the principles set out in our Equal Opportunities Policy.

Employees are free to retire whenever they choose. Employees may wish to ask the School to consider alternative roles or working patterns, which may be agreed solely at the School's discretion. If eligible, they may make a formal request to work flexibly in accordance with the Flexible Working Policy.

**Purpose of the policy**

This policy aims to create a framework for workplace discussions, enabling you to express your preferences and expectations with regard to retirement and enabling us to plan for our business.

This policy does not form part of your contract of employment and we may amend it from time to time as we consider appropriate.

**Discussing your future plan**

You or your manager or Head of Department may want to discuss your short, medium and long-term plans, as the need arises. For example, a promotion opportunity may arise, or, if your circumstances change, you may want a different working pattern or to stop work altogether. We need to plan ahead, and so may indicate to staff from time to time that it would be helpful to know what their plans are. There is no obligation for us or you to hold workplace discussions about your future plans, but it may be mutually beneficial to do so.

##### We will not make generalised assumptions that performance will decline with age, whether due to competence or health issues. Regardless of age, if we think there are problems with your performance or ill-health, these will be dealt with in the usual way, through the Capability Procedure.

##### If a workplace discussion takes place for the purposes above, we will aim to make it as informal as possible.

##### During any workplace discussion:

##### we will not assume that you want to retire just because you are approaching a certain age, such as state pension age; and

##### we will not make discriminatory comments, suggesting that you should retire due to age.

##### If you indicate that you are thinking of retiring, you are free to change your mind at any time until you have actually given notice to terminate your employment.

##### Your employment or promotion prospects will not be prejudiced because you have expressed an interest in retiring or changing work patterns.

##### If you express an interest in moving to a more flexible working pattern or changing role, we will confirm that this is what you want before any action is taken which could affect your employment, such as a change to your role or responsibilities.

##### **Giving notice of retirement**

##### If you have decided to retire, we would appreciate as much notice as possible.  In any event you must give the School at least the notice you are obliged to give under your contract of employment.

##### **Pension Arrangements**

##### If you decide to retire or would like the School to consider alternative patterns, you should take pension advice from your pension provider or a pension adviser. The School cannot give advice on the effect on your pension of either retirement or of amending your hours of work.

## SECTION F – FAMILY FRIENDLY LEAVE ENTITLEMENTS

# Maternity LEAVE AND PAY

All pregnant employees are entitled to paid time off to attend antenatal appointments. Please confirm your appointment times with your Line Manager or Head of Department giving as much notice as possible. You may be asked for your appointment card.

Parent craft classes or relaxation classes should be attended out of core working hours wherever possible. Where this is not possible please discuss with your Line Manager or Head of Department giving as much notice as possible.

**Maternity Leave**

All pregnant employees regardless of length of service or hours worked are entitled to take up to 52 weeks maternity leave, of which 26 weeks is Ordinary Maternity Leave and 26 weeks is Additional Maternity Leave. Additional Maternity Leave follows Ordinary Maternity Leave and there can be no gap between the two.

All pregnant employees must take a minimum of 2 weeks’ maternity leave immediately following the birth. This is compulsory maternity leave.

You may start your maternity leave any time from the 11th week before the EWC? provided that you notify the School by the 15th week before the EWC, of:-

* the fact that you are pregnant;
* the date of the EWC;
* the intended start date of maternity leave;

and submit a Form MAT B1 which is a certificate from your GP or midwife confirming the EWC.

The School will reply to you within 28 days to inform you of the date by which you are expected to return to work if you take your full leave entitlement.

You can change the start date of your maternity leave providing you give the School 28 days notice. If it is not reasonable practicable to give this much notice, for example if the baby is born early and leave must start early, then you do not have to give the above notice but should give the School as much notice as possible.

Maternity leave cannot start any earlier than 11 weeks before the EWC, unless the baby is born early and maternity leave starts automatically.

A pregnancy related illness during or after the 4th week before the EWC automatically triggers maternity leave.

**Statutory Maternity Pay (SMP)**

To qualify for SMP you must :-

* be pregnant and have reached the start of the 11th week before the EWC or have had your baby by then;
* have been continuously employed for at least 26 weeks by the end of the Qualifying Week (which is the 15th week before the EWC);
* have had normal weekly earnings at a rate not less than the lower earnings limit for National Insurance contributions for a period of 8 weeks immediately preceding the Qualifying Week;
* have stopped actually working for the School;
* give 28 days' advance notice of your absence and submit Form MATB1.

The SMP period lasts for a maximum of 39 weeks.

There is no distinction between part-time and full-time employees for SMP purposes.

If you are entitled to SMP, you will receive 9/10ths of your usual salary for the first 6 weeks and the current weekly SMP rate, from time to time in force, for the remaining period, (usually 33 weeks) subject to the usual deductions.

If you earn less that the weekly SMP rate, you will receive SMP at 9/10ths of your salary for the whole 39 week period.

If you are entitled to maternity leave, you will be able to receive SMP for the 39 weeks that you are away from work, unless you return to work earlier in which case your entitlement to SMP will stop on your return.

If you do not qualify for SMP, you may be entitled to Maternity Allowance which is payable by the Department for Work and Pensions.

**Return to Work**

If you wish return to work before the end of the full 52 weeks maternity leave, you must give the School at least 8 weeks’ notice of your intention to return to work early. If you decide you would like to change the date of your return to work, you can do so providing you give the School at least 8 weeks’ notice.

If you do not wish to return to work following your maternity leave you should provide the School with sufficient notice, and at least the amount of notice required by your contract of employment. If you confirm that you will not return to work after having the baby, you will still be entitled to 39 weeks’ SMP if you qualify.

Maternity returnees are entitled to any salary increases or enhanced benefits that are introduced in their absence.

**“Keeping in Touch Days”**

During the maternity leave period the School may make reasonable contact with you. The School will keep you informed of promotion opportunities or information relevant to your job.

During the maternity leave period, by agreement with the School you may do up to ten days’ work. These are known as Keeping in Touch days. You will be paid for any “***Keeping in Touch Days***” at a rate agreed with the School, in addition to any SMP. The type of work you may carry out will be a matter to be agreed between you and the School, and may include attending training or team meetings. Keeping in Touch days may not take place within two weeks after the baby is born.

***“Keeping in Touch Days***” are not compulsory and you will not suffer any consequence if you decline the offer of a Keeping in Touch day. Similarly, you do not have a right to ***“Keeping in Touch Days***” and the School is under no obligation to agree to a ***“Keeping in Touch Day***”.

##### **2. Paternity LEAVE AND PAY**

##### If you are the biological father of a child, or the husband, civil partner or partner of the mother, or in any case have parental responsibility for a child's upbringing, you may be entitled to paternity leave.

##### You will only be entitled to paternity leave if you have worked continuously for the School for 26 weeks leading into the 15th week before the baby is due.

##### 

##### **Ordinary Paternity Leave**

##### If you are eligible, you can take 2 weeks Ordinary Paternity Leave ("OPL"). To claim entitlement to OPL you will need to give the School notice, in the form of a certificate which can be obtained from the Bursar, by no later than the 15th week before the baby is due. Providing false information on a certificate in order to claim paternity leave will be a disciplinary offence.

##### OPL must be taken within 56 days of the birth (or, if the birth is early, any time between birth and 56 days after the date the baby is due). You can take either one week or two weeks, but not odd days. If two weeks are taken they must be consecutive. A maximum of two weeks' OPL is permitted per pregnancy, regardless of how many children are born.

##### You can change your mind about the date on which you want your OPL to start providing you tell the School at least 28 days in advance. If you are unable to give 28 days notice, you should give the School as much notice as possible.

##### 

##### **Additional Paternity Leave**

##### You are entitled to Additional Paternity Leave ("APL") if, in addition to the conditions set out above for OPL:

##### you remain employed by the School until the week before the first week of APL;

##### the baby's mother has been entitled to maternity leave, statutory maternity pay or maternity allowance in respect of the pregnancy; and

##### the baby's mother has returned to work.

##### To claim entitlement to APL you will need to give the School the following information at least 8 weeks before the date on which you would like to start your APL:

##### written notice stating the expected week of childbirth, the baby's date of birth and the date on which you would like your APL to start and finish;

##### a signed employee declaration confirming that you are either the biological father of the child, or the mother's husband, civil partner or partner, that you have or expect to have the main responsibility for the child's upbringing and you wish to take APL in order to care for the child; and

##### a written declaration from the mother stating her name, address and National Insurance number, the date she intends to return to work, your relationship with the child, that to her knowledge you are the only person exercising an entitlement to APL in respect of the child and that she consents to us processing the information she has provided.

##### A leave notice, employee declaration and mother declaration form can be obtained from the Bursary. You may also be required to provide a copy of the child's birth certificate.  Providing false information in order to claim APL will be a disciplinary offence.

##### APL must be taken as multiples of complete weeks and as one period. The minimum amount of APL that can be taken is 2 weeks and the maximum is 26 weeks. APL must be taken in the period beginning 20 weeks after the date the baby is born, and ending 12 months after the birth.

##### The School will write to you to confirm the dates of your APL within 28 days of receiving the information set out above.

##### You can cancel or vary the start and/or finish dates of your APL by giving the School written notice at least 6 weeks before the date you originally intended to start your APL or, if you wish to start your APL earlier than the original start date, at least 6 weeks before the date on which you now wish to start your APL. If you are unable to give 6 weeks notice you should give the School written notice of your wishes as soon as possible. However, in these circumstances, if the School is unable to accommodate your request you may be required to take a period of APL of up to 6 weeks starting on either your original or revised start date.

##### **Paternity Pay**

##### If you take OPL in accordance with this policy, you will be eligible for Ordinary Statutory Paternity Pay (OSPP), provided your weekly earnings are over the lower earnings limit for National Insurance purposes.

##### If you are entitled to OSPP, you will receive the current weekly rate from time to time in force or 90% of your average weekly earnings, whichever is the lower.

##### An employee who is not entitled to OSPP may be entitled to Income Support from the Department of Work and Pensions.

##### If you take APL in accordance with this policy, you may be eligible for Additional Statutory Paternity Pay (ASPP). This is subject to:

##### Your average weekly earnings being not less than the lower earnings limit for National Insurance purposes; and

##### The child's mother having returned to work without having taken at least 2 weeks of her maternity pay or allowance. Your entitlement to ASPP will equate to the number of weeks unexpired maternity pay or allowance that remained when the mother returned to work.

##### If you are entitled to ASPP, you will receive the current weekly rate from time to time in force, or 90% of your average earnings, whichever is the lower.

##### 

##### **"Keeping in Touch Days" during APL**

##### During the APL period, by agreement with the School you may do up to 10 days' work without bringing your APL or ASPP to an end. These are known as Keeping in Touch days.

##### The type of work you may carry out during Keeping in Touch days will be agreed between you and the School, and may include attending training or team meetings.

##### Keeping in Touch days are not compulsory and you will not suffer any consequence if you decline the offer of a Keeping in Touch day. Similarly, you do not have a right to Keeping in Touch days and the School is under no obligation to agree to a Keeping in Touch day.

##### 

##### **General**

##### Normal terms and conditions of employment continue during paternity leave except for term relating to salary.

##### There are a number of other related areas such as parental leave, time off for dependants and the right to request flexible working.  Please see separate policies in this Handbook for details.

##### You are entitled to return to the same job following paternity leave.

##### During APL, the School may make reasonable contact with you. The School will keep you informed of promotion opportunities or information relevant to your job.

# 3. Adoption LEAVE AND PAY

The school follows the statutory provisions for adoption leave and pay. Information concerning adoption leave and pay entitlements may be obtained from the Bursary.

# 4. TIME OFF FOR DEPENDANTS

You are entitled to take a reasonable period of time off work to deal with an unexpected disruption in your care arrangements or an emergency involving a dependant.

This may include, but is not limited to;

* If a dependant falls ill or has been injured or assaulted;
* To deal with an unexpected disruption or breakdown in care arrangements e.g. when the child minder or nurse fails to turn up;
* To deal with an incident involving your child during school hours.

A dependant is your husband, wife, child or parent or someone who lives with you as part of your family. It does not include tenants or boarders living in the family home or someone who lives in the household as an employee.

In case of illness or injury or where care arrangements break down, a dependant may also be someone who reasonably relies on you for assistance, for example an aunt who lives nearby who you look after outside work falls unexpectedly ill.

In the event of an emergency or unexpected disruption in care arrangements involving a dependant you are entitled to a reasonable amount of time off. For most cases 1 or 2 days should be sufficient to deal with the problem.

There is no limit on the number of times which you can be absent from work under this right.

Any time off under this right is unpaid.

On the first day of absence you must inform your line manager before 7.30am or as soon as possible of the reason for your absence and if possible, the likely length of its duration.

Upon return to work you will be required to complete an internal time off form provided by the Bursar for absence recording.

Abuse of this right will be dealt with in accordance with the School’s disciplinary procedure.

# 5. PARENTAL LEAVE

Staff with one year’s service and a child (including adopted children) under the age of 5 are entitled to take parental leave.

You are entitled to a total of 13 weeks’ leave. If twins are born, then each parent is entitled to 13 weeks’ leave for each child.

You must give at least 21 days’ written notice of your intention to take parental leave.

You have the right to take the leave until the child’s 5th birthday or until five years have elapsed following placement in the case of adoption (or the child’s 18th birthday if this is earlier).

Parents of disabled children are entitled to a total of 18 weeks’ leave and are able to use their leave over a longer period, up until the child’s 18th birthday.

The leave is unpaid.

Parental leave may only be taken in blocks or multiples of 1 week, up to a maximum of 4 weeks’ leave in a year. Parents of disabled children can take leave in blocks or multiple blocks of 1 day.

The School may postpone leave for up to 6 months where the School considers that the employee’s absence would be unduly disruptive. The School cannot postpone leave when an employee gives notice to take it immediately after the child is born or placed with the family for adoption.

Employees will remain employed whilst on parental leave and will be entitled to receive all their normal benefits (other than pay).

The School may ask for evidence from an employee regarding parental leave entitlement.

# 6. OTHER LEAVE

The School will recognise other statutory rights to take paid time off work, for example:

* Recognised union and accredited safety representatives may take reasonable time off to attend to their duties and undergo training.
* Pregnant women may take time off for ante-natal care in accordance with the Maternity Policy in this Handbook.
* Employees under notice of redundancy, who have at least two years’ service, may take reasonable time off to seek work or arrange training.

The holders of certain public offices may have the statutory right to take reasonable unpaid time off to fulfil their duties and the School recognises such rights.

The School may also at its discretion allow time off work in other circumstances, including time off to attend court as a witness, to carry out jury service, study leave. If you need to take time off work for any reason you should speak to the Bursar or the Head as far in advance as possible.

Employees should schedule appointments for the doctor, dentist etc outside of School hours wherever possible. Where this is not possible, they should be arranged at the start or the end of the working day to minimise disruption. Advance permission to attend appointments during working hours should be obtained from the employee’s line manager.

# 7. Compassionate leave

Compassionate leave will be granted to all employees following the death of an immediate family member which is defined as parents, children, spouse, siblings, grandparents and grandchildren. Up to [3] days paid compassionate leave may be taken in respect of the death of an immediate family member. Additional time off or time off for family members who do not fall within the definition above is given at the sole discretion of the Head or Bursar. The Head or Bursar must approve any compassionate leave in advance, whenever possible.

# 8. Flexible Working POLICY

Introduction

Employees who have responsibility as a parent for an eligible child, or who care for an eligible adult, have a legal right to request to work flexibly and it is the School’s policy to recognise this right.

The law does not provide an *automatic* right to work flexibly as there may be circumstances when the School is unable to accommodate the employee’s desired work pattern. However, the policy and procedure set out below aims to facilitate discussion and encourage both the employee and the School to consider flexible working patterns.

Prior to making a request we rely on you to think carefully about your desired working pattern and the implications for both you and the company when making an application. In return the School will follow a specific procedure to ensure that all requests are given full consideration.

Eligibility

In order to make a request for flexible working you must:

* be an employee (as opposed to an agency or contract worker)
* have worked for the School continuously for 26 weeks at the date the application is made

and either

(a) have a child under the age of 17, or under 18 in the case of a disabled child, for whose upbringing you are responsible. For example, biological or adoptive parents, new partners of parents with responsibility of caring for the child and foster parents. The application should be made before the child’s 17th birthday or 18th birthday in the case of a disabled child

Or

(b) be the carer of your spouse, partner, near relative or someone living at the same address. For the purposes of this policy, “near relative” means mother, father, adopter, guardian, special guardian, parent-in-law, parent, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, uncle, aunt or grandparent, and includes adoptive relationships, step relationships and relationships of half blood

The application must be to enable you to care for the child or adult. Applications will not be considered if you have made another application to work flexibly during the past 12 months.

**Scope of a Request**

You will be able to request:

* a change to the hours you work

* a change to the times when you are required to work
* to change your place of work

This covers changes to working patterns such as annualised hours, compressed hours, flexitime, home working, job-sharing, self-rostering, shift working, staggered hours and term-time working.

Applications for a change in working pattern need not always require a significant alteration. For example, a parent may simply wish to start work half an hour later to take their child to school and make up the time later in the day.

**Procedure**

The procedure will be as follows:

The initial onus will be on you to make a considered application in writing to the Head. You will only be able to make one application within a 12-month period and an accepted application will mean a **permanent** change to your own terms and conditions of employment. Therefore it will be important that, before making an application, you give careful consideration to which working pattern will help you best care for your child or the adult and any financial implications it might have on you if the new arrangements involve a drop in salary.

Your application must set out:

* whether a previous application has been made and became effective and if so when
* set out why you are eligible
* explain what effect the change may have on the School and how this might be dealt with
* If it is felt that your request can be granted immediately, then a meeting may not be necessary. We will inform you of this in writing.
* Otherwise, we will arrange to meet with you within 28 days. This will provide us with the opportunity to discuss the request. It will also provide an opportunity to consider other alternative working patterns should there be problems in accommodating the desired work pattern outlined in your application. You may, if you wish, bring a colleague to the meeting.

We will consider your request carefully against the following criteria:

* burden of additional cost
* inability to reorganise work amongst existing staff
* detrimental effect on our ability to meet customer demands
* inability to recruit additional staff
* detrimental impact on quality or performance
* will there be enough work to do during the periods you want to work?
* planned structural changes

Within **14 days** of the meeting we will write to you to either agree to a new work pattern and a start date; or to provide clear business ground(s) as to why your application cannot be accepted and the reasons why the ground(s) apply in the circumstances. We will also remind you of your right of appeal against the decision. If we need to take further action before notifying you of our final decision we will let you know at this time and try to agree a timescale with you. This may be necessary, for instance, if we cannot agree to your initial request, but a compromise may be possible which we need to discuss with you further.

You have the right to appeal the decision within 14 days of it being notified to you. Any appeal should be made in writing to the Head setting out the reasons and grounds for your appeal. The Head will meet with you, within 14 days of receiving notice of your appeal, to consider your appeal. You can be accompanied by a colleague at the appeal meeting if you wish. You will be given a final decision in writing within 14 days of the appeal meeting, giving detailed reasons for the decision. If it is felt that your appeal can be granted immediately, then an appeal meeting may not be necessary. The decision of the appeal will be final.

It is important that you communicate with us about your request and attend meetings to discuss it. If you repeatedly fail to attend meetings or respond to communications, the School has the right to assume that you have withdrawn your request, and may write to you to confirm this fact. This will mean that you cannot make another request for flexible working arrangements for a further year.

Where an employee works either part time or a flexible working pattern, pay and benefits will be calculated on a pro-rata basis.

## SECTION G – HOLIDAY AND SICKNESS ABSENCE

# HOLIDAYS FOR NURSERY & SUPPORT STAFF

The holiday year is 1st September to 31st August

Holidays must be taken in the year in which entitlement arises and cannot be carried forward to future years.

You are entitled to annual holiday as stated in your contract. Where a public holiday falls within the School term and the School is working you may be required to work.

If your employment commences or terminates part way through the holiday year the entitlement to holidays during that year will be assessed on a pro-rata basis. The School may make deductions from your final salary in respect of any holiday taken in excess of entitlement.

You must obtain the prior written permission of your line manager before committing yourself to bookings or any alternative positive arrangements. You should not normally plan to take more than 2 weeks at any one time. A longer period requires your Manager’s agreement and will only be granted in special circumstances.

You may not take annual holiday until after the successful completion of your probation, other than at the discretion of your line manager. However, your holiday entitlement is calculated from when you join the School.

Nursery Staff are required to give one months notice when requesting holiday entitlements. Prior requests may affect ability to grant such leave as only one Nursery Nurse may be on holiday on any particular date.

# HOLIDAYS FOR TEACHING STAFF

**Public Holidays**

Where a public holiday falls within the School term and the School is working, you will be required to work and will not be entitled to a day off in lieu.

**Annual Holidays**

Teachers are entitled to take holiday except during school holiday times, as detailed in individual contracts of employment.

# Sickness Notification and CertificatioN

* Staff requiring to take sick leave must inform their manager (The Deputy Head/Headmaster) by 7:30am on the first day of absence or as soon as possible afterwards. If they are unable to make the call themselves they should ask a dependant/relative/friend to do so.
* Absences of up to seven calendar days may be self certified but beyond seven calendar days a doctor’s certificate must be provided. In the event of a protracted illness further doctor’s certificates will be required on a regular basis to cover the entire period of absence.
* In Nursery the Manager is on call between 7am and 9pm for staff to report sickness and should report it at their earliest convenience.

# Medical Examinations

The School reserves the right to require you at any time to have a medical examination with a medical professional of its own choice and at its own expense. The purpose of such medical examinations are to determine whether there are any matters which might impair your ability to perform your duties and accordingly you will give such authority as is required for the School’s nominated medical professional to disclose to the School the findings.

The School reserves the right to submit an employee for examination by the school medical officer/occupational health practitioner at any time and in particular but not limited to the following circumstances.

* Before or after resuming work following an accident due to an industrial accident.
* During or after a prolonged or regular absence due to illness.
* Prior to transferring to another occupation within the school.
* In order to comply with statutory regulations.
* At the request of management when there is doubt regarding the validity of periods of self-certified absence?

# Sick Pay

Subject to compliance with the provisions within your contract of employment and the provisions of this policy, you will be entitled to occupational sick pay as set out in your contract.

The School at all times reserves the right to withhold or discontinue payment of School sickness benefit at its discretion:

* If it is satisfied that there is/has been abuse or misrepresentation
* If injury from an accident at work was caused by the employee’s own misconduct.
* If an employee has failed to follow the school’s absence rules and procedures
* If, in the opinion of the employee’s doctor or the school medical officer/occupational health practitioner, the employee behaves in a manner likely to delay recovery.

The School reserves the right to change the provisions of the School sick pay scheme at any time and in particular if there are alterations to the State scheme or to the statutory sick pay scheme.

All statutory sick pay payments will be deducted from the School’s sick pay.

Employees excluded or transferred from SSP must claim all social security benefits to which they are entitled as such benefits will be deducted from School sick pay, including benefits for dependants where applicable.

Should the employee’s manager (when completing the school’s absence report with the employee on return) not authorise payment, deduction of monies already paid for the period concerned will be made at the next convenient pay period. Should SSP be part of this payment the matter will be discussed between the employee’s manager and the Head before action is taken.

# Unauthorised Absence

Absence from work without leave or adequate explanation is a breach of discipline and may lead to disciplinary action.

# Monitoring and Absence Management Policy

Levels of absence need to be contained because not only is everybody’s work important but persistent absences place an undue load on your colleagues. With this in mind, absence is monitored on a regular basis by Managers. Nevertheless, the school’s approach as an employer, in cases of ill health, will always be one of sympathy, compassion and understanding.

* Any staff whose frequency or length of absence is at an unacceptable level (whether certified or not) will be interviewed by their Manager and, if necessary, the Bursar.
* Such a review, where the record warrants it, may result in a further review over a given period over which a substantial improvement will be sought.
* Failure to attain and sustain the standard required, without justifiable reason, could result in disciplinary action being taken in accordance with the school’s disciplinary procedure.
* Staff with persistent health problems may be referred by the Bursar to the school’s medical officer or another medical adviser who will advise on the current state of their health and make the necessary recommendations regarding it.
* The school’s medical officer will also offer advice to the employee and will, if necessary and with the employee’s agreement, liaise with the employee’s own doctor.
* The full circumstances of the employee’s situation will be taken into account. Those with a serious illness or disability will continue to be treated sympathetically in accordance with the school’s policies.
* Where the school’s doctor finds that an employee is incapable of continuing with their duties on a permanent basis, because of ill health, the school will endeavour to offer redeployment, subject to vacancies and suitability for alternative work. However, this may not always be possible and, when all possible, practical alternative options have been explored, termination of service on the grounds of ill health or incapability will be considered.

**SECTION H - HEALTH AND SAFETY AT WORK**

# Policy Statement

Glebe House School places the greatest importance on health and safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all its pupils, employees, visitors and the general public.

To this end, the School will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety and which encourages all employees to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

A comprehensive policy document covering the organisation and arrangements for meeting the specific needs of the school, both generally and for individual departments, is available in staff rooms or from the Bursar who is responsible for health and safety.

We are confident that all employees will comply with their obligation to act in a safe manner and will fully co-operate with the School’s Governing Body in matters of health, safety and welfare.

# Responsibility for Health and Safety

Everyone has a responsibility for Heath and Safety on a daily basis.

The individual responsible for health and safety at work in the School is the Bursar. He/She will ensure so far as is reasonably practicable, that the school’s policy on health and safety at work is effectively implemented.

The health and safety responsibilities cover the maintenance of safety records, accident investigations, assessments and inspections. They will familiarise themselves with all relevant health and safety legislation and take expert advice if required.

In the absence of the Bursar, the responsibilities for health and safety at work will be assumed by the Headmaster.

# Management and Supervision

All those with responsibility for the management or supervision of staff will promote positive attitudes towards health and safety. They must ensure that the tasks carried out by their subordinates are performed with the utmost regard for the health and safety of all involved.

Those with a management or supervisory role will:

* ensure that on joining the School all new employees are fully familiar with health and safety matters appropriate to their duties including accident reporting, emergency procedures, fire precautions, code of safe conduct and the location of first aid boxes
* provide adequate information, instruction, training and supervision to ensure the health and safety of employees and pupils
* ensure that all staff are familiar with the School’s health and safety at work policy and have signed to say they have read it.
* co-operate with and participate in the investigation of all accidents and conduct of assessments and inspections
* ensure the maintenance of good housekeeping standards
* review the safe operation of all work equipment
* within their area of authority, regularly inspect the workplace with regard to the suitability of equipment provided for the health and safety of employees, check work methods and practices to ensure safe systems of work and inspect arrangements for the use, handling, storing and transport of articles and substances
* carry out Risk Assessments within their departments and maintain a record of their findings

# All Staff

Employees have a responsibility to do all they can to prevent an injury to themselves, their colleagues and others affected by their actions or omissions at work and co-operate with the School on matters of health, safety and welfare. They must familiarise themselves with, and conform to, the health and safety at work policy, School procedures and rules.

# Health and Safety Committee

The Health and Safety Committee will be responsible for co-ordinating the implementation of the health and safety at work policy and will keep under review measures taken to ensure the health and safety of employees with the objective of promoting co-operation between the management and employees.

The Health and Safety Coordinator is Alice Hipwell. She oversees Health and Safety at the school and should be the first point of contact for any issues, suggestions or concerns.

The health and safety committee will:

* review statistics with a view to recommending corrective action
* examine safety audits, inspections and assessments
* consider legislation, reports and information in order to determine necessary action
* keep a watch on the effectiveness of rules, systems of work, training and communication

The membership of the committee will be:

* a Governor responsible for health and safety who will be the chairman
* individual responsible for health and safety (Bursar)
* Headmaster
* the head of games/PE
* a safety representative from the Nursery

Other specialists will be co-opted as necessary and the committee will meet termly.

# FIRST AID AND ACCIDENT REPORTING

# First Aid

First Aid boxes are available and are looked after by the front office.

All staff have at least a First Aid in the Workplace qualification. Those working with EYFS children have additional paediatric training and some members of staff are trained to a higher standard. The School Administrator is also responsible for taking control in the event of an accident or injury.

# Accident Reporting

* All accidents however minor are logged in the *Accident/Incident book* by the school administrators or *by the  member of staff* who has directly dealt with the accident and administered First Aid (near misses, potential hazards and any damage must be reported immediately).
* All accidents (near misses, potential hazards and damage) will be investigated by the Bursar who will be responsible for ensuring that corrective action is taken where appropriate to prevent a recurrence.
* The Bursar/Nursery Manager will notify the appropriate authorities when necessary.

# Emergency Procedures

#### Discovering a Fire or Other Emergency

* **THE PRIORITY IN THE EVENT OF A FIRE IS THE SAFE AND RAPID EVACUATION OF PUPILS AND STAFF**
* If you see signs of a fire or other emergency which could place employees or pupils in danger, **SOUND THE ALARM**.
* **IF SAFE TO DO SO**, attempt to control the fire or other emergency, with assistance if available. **Never** put yourself at risk even with the smallest fire. (or other emergency). **Never** attempt to move burning objects
* Ensure that the appropriate emergency services are summoned. **DIAL 9 999** and state clearly the address where the fire is.

# Evacuation Procedures

* On hearing the alarm, or if instructed, switch off any central control switches and/or switch off any equipment on which you may be working.
* **IF SAFE TO DO SO**, close windows and doors and secure cash and confidential documents. If closed doors feel warm, **DO NOT OPEN THEM**.
* Leave the building by the nearest available exit. Do not use lifts. Ensure that any visitors you have also leave the building. **DO NOT RUN. DO NOT COLLECT PERSONAL BELONGINGS**.

#### If You Are Cut Off by a Fire

* Close the door, using clothing etc to block any gaps.
* Go to the window and attract attention.
* If the room becomes smoky, stay low – it is easier to breathe.
* If the window is jammed, break it; remove jagged glass from the lower sill and cover it using clothing etc.
* If appropriate get out feet first and (if not on the ground floor) lower yourself to the full length of your arms before dropping.
* Make your way to your evacuation assembly point and report to the fire warden.
* **DO NOT HINDER ROADWAYS AND ROUTES** that may be used by emergency vehicles.
* **DO NOT RETURN TO THE BUILDING** until the all clear has been given and until instructed by your fire warden.
* Never assume the evacuation is a drill.

#### Fire Wardens

The fire wardens are Suzette Patrick, Emma Stepney and Julie Ashby.

The fire wardens will ensure that the premises are evacuated and will take a roll call. They will endeavour to arrange for the emergency services to be met on arrival and will advise them of anyone suspected of remaining in the building.

In the unlikely event of a **BOMB ALERT** inspect your immediate surroundings for unusual articles – boxes, bags, packages, containers, etc. **DO NOT TOUCH**. If possible report anything unusual before evacuating to St Mary’s Church, Old Hunstanton.

#### Fire Precautions

Potential fire risks need not be dangerous provided that some simple but important precautions are observed by all employees.

* Memorise the evacuation procedure, your emergency exit and assembly point in case of fire.
* Familiarise yourself with the position of fire fighting equipment and the correct method of operation of extinguishers and never interfere with, or misuse, the fire equipment.
* Keep fire exits, routes and access to fire fighting equipment clear of any obstructions; do not wedge fire doors open.
* Keep your working area free of waste as far as possible and in particular those areas which are not easily accessible, e.g. under desks, behind radiators etc. Keep all combustible materials a safe distance from heating appliances and do not place anything on heaters.
* There is to be **NO SMOKING** on the premises.
* If you see anything which may be a fire hazard, correct it yourself if easy and safe to do so, or report it immediately.

# Code of Safe Conduct

* Conform to the health and safety at work policy, all health and safety rules and signs, fire precautions and emergency procedures.
* Ensure that you understand and follow the safe operation of your duties; ask if you do not understand any aspect of these.
* Report all accidents, near misses, potential hazards and damage immediately.
* In the event that personal protective equipment or clothing is provided, it must be used and properly looked after.
* Do not interfere with or misuse anything provided for the health and safety of employees.
* Do not act in a way that could endanger yourself or others; do not play practical jokes.
* Do not run, especially on stairs or steps. Use handrails; never read while walking.
* Keep your work area tidy and clear of obstructions; do not leave things lying around.
* Clean up any spilt liquids, tracked in rain etc. immediately.
* In the event of your being called upon to handle bulky or heavy objects, only lift or move what you can easily manage; always bend your knees and keep your back straight – take the stress in your legs, not your back. **GET ASSISTANCE** if in doubt. Do not overreach; do not climb on anything not meant for the purpose; use a ladder, ensuring that it is good condition.
* Electrical equipment is regularly checked and is normally safe when properly used, **BUT**:
  + never touch electrical equipment with wet hands
  + always disconnect electrical equipment before moving it
  + never attempt electrical repairs unless authorised
  + always keep electrical supply cables and wires away from wet areas or from where they could be walked over etc.
  + always switch off equipment if not in use; disconnect from the mains outside normal working hours unless instructed otherwise
* Information on any specific hazards and precautions (e.g. COSHH, DSE) will be issued as appropriate and is available from the executive responsible for health and safety. Training in dealing with hazards will be conducted as appropriate.

# Display Screen Equipment

* Adapt the furniture to fit your body. The lower back needs support; adjust the backrest if necessary. Place feet flat on the floor or use a footrest and use a document holder if necessary.
* Adjust the VDU to increase your comfort. The top should be just below eye level. Contrast and brightness may be adjusted for your individual preference. Position the VDU at a 90° angle to windows if possible.
* Dim the lights or adjust blinds/curtains if necessary but do not make the room too dark.
* Avoid wearing light coloured clothing which can reflect light on to the screen.
* Look into the distance periodically – at something at least 20 feet away.
* Vary your routine. Take a few minutes away at regular intervals to organise materials or files or to deliver completed work.
* Do some stretching exercises during the day (neck, shoulder, back, wrists, hands and fingers)

# INFORMATION AND TRAINING

# New Employees

On joining the school, all employees will be informed of the general health and safety aspects of their employment and of any specific information appropriate to them.

# All Employees

All employees will be informed about, and trained in, health and safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting health and safety, and otherwise will be adapted and repeated periodically where appropriate. Training will be conducted during working hours.

# Risk Assessment

Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be made by, or under the authority of, the executive responsible for health and safety and will take into account all the relevant regulations and code of practice. Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary.

# Temporary Staff, Contractors and Visitors

Temporary staff, contractors and visitors will be required to conform to all health and safety requirements whilst on the school’s premises. They will EITHER be accompanied by a responsible permanent employee at all times OR will be issued with the relevant rules, procedures and specific hazard information.

##### **Smoking**

This is a non smoking site.

Smoking constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues.

Smoking on the premises is against the code of conduct and therefore an offender will be subject to the disciplinary procedures.

Employees discovered smoking in an area where there is a particular fire risk will be liable to dismissal without notice.

**SECTION I - ANTI-CORRUPTION AND BRIBERY POLICY**

# Introduction

## It is the School’s policy to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate and implementing and enforcing effective systems to counter bribery. The School will comply with the Bribery Act 2010, in respect of our conduct both at home and abroad.

## The purpose of this policy is to:

### set out the School’s responsibilities, and of those working for us, in observing and upholding our position on bribery and corruption; and

### provide information and guidance to those working for us on how to recognise and deal with bribery and corruption issues.

## Bribery and corruption are punishable for individuals by up to ten years' imprisonment and if we are found to have taken part in corruption the School could face an unlimited fine, be excluded from tendering for public contracts and face damage to our reputation. We therefore take our legal responsibilities very seriously.

## In this policy, third party means any individual or organisation you come into contact with during the course of your work for us, and includes actual and prospective pupils and parents, suppliers, business contacts, agents, advisers, and government and public bodies.

# Who is covered by the policy?

This policy applies to all individuals working for the School at all levels (whether permanent, fixed-term or temporary), and includes Governors, volunteers, agents or any other person associated with us (collectively referred to as workers in this policy).

# What is bribery?

A bribe is an inducement or reward offered, promised or provided in order to gain any business or personal advantage.

# Gifts and hospitality

# This policy does not prohibit normal and appropriate hospitality (given and received) to or from third parties.

## The giving or receipt of gifts or hospitality is not prohibited, if the following requirements are met:

### it is not made with the intention of influencing a third party to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits;

### it complies with local law;

### it is given in the School’s name, not in your name;

### it does not include cash or a cash equivalent (such as gift certificates or vouchers);

### it is appropriate in the circumstances. For example, in the UK it is customary for small gifts to be given at Christmas time (as a rule staff should not accept gifts or gifts in kind which have a value greater than £150 from pupils or parents without consulting the Head or accept gifts or gifts in kind from suppliers which have a value greater than £50 without consulting the Bursar);

### taking into account the reason for the gift, it is of an appropriate type and value and given at an appropriate time;

### it is given openly, not secretly; and

### gifts should not be offered to, or accepted from, government officials or representatives without the prior approval of the Bursar or the Head.

## We appreciate that the practice of giving business gifts varies between countries and regions and what may be normal and acceptable in one region may not be in another. The test to be applied is whether in all the circumstances the gift or hospitality is reasonable and justifiable. The intention behind the gift should always be considered.

# What is not acceptable?

It is not acceptable for you (or someone on your behalf) to:

### give, promise to give, or offer, a payment, gift or hospitality with the expectation or hope that an advantage for the School will be received, or to reward an advantage already received;

### give, promise to give, or offer, a payment, gift or hospitality to a government official, agent or representative to "facilitate" or expedite a routine procedure;

### accept payment from a third party that you know or suspect is offered with the expectation that it will obtain an advantage for them;

### accept a gift or hospitality from a third party if you know or suspect that it is offered or provided with an expectation that a business advantage will be provided by the School in return;

### threaten or retaliate against another worker who has refused to commit a bribery offence or who has raised concerns under this policy; or

### engage in any activity that might lead to a breach of this policy.

# Donations

The School only makes charitable donations that are legal and ethical under local laws and practices. No donation must be offered or made in the School’s name or on behalf of the School without the prior approval of the Bursar or the Head.

**Your responsibilities**

You must ensure that you read, understand and comply with this policy.

The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for us or under our control. All workers are required to avoid any activity that might lead to, or suggest, a breach of this policy.

You must notify the Bursar or the Head as soon as possible if you believe or suspect that a breach of this policy has occurred, or may occur in the future.

Any employee who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. We reserve our right to terminate our contractual relationship with other workers if they breach this policy.

**Record-keeping**

## The School keeps financial records and has appropriate internal controls in place which will evidence the business reason for making payments to third parties.

## All Employees must make their line manager aware and keep a written record of all hospitality or gifts accepted or offered, which will be subject to managerial review.

## You must ensure all expenses claims relating to hospitality, gifts or expenses incurred to third parties are submitted in accordance with the School’s expenses policy and specifically record the reason for the expenditure.

## All accounts, invoices, memoranda and other documents and records relating to dealings with third parties, such as clients, suppliers and business contacts, should be prepared and maintained with strict accuracy and completeness. No accounts must be kept "off-book" to facilitate or conceal improper payments.

# How to raise a concern

You are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. Concerns should be reported by following the procedure set out in our Whistleblowing Policy.

# Protection

## Workers who refuse to accept or offer a bribe, or those who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. The School aims to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.

## The School is committed to ensuring no one suffers any detrimental treatment as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or other corruption offence has taken place, or may take place in the future. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should use the School’s Grievance Procedure.

# Training and communication

## Training on this policy forms part of the induction process for all new workers. All existing workers will receive regular, relevant training on how to implement and adhere to this policy.