

IMMANUEL COLLEGE

PROFESSIONAL HANDBOOK

(STAFF CODE OF CONDUCT)

2019 – 2020

Christian ethos

Immanuel College is a Church of England school. Our Christian ethos is very important to us and is at the centre of college life.

Our College name Immanuel means, 'God with us', and simply states the ethos. This makes each of us part of something more special than simply working in a non-faith school. Our ethos statement is that we are 'All God's Children.' It is an inclusive ethos and we welcome as part of our family colleagues and students who are Christians as well as those who are of other faiths or no faith.

At heart, our family Immanuel is founded on Christ's teaching of loving your neighbour. All students and all staff at Immanuel should aspire to this universally accepted moral code. It should inform all we do and encourage us to such actions as forgiveness, kindness, honesty and care, ensuring that our special ethos is active and not passive – fully embedded in all we do as a College.

Professional ethos

OFSTED confirmed that Immanuel College is a "Good school", still rapidly improving and with the capacity to move to outstanding. 'Professional Standards for Teachers' applies to all colleagues in England from September 2007, and details the professional standards expected of all teachers at all stages of their career and a copy is enclosed in the Teaching and Learning handbook. The GTC also have a code of conduct which outlines appropriate professional behaviour for all colleagues.

We are all required to behave towards each other and to students in a professional way at all times. Whilst some school and professional organisations elect to describe exactly what is meant by 'professional behaviour' in a very prescriptive way, we are highlighting areas that have been an issue to some colleagues, students and parents in previous years.

Additional guidance and policies are available from Liz Storey on request.

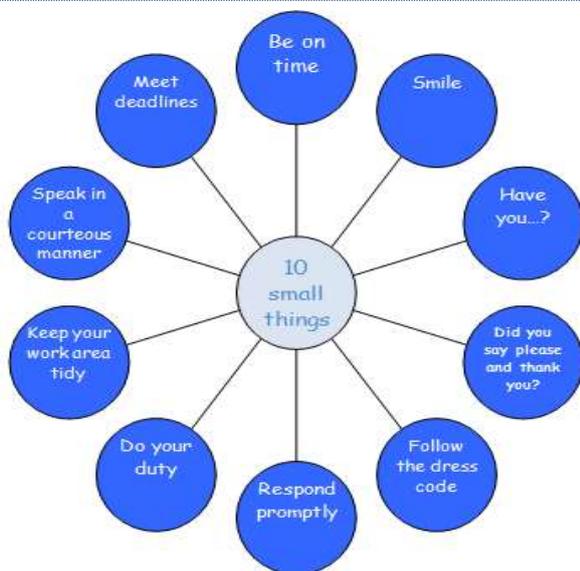
Immanuel – Our goals and values

Immanuel College is founded on a Christian ethos with a strong aim of working cohesively in the best interests of our students. This is reflected in our vision:

“A whole school – a “family” of students, teachers, parents, guardians, governors and the Church that puts our students’ academic and personal development at the heart of all we do.”

Our goal is to continue to be a successful school, by any measure, because we set high standards and we aim for excellence. We value our past but look to invest in our future to leave the school even stronger than when we joined it.

Ten small things



In our drive for continuous improvement we have taken time to consider who we are currently, where we are going and how we’re going to get there.

We have highlighted several aspirations which form the focus of where we are going and have decided upon “Ten Small Things” that we can do to make a positive change.

It is our aim to develop Immanuel as a family and it is our responsibility as staff to set and maintain the standards we would like our children to strive for.

It is important that we adopt and embed these “Ten Small Things” into our daily culture.

In doing so, our actions will lead the way to achieving our shared vision.

Our shared dress code

All staff who work within College act as role models for our students and set the tone for current and future working relationships.

Our professional roles require professional dress.

The DfE Guidance for Safer Working Practice for Adults working with Children and Young People in Education states that adults should wear clothing which:

- Is appropriate to their role
- Is not likely to be viewed as offensive, revealing, or sexually provocative
- Does not distract, cause embarrassment or give rise to misunderstanding
- Is absent of any political or otherwise contentious slogans
- Is not considered to be discriminatory and is culturally sensitive

In order to promote our professional ethos please ensure that:

- All clothing should be smart and be suitable for a College situation e.g. shirts with ties for men; appropriate business wear for women.
- Clothing which does not set the appropriate professional standard, such as denim and casual clothing including jeans and leggings should not be worn.

Our shared dress code is part of the way we safeguard ourselves.

Staff absence

Sickness

To help us provide the best quality of education at Immanuel College, it is essential to inform the appropriate people of illness/absence as soon as possible on the first day of absence.

Procedure:

1. Please ring the College before 7.00 a.m. to notify of illness and if possible, an estimated day of return.

The staff absence line number is:

01274 659800

2. Contact your Head of Faculty /Department (or follow Department procedures for absence) to ensure work is set for all your classes.

****** Do not leave work with the absence line colleague *******

Please ensure that:

1. **you give details of your illness and an expected return date**
2. **work is set for all classes for each day of illness**
3. **the work set for all your classes is suitable, and appropriate for their age and ability**
4. **the work is set in sufficient time to allow Heads of Department/Post holder colleagues to get it to the correct class early enough**
5. **you say if it's your duty day**

When you return from sickness related absence, you need to complete your absence record documents in the Administration Office.

- If you have any concerns about cover please see Sean Pickles NOT Angela Mullett

A sick note is required after 5 working days. (7 days incl. weekends)

Planned absence e.g. INSET

For planned absences e.g. INSET or school visits, please ensure that you check with Sean Pickles / Angela Mullett that the date is appropriate and is booked in the diary. You need to get a cover request form signed by your line manager.

You must set appropriate work on the cover lesson proforma and leave a seating plan, prior to the day of absence.

For planned absences, all resources must be printed in advance and left in the appropriate classroom. Work left must be suitable for the class. Please also bear in mind that cover supervisors may not have specialist knowledge in your area.

Leave of absence

If you wish to apply for Leave of Absence please see the Headteacher. Copies of teachers' conditions of service are available from Angela Mullett .

Please note that requests for leave of absence for holidays and visits should be only for the most **exceptional circumstances** and requests are only granted by the Governors. Please do not book holidays or flights without checking the school calendar. Teachers are contracted to work 195 days per year, term time only ancillary staff 190 days per year. You are required to take your holidays during the College holidays.

Please ensure you have spoken to Janet Inglis before you arrange anything that requires cover or precludes you from being used for cover when you may be available.

Equal opportunities

Immanuel College fully embraces equal opportunities and caters for each student and member of staff irrespective of race, religious beliefs or ability. College firmly believes in the need for all students to develop awareness of not only the individual but also the common values engendered by our Christian ethos.

As a College we commit ourselves to the pursuit and maintenance of equal opportunities.

No member of the College community should be subjected to any form of discrimination for whatever reason

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Medical information and procedures for staff

This guidance clarifies what to do in certain medical situations. If you have any doubts about a situation or student, call a First Aider immediately and refer member of SLT if necessary.

Illness of a child in your classroom

In the first instance, students who complain of feeling ill should remain in class where you can make a variety of appropriate arrangements e.g. sitting near a window. Students should not be let out of class to wander around if they are ill.

If a student really needs to go to the toilet then permission should be given and the student should go to pupil reception with a note from you with the date and times clearly written alongside your signature.

If a student is so ill that they cannot complete their studies, they should be sent to pupil reception where the decision on how best to deal with the student will be made. Only Senior staff can send the student home once the parent/carer has been contacted. This will be logged officially for Health and Safety reasons.

Medicines and tablets

***** Staff are not allowed to give any medicines to students at all. *****

If students have to take prescription drugs they should bring them in and take them to the appropriate Pupil Reception and they will give them out at the correct times. A note from home or a phone call should confirm all prescription medicine use. **Students should not carry them around with them for Health and Safety reasons.**

Accidents

If a pupil has an accident in your lesson or in the presence of a member of staff or is reported to a member of staff by another pupil, it is that person's responsibility to ensure that the pupil is dealt with appropriately. Call upon a first aider if necessary.

Medical first aiders:

The names of First Aiders are:

1. Andrea Dennett – First Aid Room
2. Victoria Jamieson – First Aid Room

3. Cate Blake – Post 16 Work Room
4. Judie Heaney - Pupil Reception
5. Donna Stockdill - SLO
6. Sharon Redmond - Main Reception
7. Sam Ferridge – Library
8. Louie Gomez – Teacher
9. Zoe Pearson – Teacher
10. Scott Norcliffe – Premises Staff

Any accident requiring more than simple first aid must be put in the Accident Book, which is kept in the medical room. The member of staff initially reporting the accident and the first aider should do this together as soon as possible. They should also alert Liz Storey in case there needs to be any follow up with Bradford MDC Occupational Safety Team e.g. if they pupil goes to hospital.

If a member of staff has an accident they should make an entry in the Accident book. If they are unable to do this, the first aider should do it. Once again Liz Storey as Business Manager needs to be alerted or in her absence Louise Knights.

Health and safety

Everyone is responsible for the health and safety of each individual in the room they are working in. Anything requiring attention must be recorded with the Premises Manager/Business Manager. If it is an emergency please telephone the Premises Manager/Business Manager. In all other circumstances it is appropriate to send an email. It is also the responsibility of every member of staff to be aware of hazards around the College and report them to Peter Bland the Premises Manager or Liz Storey, the Business Manager.

Contact Telephone Numbers:

- Business Manager Liz Storey 07931761256
- Premises Manager Peter Bland 07813455070
- Caretaker Scott Norcliffe 07867452493
- Assist. Caretaker James Isaac 07880385867

Child protection procedures

Every school in Bradford has a named person for child protection. **At Immanuel College the named persons are Stuart Hacking and Emma Sey.**

If anyone in the school is suspicious of any pupil suffering as a consequence of neglect, physical, sexual or emotional abuse it is essential that this information is passed on to the named person **immediately**. Any member of staff who is not happy with the response from the Named Person has a right/duty to contact Children's Social Care direct (initial contact point: 01274 437500) but this should be the last resort.

- Do not investigate further.
- Ensure confidentiality for the child by passing on details only to the Named Person.
- Do not discuss issues with other staff...
- ...or parents.

If and when a child wishes to take you into their confidence it must be stated that if any disclosure takes place you will have to pass the information to the Named Person – please do not give any **promises of secrecy – you have no legal right to offer secrecy/confidentiality and should not lead a young person on by suggesting that they tell you and you will not tell anyone.**

After the initial disclosure or suspicion:

Do not look shocked

Do not ask to see bruises or marks

Do not ask leading questions, e.g. "Did your Mum do that? Do not put words in the child's mouth, e.g.

"Your Dad punched you to give you that black eye, didn't he"?

Do support the child and tell them that you believe them.

It is essential that any unexplained bruising or any other evidence of physical assault is referred as early in the day as possible.

Always support the child by discussing the problem first with the Named Person and then by accompanying the child to the meeting with the Named Person if further action is deemed necessary.

Make sure you deal with the child calmly and sympathetically.

Please ensure if you are a form tutor that your class is aware that there is someone (other than yourself) to whom they can take their problems.

In accordance with the Children's Act 1989, the Named Person may have to attend a child protection case conference or even appear in court, therefore **it is essential that all information is written down in detail and passed on as soon as possible.**

If you are ever in any doubt, please come and seek advice. If you would like any training or further reading matter, please contact Stuart Hacking or Emma Sey.

Ensure confidentiality - do not discuss this with other staff.

Anti-Bullying Policy

Emotional, physical and verbal bullying is not tolerated at Immanuel College. All the adults in the college should refer to the guidance given in the Anti-Bullying policy which is available in the staff room or from Liz Storey. It should be treated as part of our safeguarding procedures and the named persons should be informed.

Colleagues' Children

We are delighted that staff trust us to look after and educate their children. In this respect we will endeavour to treat your children no differently from any other child in the college and will communicate with parents as we do any other. However we ask that staff with children in the college treat their children as they would any other. Please do not allow your child any special privileges e.g. to have access to you, your keys or areas of the college that other students do not have.

Advice to colleagues about the use of ICT equipment and social networking sites

Please refer to the school ICT policy and Acceptable Use agreement. The agreement is signed every year. This advice does not replace the ICT policy which must be read in full.

The Fair Use Guidance, attached to the policy, states very clearly -

Your own personal safety is the most important thing to remember when on-line.

You are responsible for your online safety; this is your professional duty.

As in all areas of your work, you undertake that you will not engage in any activity that may compromise your professional responsibilities; this includes online activities

So

Do not give out your personal details or those of anyone you know over the internet.

If you see anything during the course of your duties that arouses suspicion, either from accidental browsing or something that happens in school e.g. something a student does, then report it to the ICT office immediately. You should also inform a Named Person.

DO NOT UNDER ANY CIRCUMSTANCES TRY TO INVESTIGATE ANYTHING YOURSELF.

School ICT Equipment: School laptops and ICT equipment remains the property of the school. Colleagues must not use them to access any inappropriate material.

Staff must not post inappropriate material on social networking sites such as FaceBook.

Teachers and associate staff who participate in these sites, need to be aware that any material that they post should be consistent with their professional status and their employment at this school. Any material which may come to light that could be deemed as harmful to the reputation and interests of the school, its staff and pupils may be regarded as a disciplinary matter.

Examples might include:-

- derogatory comments about colleagues or students even intended jokingly

- remarks of a discriminatory nature that do not accord with the professional ethos of teaching or the ethos of Immanuel College
- inappropriate self-revelation
- clear use of sites during school time or while engaged on school activities or using school equipment

Please note:

Staff must not publish or make personal use of photographic images taken at school, or on school activities away from school, which show pupils.

Additionally, staff must not have on-line relationships with pupils (except where appropriate within family relationships) or to allow them access to their own pages. Similarly staff must not access pupils' pages; this may cross the professional boundary that should be maintained between staff and pupils

General Data Protection Regulations (GDPR)

The changes in the Data Protection Law came into effect on the 25th May 2018.

GDPR changes how we can use personal data of staff and students and keep it safe. It also strengthens your rights over your own data.

The point of the new regulations is to make sure sensitive or private information is used appropriately and is stored securely.

Staff need to ensure that any information about staff or students in their possession is stored in such a way as to comply with the new regulations.

The Data Protection Officer (DPO) is Peter Thompson who can be contacted via the Trust Head Office.

The Data Co-ordinator for the College is Liz Storey and the Deputies are Janette Miller (MISC Co-ordinator) and Neil Tipling (Network Manager). Please do not hesitate to take any queries to them in the first instance.