



Staff Handbook

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Introduction

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

On behalf of the young people, staff and governors, the Executive Head would like to welcome you to our school Poplar Adolescent Unit – Education Provision (“PEP”). PEP is a Pupil Referral Unit based within Rochford Mental Health Hospital, Essex and was opened in September 2009.

All parents and carers want their children to be successful and happy. It is important that whilst the young people are attending the school and receiving treatment, we try to nurture the right skills, develop confidence, self-esteem and the willingness to engage by offering an exciting and enriching timetable. We expect the young people to continue as best they can with their studies before returning to Education, Employment or Training.

At PEP the young people are at the heart of every decision we make, whether it be for their safety, enjoyment or academic excellence. The young people benefit from our dedicated and highly qualified staff with outstanding specialist knowledge. Our school promotes a sense of belonging in an inclusive community and encourages all to aspire to the standards of which they are capable.

PEP works closely with the ward to allow staff to gain knowledge and understanding of each young person's difficulties on a daily basis during the young person's stay. Each young person's timetable is especially tailored to their needs and when appropriate, we will plan to reintegrate back to the school and community.

General Information

PEP is an Essex County Council maintained, day, mixed, community, pupil referral unit funded for up to 16 learners between 11-18 years who have mental health difficulties.

Address: Essex Partnership NHS Trust, Poplar Adolescent Unit – Education Provision, Rochford Hospital, Union Lane, Rochford, Essex, SS4 1RB

Tel: 01702 538138

Website: <https://poplaradolescentunit.essex.sch.uk/>

Email: admin@poplar.org.uk

Executive Head: steph.yates@nhs.net

Chair of Management Committee: Louise Summers

Chair of the Finance & Personnel Committee: Nigel Milner

Executive Head: Steph Yates

Support staff:

Julie O’Grady: School Business Manager

Maddison Taylor-Vincent: Administrative Assistant

Teachers:

Clare Varley: Key Teacher – ICT, Art & Design

Charlotte Baulch: Deputy Executive Head, Key Teacher – English, Coastal & Forestry Schools

David Lumsden: Key Teacher – Maths, Music

Kathy Johns: Science, PSHE

Higher Level Teaching Assistant: Cheryl Gardner

PEP Vision / Ethos Statement

We aim to prepare young people for reintegration by identifying their individual curriculum requirements and supporting their personal, social, health and emotional needs within a safe and nurturing environment.

- Every learner has a ‘voice’ and that this voice is listened to and encouraged.
- We must strive always to make learning successful and we can do this best by skilful teaching (having the highest possible expectations), of a relevant, creative, exciting school curriculum (both in and out of lessons), supportive school structures and by a real partnership with the young person and their families.

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

Specific features of PEP

PEP is a hospital school

The school is located within a psychiatric hospital in Rochford. The school is separate from the ward and offers the young people the opportunity to continue with their studies whilst attending the hospital. The education team works alongside the medical team to ensure a holistic approach to the pupil's care.

PEP is a 'bridging' school

Difficulties in engagement and continuity of studies is a principal focus for the education team. We aim to improve a young person's motivation to get back into their community setting and continue with their lives in a better shape than when they were first admitted. As such we provide a bridge between life in hospital and life back at home and at school or work.

PEP is a creative school

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

Our shared responsibilities

We recognise that a young person's time in full-time education is limited and precious, and we are duty bound not to waste it.

Our curriculum must be delivered in a safe, supportive yet challenging learning environment in which all members of our school community are valued, respected and enabled to succeed.

We have a duty to each learner and their family to ...

- Work in partnership with parents and carers, and the wider family.
- Work in collaboration with therapists and other professionals.
- Ensure that all our learners have opportunities to learn and enjoy the wider community.
- Be inclusive to our practice.
- Be outward looking in our vision and approach.
- Be positive and optimistic.
- Give our best at all times.
- Recognise that everyone is a learner and that every experience is a learning opportunity.
- Empower each learner to achieve fulfilled futures.

Our Curriculum

PEP provides a curriculum tailored to the learning, emotional, sensory and physical needs of each young person. This is described in the School's Information Report, which details our provision.

We are guided by:

Curriculum policy and the individual subject policies.

SEN Code of Practice 2014

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

Working at PEP – Guidance for staff

Every young person at PEP is:-

- Vulnerable – all have been admitted for a mental health issue some may have in addition, physical or cognitive needs.
- Dependent on adults.
- Capable of bringing joy and a sense of worth for those fortunate enough to work with them.

Every learner needs adults who understand them and are able to provide the care and support they need. The majority of young people will make physical and emotional demands that can, on occasions, feel relentless and overwhelming. At PEP there are systems of support, which are internal (your manager, colleagues and the wider team including the medical and therapy teams on the ward); and external forms of support with counselling from the Trust and as an Essex County Council employee from the local authority. It is important that you are familiar with these supports and make use of them.

The learners at PEP care less about what job an adult does than their ability to be fair, respectful and non-judgemental.

Each learner needs adults who are:-

- Resilient
- Boundaried
- Understanding
- Empathic
- Forgiving

Team work is essential – in isolation, no one adult is able to meet the complex needs and demands of the learners at PEP, this can only be achieved if all the adults work as part of a team.

Each learner needs every member of the PEP team (administration staff, apprentices, teachers, assistants and specialists) to strive to always

- Show tolerance and emotional resilience to and for one another.
- Listen to people's ideas and perspectives.
- Try and see situations from the other person's perspective.
- Treat everyone, child or adult with the dignity and respect as we would want to be treated ourselves.
- Express our views at the right time and in the right place.
- Remain calm in stressful situations and accept this as the norm.

These qualities are demonstrated in our words and actions and how we treat one another. Working in this school will present stresses and strains that go beyond the vast majority of settings but can bring wonderful rewards.

Safeguarding and Child Protection

Designated Safeguarding Lead:	Steph Yates
Deputy DSPs:	Clare Varley
Safeguarding Governor:	Michelle Lagden
Prevent Strategy Lead:	Steph Yates
Safer recruitment Lead:	Steph Yates

Safeguarding children in our setting is everyone's responsibility. As a member of staff, it is your responsibility to be familiar with the procedures and policies aimed to protect young people.

You will need to read and sign a record for the following:

- the current Child Protection Policy
- Keeping Children Safe in Education (DfE, 2019)
- the school Behaviour policy (and anti-bullying policy);
- the school Staff Behaviour policy (sometimes called Staff Code of Conduct);
- the safeguarding response to children missing from education
- the role of the designated safeguarding lead (Annex B of KCSIE)

You should also read:

- Health and Safety Policy
- E-safety Policy
- Prevent Strategy
- Whistleblowing Policy
- Educational Visits Policy
- Attendance Policy
- First Aid Policy
- Supporting learners with medical conditions Policy
- Bereavement Policy
- Safer Recruitment Policy

These are all to be found on the school's website (<https://poplaradolescentunit.essex.sch.uk/>)

And the 'staff pool' in the 'Policies' folder.

Organisation of the school day / week

- 08.30 Member of the nursing team gives handover.
- At 09:30 learners arrive and the school day begins.
- Welcome learners and ensure they are safely assisted to their class area.
- Registration is completed by the Executive Head.
- Teachers and assistants have a discretionary break of not more than 15 minutes during the morning whilst the learners have break.
- Learners have their break in the classroom.
- Learners with special dietary care plans may be escorted back to the ward.
- Teaching staff return young people to the ward at 12.30 for Lunch.
- Teaching staff have a one-hour lunch break from 12:30 to 13:30.
- Afternoon school begins at 13:30.
- Afternoon lessons finish at 15:00.
- Teachers return learners back to the ward at the end of the school day.
- Team meetings are held on alternate Thursdays at 15:30 – 16.30

A-Z of Information

Absence – learners

If a learner is absent from education due to mental health difficulties this is recorded as an “Authorised Absence”.

If a learner is absent from education due to absconsion or behaviour difficulties (Executive Head to confirm) this will be marked as an “Unauthorised Absence”.

If a learner is absent from leave the parent / carer is expected to:-

- Notify the school by telephone or email (steph.yates@nhs.net) as soon as possible before the start of the school day with the reason as to why they have not returned for school.
- Give the expected return time / date.
- Provide, on request, evidence of off-site appointments that are not related to their hospital stay and are outside of school hours.

The school will:-

- Record the telephone notification of absences. If notification is not received via telephone / in writing by 10:00 on the first day of absence. School will ring parent/carer and record the outcome of the call.
- Cancel/Rearrange any taxis.
- Maintain regular contact with parents/carers throughout the pupil's absence.
- Keep written notification from parents/carers on file.
- Write to parents/carers requesting a reason for absence if it has not been provided.
- Record any absences as authorised or unauthorised according to current DfE guidelines.

Absence – informing school – staff

If staff are absent it is important to be able to plan the provide for the young people on the unit. Longer term absences will require ‘cover’ from outside the unit. Shorter absences or training commitments will normally be covered through internal resources. Either way, it is essential that if an absence is unplanned the Executive Head is informed directly and as soon as possible. Staff are to ring:

07963 304083

All staff must use this number to inform the school when they are absent from work. Please do not leave voicemails as these have been lost.

Unless the school has received a medical certificate – staff must continue to use the absence line each day of their absence.

Absence procedures – staff

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

For absence of more than seven days, a “Fit to Work” medical certificate from a GP or other health practitioner may be required (Executive Head to confirm).

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

When a member of staff returns to school following any form of absence they must complete a “Return to Work” form and hand this to the Executive Head.

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

The Executive Head monitors absence patterns and may arrange a meeting to discuss specific patterns or concerns; for example:

- Three periods of absence in two consecutive half terms, or
- Unacceptable regular patterns of absence, for example regular Monday or Friday absence.

As a result of concerns future attendance targets may be set. If these are not met a review meeting will be held with named Governors, this could lead to dismissal.

All our young people are formally reviewed on a regular basis – especially for their Care Programme Approach reviews (CPAs) and young people with Education, Health and Care Plan (EHCP) must receive an Annual Review each year. The EHCP process is managed by the Key Teacher. The Annual Review/Transition Policy is available on the school's website and from the Admin Office.

Behaviour Support

This is one of the most challenging areas of our work. Behaviour must be managed with sensitivity and professionalism. Staff should constantly re-examine and reflect their own values, attitudes, behaviours and professional training in order to appreciate the messages that lie behind the behaviours presented to us and the messages we transmit with our responses.

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

All classroom staff at PEP will receive training in positive behaviour management. This provides guidance on using constructive language and building supportive and non-judgemental relationships with the young people.

All staff are encouraged in the use of the maxim, 'treat others as you would wish to be treated yourself' and the challenge of 'Either everybody counts, or nobody counts'.

All important incidents are recorded using the Trust's online tool Datix. If in doubt as to when to use this ask other staff or the head.

Staff are supported in meeting the emotional needs of our learners through training, and specific guidance. In addition, See our Wellbeing policy for details on access to external support from the Trust and Essex County Council's Wellbeing strands.

Breaks

Staff are entitled to a mid-morning break. Staff that start work by 08:30 are allowed to take a discretionary break in the middle of the morning at 10:00 as long as, this does not have a detrimental effect on the learners. This must not be more than 15 minutes out of the classroom as long as other members of staff are available to cover the classroom.

Cars

Any staff that uses their car to drive pupils / colleagues must ensure that their insurance covers them for business use. Please submit a copy of this with your driver's licence and MOT to admin staff. Parking tickets will be the responsibility of the driver concerned. The driver of the car should complete an expenses sheet after the trip and include a VAT petrol receipt.

Car parking

The school has limited free parking within the hospital grounds. The staff car park should be used and not the visitors' car park unless absolutely

necessary. All vehicles are parked at the owner's risk and the school will not be liable for any damage caused to vehicles using this area. Ensure admin has each staff member's current car registration / MOT / Insurance details to fall in line with the Driving Standards Code of Conduct required by Essex County Council.

Chewing gum

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

Child Protection / Safeguarding

If you have any concerns about child protection/safeguarding, please talk to the Designated Safeguarding Lead Person (DSP): Steph Yates or Deputy DSP: Clare Varley.

If a child discloses to you about child protection issues, please record the conversation and tell the individual that you will have to share the information with the designated member of staff.

Please see the Child Protection and Safeguarding Policies, available in the office and on the school website.

Community Links

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

Communication between School Staff / Nursing Team

The nursing team provide exceptional support for children and parents at PEP. In order to ensure effective communication between staff and the nursing team the following guidance must be followed. Under no circumstances must children's health or wellbeing be discussed in an informal manner or in hearing of other young people.

Control of Infection

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

Spillages of bodily fluids shall be cleared up as soon as possible, isolating the area to keep other people away. Disposable gloves and aprons should be worn. As per hospital policy cleaning bodily fluids is **not** the responsibility of domestic staff.

A mixed solution kept in controlled conditions by the Executive Head should be used to disinfect the area after covering with absorbent paper. All material should be disposed of in clinical waste bins.

Contact the **Domestics Team** on **01702 538054** for a deep clean of the area or to replenish cleaning stock.

Curriculum

At PEP we provide a personalised curriculum, which places each young person at the centre of everything we do. We recognise that every next step must be part of a functional and meaningful path for each learner, not part of a pre-programmed or linear route.

Our learner-centred approach promotes active engagement in learning to enable the development of skills and behaviours they need to enable them to enjoy the best possible quality of life.

Our curriculum provides opportunities which are meaningful, accessible, motivating, contextualised, in which learners are engaged and empowered to achieve.

Our curriculum strives to be responsive to each learner, building on individual strengths and interests.

Our personalised approach supports a balanced and creative range of stimulating contexts for learning through different experiences, themes, subjects and settings.

Each individual's curriculum is developed from what we know about them; what they want and need, as well as the knowledge, visions and priorities of their parents/carers.

We work collaboratively with other professionals setting targets and ensuring that effective strategies are in place to equip each learner to be happy; to communicate as well as they can and be as independent as possible.

Data Protection

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

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

(See ICT Acceptable Use Policy and Data Protection Policy)

Defibrillator

The hospital has a defibrillator and our staff are routinely trained in its use.

Dress Code

Clothing worn for school should be clean, tidy and appropriate, and suitable for the activities being undertaken. Jewellery worn should take account of the situations likely to be encountered.

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

All staff working with learners should think wisely about appropriate footwear. Shoes/sandals should not be of flip flop/toe post style (toes therefore generally unprotected) and are required to have a back to them so they do not slip off at the wrong time.

Clothing should be worn that maintains staff dignity and does not cause embarrassment to others.

Clothing should not fall loose and expose cleavage or midriff, hips or underwear, and bra straps and underwear lines should be well covered i.e. Dress for work, not the beach or the gym.

E-safety

Staff must take care when using social media and ensure that they do not bring themselves or the school into disrepute. Staff must not share photos/images of learners on social media or discuss the school outside of this setting. For more details see the Staff Code of Conduct and the ICT Acceptable use policy.

Electrical Safety

All staff must monitor the condition of plugs, cables and electrical equipment and shall report to the School Administration Officer any damaged electrical equipment or wiring. She is responsible for arranging repairs to said equipment. Portable Appliance Testing is undertaken annually. Any electrical items brought into school must be reported to the School Administration Officer for testing prior to use.

The use of multi-adaptors is to be avoided, as is the use of extension leads unless they are fully unwound and correctly protected. The school encourages staff and learners to conserve energy at all times. All appliances should be switched off and unplugged before going home at night. We must also be aware of the potential ligature risk of the cabling we must use in order to function as an educational provision. Loose, or unused cabling should be tied or disposed of as much as is possible.

Emergency Procedures

In order for staff to summon help when within the hospital grounds they have been trained in the use of 'Pinpoint' alarms which are to be worn at all times. There is also a radio which should be checked and taken when away from the school.

If staff require emergency assistance when offsite they should contact the Executive Head, Ward Member and Office who will contact the Emergency Services. The following numbers should be stored in all staff member's phones.

Steph – 07963 304083

Ward - 01702 538114

Office - 01702 538138

Equality

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

The PEP Equalities Policy and Plan is available on the school website and from the admin office and covers the following protected characteristics: Race; Disability; Gender and Gender Reassignment; Pregnancy & Maternity; Age; Religion and Belief; Sexual Orientation; Special Educational Need; Community Cohesion.

Fire Procedures

David is our Fire Marshall.

There are detailed instructions in main areas of the school pointing out the nearest fire exit point and signs indicating these exit points. Each exit has an assembly point. Please familiarise yourself with the evacuation details and the nearest call point should you discover a fire.

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

A fire drill is organised by the hospital and the school may be informed if this will be happening. Testing of the alarm bells is undertaken on a regular basis.

First Aid

School has two named qualified people Clare Varley and Charlotte Baulch. Injuries to staff should be treated by a qualified first aider. Staff who have completed the Appointed Persons training for Emergency Aid have their

names displayed in the main area. The office has a first aid kit which will be checked by and supplies obtained by the First Aiders. First Aid boxes are also available in the minibus and must be taken to off-site activities.

In the event of any injury to learners the ward will be notified. Accidents should be recorded on the Accident Log and DATIX.

If the ward considers it necessary, the injured child will be sent directly to A&E. Parents and/or guardians must be informed (which the ward will do). Any member of staff accompanying a child to hospital should take the Risk Assessment Sheet. If there is an emergency with the child in the school the Pinpoint alarm should be used to summon help from the Rapid Team.

If a child has an epileptic seizure the area around the learner should be made safe and the learner put into a comfortable position. Any clothing should be loosened around the neck. Staff will stay with the child and reassure them when the seizure has stopped. Each learner will have a different response to his/her epilepsy. Staff should consult the ward after a seizure to ensure it is appropriately recorded and that parents are informed.

The hospital has a defibrillator which is accessible from the Rapid Team should it be required.

Food Allergies

Learners who have severe allergic reaction (anaphylaxis) are previously identified by good communication with ward. Where required, epi-pens are kept in the fridge in a locked box with the key safely stored in the key box and First Aiders are trained to administer them.

Health & Safety

All staff in school have a personal responsibility for the health and safety of themselves, their colleagues, learners and visitors. Our learners are especially vulnerable and staff needs to be constantly alert for possible

sources of danger. It is also the duty of every member of staff to report any unsafe conditions to the Executive Head.

Each member of staff has a responsibility for drawing the Executive Heads attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All staff have some health and safety responsibility and will be expected to have knowledge on what to do if an accident or incident occurs, know the fire and first aid procedures and understand the basics of infection control and manual handling.

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

Urgent matters relating to Health and Safety should be raised immediately with the Executive Head or hospital. Non-urgent concerns and issues should be emailed to the Executive Head.

School Transport

School transport may be provided to pupils of statutory school age by application to the relevant local authority. This is not guaranteed and, if granted, is usually limited. PEP will assist, where it can, with an initial visit(s) but is unable to fund transport for longer periods of school reintegration.

Homework/Home learning

Homework is set for those learners who are able to benefit from it. The wishes of parents/carers are an important consideration. For those pupils who have been prescribed extended leave then there will be the possibility of distanced learning opportunities, either from their 'home' school VLEs or organised by Poplar.

Illness (learners)

If a member of staff is concerned about the health of a child, they should consult the ward. The ward will assess the child and make a decision based on the learner's presentation.

Illness (staff)

If a member of staff feels ill during the day, they should inform a colleague. If they are not able to continue working they must ensure that the Executive Head has been informed.

Learning outside the classroom – extended activities – educational visits or regular timetabled off-site activities.

Learning outside the classroom does not have to involve leaving school grounds where additional learning activities are encouraged.

Teachers planning an educational visit should include the Executive Head in the communication. For any new destination a risk assessment needs to be completed on the Evolve system. A Risk Assessment Form (Green Form available from the office) is to be submitted to the Ward for completion and signing, then countersigned by the Visit Leader (who could be any member of the education team).

Should a non-curriculum trip be organised (e.g. end of term / Christmas) a letter will be sent to parents/carers requesting a non-obligatory contribution towards the cost of the trip.

The Risk Assessment form should state the suggested ratio of learners to staff, which can only be varied subject to approval by the Executive Head. Risk Assessments are required before learners can be taken off site.

The Risk Assessment form gives details of the children and staff that are not in school, times of leaving and returning, what clothing the learner is wearing and what risks there may be.

If classes are out for the whole school day, the ward should be informed two weeks prior to visit.

Links with parents/carers

Regular and effective contact with parents/carers is a vital part of the work at we do at PEP. Once established, the Key Teacher will contact the parents/carers/social worker/school contact to gather information on the learner. A weekly report is sent to all concerned.

Mobile phones

The school allows staff to bring personal mobile phones and devices for their own use. The school is not responsible for the loss, damage or theft of any personal mobile device. Personal mobile phones should be switched off during pupil contact times. Staff should not communicate with parents/carers using their personal mobiles.

The following guidance from the Local Authority (LA) must be followed:-

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

Teachers carry work mobiles to maintain contact, particularly when a group is offsite. One of these mobile numbers need to be included on the Risk Assessment form.

Moving and Handling

Teaching staff may be required to handle and move equipment. All teaching staff are required to complete a TASI course before assisting with restraints.

Injuries can occur if moving and handling procedures are not followed and it is important that each move is achieved with the minimum of effort to staff.

Staff should remember the following principles when moving equipment:-

- To use the centre of gravity.
- To keep a stable base of support.

The following general guidance should also be adhered to:-

- Clear and dry floor surface.
- Sensible clothing, flat shoes.
- Finger nails kept short to avoid scratching or breaking if a restraint is required.
- Minimum jewellery to avoid scratching.
- Assess your own ability to complete the task.

Staff should always contact facilities / porter if they require something heavy to be moved.

Medication

All Education staff should be familiar with the medical needs of each learner. This information is available on the Trust network and should also be relayed by ward staff during handovers. A list of pupils with severe allergies and medical equipment needs should be displayed in the office.

The ward staff will administer medication.

If the child is out of school on an educational visit, the class teacher or responsible adult according to guidance will administer medicines provided.

If the child is likely to have an anaphylactic reaction the classroom staff must have epi-pens within close reach at all times.

Minibus

The school has access to one minibus. Drivers must have 'D1' classification on their Drivers Licence which will allow the driver to drive a minibus.

All passengers should be safely secured in their seats.

If a minibus is damaged in any way, inform the Executive Head. Please do not leave the minibus where it may obstruct vehicles in the hospital car park.

Remember to display the blue badge correctly and comply with parking restrictions. Parking tickets are the responsibility of the driver.

The driver of the minibus should complete the log book kept in the minibus for each journey.

Occupational Therapy (OT)

The therapist will liaise with the class teacher to provide assistance with individual learners' needs. In particular:

- Activities for daily living
- Sensory assessment
- Travel training

Planning, Preparation and Assessment (PPA)

PPA is time set aside for teachers during their timetabled teaching day to allow them to carry out planning, preparation and assessment activities.

PPA is at minimum 10% of total pupil contact time. For full-time teaching staff this entitlement will correspond to approximately 2 hours 15 minutes per week.

The School Teachers' Pay and Conditions Document specifies that in order for the time to be meaningful it should not be allocated in short blocks, for

example 10-20 minutes'. At PEP PPA is allocated in blocks of no less than 30 minutes.

Part-time teachers are entitled to a minimum of 10% of their timetabled teaching time for PPA in the same way as their full-time colleagues.

The position of supply teachers depends on the nature and duration of their engagement.

Temporary members of staff whose work includes preparation, planning and assessment of the classes which they take, should receive PPA time on the same basis as permanent teachers. Teachers are entitled to PPA. In the event of PPA being cancelled (due to staff cover requirements) the Executive Head will ensure that this time is made-up.

If planned PPA falls when a teacher is engaged in training, on an annual review of other meeting/or when the member of staff is absent, this allocated PPA time will not be made-up. Should the term start or end with a working week of 3 days or less there will be no PPA in this period. Other reasons for missed PPA times can be communicated to the Executive Head via email.

Personal Injury

The behaviour of some of the learners can sometimes be unpredictable and challenging and some learners do not have full control of themselves. It is important that staff consider their own safety and that of others at all times. Learners' behaviour should be considered when completing and communicating risk assessments. It is the decision of the individual member of staff as to whether they wish to notify the police of any incidents which are outside of the risk assessment.

In the event of sustaining injury at work it is essential that it is recorded on the day of the incident using the DATIX on-line recording system.

In the event of someone being bitten, and the skin broken, the person must seek treatment from appropriate medical facilities (A&E/GP) immediately. The Executive Head is responsible for notifying the LA and the Health and Safety Executive if required.

Personal Possessions

Personal possessions should not be left unattended. Valuable items can be locked away in the school office / safe.

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

Physiotherapy

The ward physiotherapist will devise care plans for individual learners, and arrange appropriate therapy.

Reporting / Recording Accidents to staff

An accident is regarded as a non-deliberate event. All deliberate events are regarded as incidents (see reporting/recording of incidents). All accidents to staff must be recorded using the on-line DATIX recording system.

The Executive Head will ensure that all serious accidents are reported to the LA as well as the Health and Safety Executive (HSE)

Reporting / Recording Accidents / Incidents to learners and adults

All accidents to learners and adults must be reported using the on-line DATIX recording system.

The Executive Head will ensure that all serious accidents are reported to the LA as well as the Health and Safety Executive (HSE).

Notifying the Local Authority (LA) and Health and Safety Executive (HSE)

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

Resolving issues between colleagues

When so many people are working with learners who have such complex needs, pressures and tensions are inevitable. In order to support colleagues to resolve issues and disputes in a professional manner a structure has been put in place. This is to be found in the Grievance Policy which is in the policies folder of the 'Staff Pool'. In the first instance issues between members of staff should be dealt with informally and with an eye to quick resolution. In the event of a colleague feeling aggrieved, angry, concerned or upset they should inform the Executive Head.

Safety during Curriculum Activities

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

Safety out of school

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

- Learner's physical safety must be given priority over all other considerations.
- The behaviour of learners cannot always be predicted. Staff must keep each child in view; no child should be left to trail behind where they cannot be observed by staff, especially when near a road.
- Please remember individual medication requirements for learners.

Safety Rules for staff when working with learners

1. Learners should never be left unsupervised (unless agreed with parents/carers as part of an independence training programme).
2. Use of certain types of school equipment such as staple gun, guillotine, glue guns, scissors etc. should be well supervised and if required, risk assessed.
4. Craft tools must not be left unattended.
5. Heavy items of equipment should not be moved by learners unless an adult is supervising.
6. Scissors, knives, protractors etc. must be locked away.
7. Staff should position themselves for maximum supervision.
8. Learners and staff must not carry open cups of hot/cold drinks around the school.

School diary

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

School Fund

Any monies collected for outings/activities etc must be passed to the School Business Manger for recording in the school funds. Expenditure can be reclaimed using a form available from Finance. Expenditure over £10 should be preauthorised with the Executive Head. A valid VAT receipt must accompany all claims for reimbursement.

Schools resources

Stationery is kept in stock cupboards in the corridor next to the office. Please use items as required but inform the office when stock is running low. Any items borrowed should be returned and stored tidily after use.

Teaching staff have access to laptop computers (please ask Executive Head). All equipment of value must be security marked and recorded in the asset register kept by the office. No equipment should be removed from the school premises without prior approval and recording of the loan.

Staff should be aware that items used outside school premises such as laptops may not be covered by the school insurance and that claims against personal insurance may be made in the event of loss or damage to school equipment.

Photocopiers are available in school. Please keep personal use to a minimum.

Paper towels are supplied by the hospital.

Security

All adults at PEP must wear a lanyard at all times. Members of staff will be issued a personal lanyard, featuring a photograph and school details. Visitors are under no circumstances to be left alone with the learners.

Entrance to the school is carefully controlled and monitored. Visitors are required to sign in. Responsibility to record when the visitor exits the building during the school day is of the visited.

All items of significant value will be security marked and recorded in the school asset register. Users of dangerous or high value items shall be responsible for securing them on completion of use.

No one should be on site without permission and staff should be aware of unidentified people around the school and be prepared to challenge them or report their presence to the Executive Head. The hospital has an extensive CCTV system.

Severe weather conditions

It is impossible to have one policy to cover the wide range of potential adverse weather conditions that may affect our school. However, the factors that will inform decisions are clear.

1. The safety and welfare of learners, staff, other professionals, parents and visitors.
2. Responsibility to provide an education service.

The Executive Head is responsible for the decision as to whether the school should close due to severe weather conditions. In the event of a closure the Executive Head must inform the Chair of Management Committee and Local Authority. The decision to close the school should be communicated via the school website.

There will be occasions when the level of snow fall is so great that decisions will be that the building and site will close to all staff. On such days all contracted staff will be paid. Teachers will be expected to undertake planning and preparation work at home.

There will be other circumstance when the snow fall in Essex will not be as great as in other parts of Essex and although it is possible for colleagues living close to the school to get to work, it would be difficult for others, especially those living in rural areas. Trust is an important element of working in a setting such as PEP. Therefore, colleagues are expected to make their own decision based on their own particular circumstances. In line with the policy of the Local Authority those colleagues who can get into school will be expected to do so using alternative transport methods if necessary. All contracted staff will be paid. Those that are able to do so will be expected to contribute to the process of preparing the school to reopen as soon as possible. Others can take the opportunity to organise their class and plan and prepare for future lessons.

As the vast majority of our learners are inpatients in the hospital, in order to reduce risk, there will be occasions when the decision will be taken to

reduce the length of the school day, opening later/closing earlier). On such days' staff are expected to work their usual hours (it is probable that late staff meetings will be cancelled). There is an understanding that colleagues who have long and/or difficult journeys may arrive later and leave earlier than usual.

Please see Executive Head if you have any questions regarding this guidance.

Smoking

Smoking is not permitted anywhere on the hospital site. Smokers must not smoke in front of the school. Staff are responsible for ensuring that they do not litter the perimeter of the grounds with their cigarette butts.

The chewing of gum by staff is not permitted during the school day. However, exceptions will be made for colleagues who are using gum as part of a programme to give up smoking. In such circumstances, colleagues must first inform the Executive Head of their intention to chew gum.

It is recognised that vaping and e-cigarettes are very different from smoking. However, some people find the cloud that e-cigarette emit unpleasant. In line with Essex County Council Policy, e-cigarettes must not be used in school.

Sports

Both Virgin Active - Clements Hall and Belchamps Scouting Outdoor Centre keep all updated policies. Risk Assessments are put in place before the visits take place.

Staff mid-morning breaks

As long as there is not a major impact on the teaching and learning of a class, staff may take a break between 10:00-10:15. No member of staff is allowed to be out of their class for more than 15 minutes.

There is no entitlement to a mid-morning break. Colleagues who start work after 09:30 should not take a mid-morning break.

Staff who wish to bring their own children into school

Staff are expected to make alternative arrangements for the care of their own child in the event of their child's school having a planned closure e.g. INSET. Should non-pupil days coincide i.e. there are no young people on site at Poplar then this facility may, *in extremis* be considered:

- Staff are only able to bring their child into school at the discretion of the Executive Head.
- Staff must gain permission from the Executive Head before they bring their child to school.
- Staff are responsible for their own child at all times.
- Staff must ensure that their child is under their supervision at all times.
- Staff are responsible for the behaviour of their child.
- Staff must ensure that they are still able to fully fulfil their working duties when their child is with them.
- Staff must ensure that their child does not attend briefing meetings (and they should wait with their child whilst these are taking place).

Only under exceptional circumstances would a child under the age of 5 be permitted to be in school for the whole day.

Staff cycling to work

Staff are encouraged to cycle to school. Storage for bikes is located at the front of the hospital. Each person is responsible for ensuring that their bike is locked and secure. Essex runs a cycle to work scheme.

Staff meetings

Education meetings are held every other Thursday from 15.30–16.30. Teachers and Executive Head must attend a briefing meeting each morning from 08:30-09:00. Extended staff meetings may be arranged with at least 4

weeks' notice. Overtime/TOIL is possible but will need to be agreed with the Executive Head.

Staff room / kitchen

The staff room / kitchen and toilets are located in the corridor outside the main classroom. Hot and cold drink making facilities (which include tea and coffee) are available. You may bring in your preferred beverage. Microwave, toaster, fridge, freezer and drinking water tap are also available. The room is available to everyone, whatever their role during break times only.

Tattoos

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

Use of the Internet

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

Staff use of computers is restricted to non-contact time except when directly facilitating/providing for students' educational needs. Staff are able to use search engines for personal use but must ensure that they are not accessing inappropriate sites or downloading material or accessing sites that may endanger the integrity of the computer system. Staff must not download software and must consult the IT technician before installing software.

Vaccinations

Staff have a responsibility to ensure that their vaccinations are up to date to reduce the risk of infection. In addition to Covid-19, diphtheria, polio and tetanus (usually delivered in a single vaccination DTP), MMR and Hep B are recommended).

Visitors

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

Volunteers

The school welcomes volunteers who can bring additional expertise into the school. Any regular volunteer work should be for agreed specified periods and for specified areas of work. The Executive Head will assess any applications and invite the volunteer into the school for a discussion.

References will be taken up and a satisfactory DBS check in place before any volunteer can assist in school. The volunteer would work under the direction of a class teacher or Executive Head. All volunteers must receive safeguarding training.

Volunteers should never be left alone with learners or allowed to take learners out of the school building by themselves. If there are any concerns about a volunteer the Executive Head should be consulted. Confidentiality about the learners should be observed at all times.