



HSPS

Staff Handbook

EDUCATE. EMPOWER. INSPIRE.

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1	Original	Sept 2023
2	Rebranded & reviewed	July 2024
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4	Reviewed	September 2026

HCPS Staff Handbook

School Organisation

Senior leadership team

Rebecca Paddock	Executive Headteacher DSL SENCO
Chloe Redfearn	Head of School Core Curriculum Lead DSL
Maxine Pearce	Cross Trust Business Manager

Teaching Staff

Lucy Barlett	Reception, Year 1, Year 2
Victoria Brusby	Year 3, Year 4
Charlotte Goldthorpe	Year 5, Year 6
Katherine Davies	Resource Provision

Support Staff

Stephanie Utlej	HLTA – PE Lead, PPA Cover, Sports Partnership
Jade Pearson	Teaching Assistant
Jack Lockwood	Teaching Assistant / OWLS
Paula Emson	Teaching Assistant – Resource Provision
Debbie Thorton	OWLS
Mason Simpson	Office Manager

Local Committee

Mrs L Etchell – Chair

The Local Committee have a statutory duty to qualify judgements of the headteacher by visiting school and undertaking general enquiries linked to the area they are responsible for, this can be by attending meetings such as monthly budget reviews, looking at the school environment and evidence i.e data, children's books, policies, audits etc. It is expected that The Local Committee undertake their statutory duties so that they can fully inform the termly meetings and qualify headteacher judgements. This will be overseen by a member of SLT.

Breakfast club

OWLS breakfast club and after school club is available for F2/KS1/KS2 children parents need to book in prior to attendance on Arbor. Further information is available on the school website [Hoylandswaine Primary School - Owls-Before and After school club](#)

Routines

The school will open at 8.45am when parents will drop their children at the classroom door school. A member of staff should be on classroom door to meet and greet parents. We expect the pupils to be in class to start their learning by 9.00am. The car park gates will be secured at 8:30 and the pedestrian gate at 9am. The gates will remain secure until 3.00pm.

If a member of staff is made aware that a child is leaving school during the school day, please ensure this has been authorised by a member of SLT and that the office is informed. If a child leaves/enters school after registration, during the school day they must be signed in/out by the person responsible for them in main reception. Please ensure that the person taking over responsibility of the child is familiar to school/child. **Please note that we do not permit any person under 16 years of age to remove a child from school during the school day.**

Morning

- Complete your electronic Attendance Register and Dinner Register no later than 9.00am – please ensure that this is saved in order for the administrative staff to access the information.
- Ensure that the manual laminated Fire Register has been completed in the event of the fire alarm being raised.
- Ensure all absence notes are recorded via a comment on the electronic attendance register.
- If you would like a school dinner, please ensure that the office have been informed.
- At the end of playtime please ensure that you collect your class promptly from the playground and carry out a head count.

Afternoon

- At the end of lunchtime playtime please ensure that you collect your class promptly from the playground
- Complete your electronic Attendance Register within ten minutes of the start of the afternoon session – please ensure that this is saved in order for the administrative staff to access the information.
- Ensure that the manual laminated Fire Register has been completed in the event of the fire alarm being raised.
- Ensure all absence notes are recorded via a comment on the electronic attendance register.
- At the end of afternoon playtime please ensure that you collect your class promptly from the playground and carry out a head count.

Reception and Key Stage 1 pupils must be collected by an adult who is familiar to the staff. If any person attends to collect a pupil who is not familiar to them a person with parental responsibility must be contacted to clarify the validity of the person who has attended. If there is any uncertainty, please keep the pupil in your care until a parent/carer can attend to collect them. If there is a supply teacher with the class, a member of the support staff must stay with the supply teacher until all pupils are safely collected.

Duties

Classes should be collected promptly at the end of play/lunch time and enter school in an orderly manner. Staff must ensure that they have a first aid bag whilst on duty and administer any first aid as necessary. If a serious incident occurs, please call for a qualified first aider or contact the school office immediately. All children should go outside at break and lunchtimes unless they have been asked to do a job or complete work. There must be supervision for any child staying in. If the weather is inclement, it is the responsibility of the teacher on duty to send a message around the school to say that it is an indoor break. All pupils should be aware of the rules around activities which are permissible during an indoor break.

If you are unable to carry out your playtime duty, please ensure that your duty is cover sufficiently by another member of staff.

Communications

A staff briefing is held at 8:30am in the staff room Mondays and Fridays.

Safeguarding briefing is held at 8:30am on a Wednesday in the staff room.

Teaching staff meetings are held every Wednesday at 3:30pm

For those teachers who do not work on a staff meeting day this directed time will be carried out on an alternative day agreed with the head of school.

School premises

Any person entering the school site must enter through the main entrance.

All staff should sign in when they arrive at school and sign out again when they leave. ID badges should always be worn.

All visitors, parents, students, and contractors on the school site must sign in and out and wear their visitors badge whilst on site. Please ensure that any person signing in receives an induction/information regarding the school site i.e. fire alarm, toilets, and is checked under the safeguarding procedures i.e. DBS and identity checked or identity badge.

If you allow visitors into the school, please ensure that the office staff are aware of who is in the building.

If you see someone walking around the school who you do not recognize please ask them who they are and explain that they must have a badge to be on the premises.

Please ensure that all external doors are closed during the school day, especially after play time and at the end of school after the children have been dismissed. Continually remind children that they are not allowed to open doors except for school staff.

At the end of the day parents are not encouraged to enter the school building unless they have a valid reason, this is to ensure the safety of our children and those participating in after-school activities. Any parents wishing to enter school should be challenged and asked to leave unless they have a valid reason to be present within the premises.

Key Stage 2 pupils should be informed that they must return to the school office if no one arrives to collect them.

Safeguarding

The school has rigorous safeguarding and child protection procedures to adhere to protect all our children. The Safeguarding Policy and Child Protection policy are available on the shared network drive, please ensure that you read and adhere to these guidelines.

These policies outline the procedures to follow should any person raise a cause for concern regarding a child.

It is all stakeholders' responsibility to report any safeguarding concerns as necessary. These concerns can be reported to the schools' safeguarding leads and deputies, however staff also have a responsibility to report or refer to all relevant agencies directly should they feel this necessary or when the leads and deputies are not available.

The school also has delegated Safeguarding Leads and Deputies within school, they are:

Safeguarding Lead – Rebecca Paddock

Safeguarding Lead – Chloe Redfearn

Safeguarding Deputy – Jack Lockwood

Posters informing all staff, children, parents and stakeholders of these details are available around school.

The Safeguarding policy relates to the revised guidance for Keeping Children Safe in Education, September 2024. All staff must ensure they have read the updated guidance.

Supporting children in school with a medical need

Any child within school with a medical need will be supported in accordance with the 'Administration of Medicines' policy and procedures.

Should any child be required to take medication whilst at school, parents should attend the school office and complete the relevant forms. Only qualified staff or those with the relevant information should administer medication to pupils in accordance with the completed administration of medicines forms. Any medication administered should be checked to ensure the correct medication is being given to the correct child and witnessed, the administration of medicines form should then be completed and stored in the school office.

An individual Health Plan must be completed for any child with a medical condition; this information will be added to Arbor and a paper copy of the form will be kept both in the office and with the class teacher.

Incidents

Violence and aggression

The school has a vigorous procedure for dealing with violence and aggression to pupils or staff. All incidents must be reported to the Head Teacher or SLT and the relevant paperwork completed.

The procedures for reporting these incidents are available from the admin staff.

Staff

All incidents involving staff must be reported to the SLT and an accident form must be completed these are available from the admin office.

Parents

All incidents involving staff must be reported to the Head Teacher or SLT and recorded in accordance with school policy.

CPOMS

The school has an on-line electronic database (CPOMS) for recording and monitoring all Child Protection, Safeguarding, SEND, Attendance and medical information. Arbor is used to record any behavior incidents. All staff have access to this system and should report any issues, concerns or relevant information on the system.

This will enable the school to construct a competent central information database for the welfare of all pupils, which all staff can access.

Should staff have any concerns, incidents, or general information they should input the details within this system, in addition to following the relevant procedures. Any actions needing immediate response or action should inform the DSL as soon as possible within the same day.

All senior leaders have access to manage this system, should you have any questions, queries or problems accessing this system please speak to a member of the SLT.

Policies and procedures

The schools' policies and procedures are shared annually. We recommend that staff prioritise reading all policies, seeking clarification if you are unclear from a relevant member of staff.

All staff should ensure that they have read and familiarised themselves with ALL school policies and procedures. Please request a copy from the Head Teacher or schools Admin Staff.

Should any person wish to raise a complaint with school they should be referred to the school office who will provide them with a copy of the complaints policy and procedure.

Safeguarding Checks

The Disclosure and Barring Service Check is renewed every 3 years. All staff and companies working within the school will require to be DBS checked.

All new or renewal applications need to be completed immediately with the school office having sight of all the original relevant documentation to verify the application. Only original documentation can be accepted.

Any staff who work in the school on a short-term basis (agency workers, companies or individuals working with children) will need to ensure that they produce a DBS disclosure and photo identification on arrival at the school.

Under no circumstances can an individual work in the school without these details.

Prohibition from Teaching and Management

All staff who teach pupils and manage the school will be checked against the government's prohibition and barring status information to ensure that staff have not been prohibited from teaching.

Data/Information Security, and General Data Protection Regulations 2018

The school has strict data protection/information security procedures to adhere to under the Information Commissioners guidelines and adheres to the school's Data/Information Security policy and Acceptable Usage policy, GDPR policy. These policies cover staff and pupils' personal information, data, photos etc....

The school adheres to the General Data Protection Regulations which were introduced in May 2018. This covers the personal data held in relation to staff and pupils, and the sharing of this personal information. All stakeholders are provided with a copy of the privacy notice informing them of how their data is used and shared. Please refer to the HCAT Data Protection GDPR policies 2018 for staff and pupils. The privacy notice provides staff with information regarding the storage and sharing of their data.

In addition to this most staff have received personal training, or electronic data security training via the National College. If you have not completed this online training, please ensure that you do so, information regarding this process is available from the school office.

It is essential that the school adheres to these procedures and staff do not put the school at risk of breaching their responsibility regarding information security as they could receive a fine of up to £50,000 for any breach of security.

The school has issued all teaching staff with an encrypted laptop which is password protected. If you are removing data from the school site, please ensure that you adhere to the school's policies and procedures and ensure that the data removed is always kept secure.

GDPR and media consent forms are recorded within the pupils' electronic data file on the Arbor database. A list of pupils who have received GDPR consent and consent for photographs, media, and websites is also available from the school office. Please ensure that any child without consent is not photographed at any time.

For further advice or guidance regarding GDPR and data security please speak to the Head Teacher or Admin Staff.

Photocopying and printing

There are two network photocopiers that all staff should use to print information. These are linked through your computer, **please ensure that the settings within your computer default to black and white print. If you wish to print in colour these settings require changing, however, please ensure that they are reverted to black and white to prevent the school from incurring increased photocopier charges.**

In the event of the photocopier requiring toner cartridges, these are available from the stockroom, should you use the last cartridge please inform the admin staff to enable them to re-plenish stock.

In the event of the photocopier breaking down, please notify the admin office. If the photocopier has a paper malfunction the display screen will direct you to the area of malfunction/paper jam. Please ensure that you turn off the machine prior to clearing any malfunctions for your own safety.

School electronic equipment – computers and iPads

All staff must sign the appropriate paperwork to ensure that they agree with the school and HCAT's policies on the use of electronic equipment in school. Electronic equipment must be taken care of and switched off after use at night. It is the responsibility of the class teacher and other adults using the equipment to ensure it is stored safely. Non-static electronic equipment must not be left lying around (e.g. IPADS and laptops as these are vulnerable to theft.) Staff in receipt of school IPADS must ensure these are used appropriately both in and out of school. Care should be taken with social networking. Please refer to the school's E-Safety and social media Policy. The E-Safety policy includes an Acceptable Usage Agreement which all staff must sign.

School dress and conduct

Staff Dress

Teachers and education support staff are professionals. The school expects that the clothes worn to work reflect this. It is not appropriate for staff to wear denim jeans unless they are on a residential or trip. The school dress code is smart casual.

Social Networking Sites

The school and HCAT have strict guidelines regarding the use of social networking sites for all staff, students and volunteers, to adhere to safeguarding/child protection and confidentiality i.e. Facebook, Twitter(X), Snapchat, WhatsApp etc. These guidelines are present within the School Code of Conduct and Social Media policy. Please ensure that you are familiar with these practices and guidance as action will be taken if staff breach these codes/guidelines.

Smoking

The school operates a non-smoking policy within the school grounds. Those staff wishing to smoke please do so away from the school premises and out of sight of the children.

Professional development and performance management

Training

The school will support staff with their professional development and encourage all staff to enhance their knowledge, skills and abilities through learning and training. The school has links with the local pyramid, network focus groups and other schools.

If there are any courses staff would like to attend, they must obtain authorization from the Head Teacher.

Teachers will be expected to disseminate what they have learnt on any courses, by passing on notes, sharing ideas, or contributing to staff meetings.

The school will endeavor to support staff to develop professionally with external training outside of their working hours, which is relevant to their role. Any such requests should be discussed with the Head Teacher.

Performance Management

In accordance with the school's Performance Management policy, all staff will receive a meeting in the autumn term to review their performance and set targets for the forthcoming year. An interim meeting will be arranged in the summer term to discuss staff progress.

These meetings will be carried out by the Head Teacher and SLT.

Please note that the performance management process is closely linked with the pay policy for teaching staff.

School visits, residentials and inter school events

We actively encourage teachers to organise educational visits for their classes. If teachers would like to plan an educational visit, please ensure that you adhere to the Schools Visits policy and follow these procedures.

If staff are unfamiliar with the venue, please ensure that a preliminary visit is carried out to enable you to identify any risks to children, staff and volunteers. A trip booking form and risk assessment must be completed and signed by the Head Teacher and all people attending prior to organising the trip.

Please give parents reasonable notice of the trip to ensure that monies are received. If the income received produces a deficit balance the trip may be cancelled. Any children who are not attending the trip should be encouraged to attend school; they will be taught in a different class on this day.

Guidance for volunteers in school

We welcome a variety of adults into school as volunteers. If other people ask to help in school, they are always welcome. Similarly, if a need arises for extra volunteers or volunteers with specific expertise, a further letter will be sent home. Adults may help in school throughout the school day. They may be asked to help with a range of activities and tasks in and out of the classroom depending on their preference and skills.

The school has a procedure to follow regarding the recruitment of volunteers, please speak to the admin staff regarding these procedures. All volunteers who have contact with children will be asked to complete a form for them to obtain DBS clearance.

Volunteers and visitors to school will be allowed access to the staffroom during break times. It is essential that personal issues regarding children and confidential matters are not discussed in their presence at break times or during the school day.

Extra-curricular activities

Parents must be informed via Arbor of all extra-curricular activities, if a child wishes to take part in any activity outside of normal school hours' consent will be obtained from the parents. Any staff supervising these activities must ensure that all children have been collected by a responsible adult or alternatively have written consent from parents to allow the child to walk home alone. Children should not be left alone after these clubs have ended.

In the event of any cancellation of these activities please ensure that parents are given prior notice whenever possible via Arbor or telephone.

If any external provider is delivering any extra-curricular activity a member of the senior management team will be available on site until the club has finished and all children have been collected.

Staff absence

Appointments

Routine doctors and dentist appointments should not normally be made during school hours unless there is an emergency. For appointments such as hospital appointments staff should attach a copy of the appointment card to the Special Leave Request form.

Absence through Ill Health

Should ill health prevent attendance at school the following procedures should be followed:

Phone the head of school or a member of the SLT by 7.30am to advise them that you are unwell. Staff should phone in person unless you have been hospitalised or there is an emergency.

You must phone the school by 2pm on the day you have been absent to let us know whether you will be returning to work or not.

The first five working days of absence must be covered by completing a self-certification form on the day staff return to work.

If the absence extends to six working days a certified sick note from your GP is required.

If you fall ill at school which results in you requesting to leave school, please speak to the Head Teacher or a member of the senior leadership team.

The school will follow the absence procedures as set out in the school Managing Staff Absence policy.

Staff are advised that absence is monitored as part of the school and Academy Trust's management framework. You may be asked to discuss absences with the Head Teacher or other senior management on your return to work.

All staff will have a 'Return to Work' meeting with the Head Teacher or business manager. This is standard absence management practice. On the day of your return to work you should request an appointment for this interview with the Head Teacher.

Absence for Other Reasons

The Head Teacher can authorise other absences as paid or unpaid depending on the type of absence in accordance with the Special Leave Policy.

It is essential that staff give as much notice as possible.

In the event of a member of staff requesting to leave school during their working time, they must speak to the Head Teacher, (in the absence of the Head Teacher please refer to the management structure) who can authorise their leave.

Recording and Monitoring Staff Absence

The school is required to record and monitor all staff absences. Absence is recorded electronically, and all such information is confidential. Staff can be provided with a summary of their attendance record on request. The information held is used as a basis for comments on staff attendance and fitness for work in staff references.

Staff absence data is shared with the HCAT and payroll providers.

Staff Cover

The SLT are responsible for organising all staff cover. If a member of staff is absent due to a planned event the relevant staff should be informed and a cover form completed.

Health & safety

Health, safety, and welfare of the children should be always the priority of all staff.

It is crucial that the school Health and Safety policy **is read and adhered to**. Any concerns about health, safety or welfare must be reported to the school office. Any urgent concerns should be reported immediately, personally, to a senior member of staff. All employees must also ensure that they are adopting safe working practices.

The Business Manager, Site Manager and Members of the Governing Body will carry out a Health and Safety assessment of the school premises every term to address any issues and risk. An action plan will be produced following this assessment.

Staffroom

The staffroom needs to be a healthy and hygienic environment for staff to relax. It is the responsibility of all staff to keep the staff room clean and tidy. Each member of staff must ensure that they tidy up and wash up after themselves.

Children are not allowed to enter the staffroom unless accompanied by a member of staff.

Guidance on the Fire Alarm/Drills and Evacuation Procedures

Fire Drills/site evacuations will happen once every half term. The fire evacuation point is the Muga, and the site evacuation point is Hoylandswaine St John the Evangelist Church.

Please ensure you and your class are familiar with the evacuation procedures as outlined in the evacuation procedure which is available in every classroom and staffroom, and the Fire Risk Assessment which is available from the school office or Resilience Bag in admin office cupboard.

Some pupils have a Personal Emergency Egress Plan (PEEPS) which are incorporated within the Fire Risk Assessment. Please ensure that you read and familiarise yourself with these plans and the relevant children.

On evacuation staff must ensure that they take their Fire Register and fire cards which should be used to inform the fire officer that they have evacuated without any issues - green fire card. If they have any issues these should be indicated by holding up their red fire card.

First aid

All accidents must be recorded in accordance with the school's first aid policy and procedures.

The first aid file is present within the school admin office with a copy of the first aid policy and procedures. Please ensure that this information is read and adhered to.

All parents must be informed of any accidents or administration of first aid via Arbor.

Any child who has bumped or cut their head must be assessed by a qualified first aider and monitored after they have received first aid. If there are any adverse signs or staff are concerned about the child's health parents must be phoned as soon as possible and asked if they would like to take their child home. Please ensure that you follow the procedures within the first aid policy.

Most areas within school have first aid boxes, these areas can be identified with the following symbol:



Please ensure that the first aid boxes are clearly visible using the above symbol.

All staff must ensure they have a first aid bag to administer first aid during playtimes.

Most staff have received basic first aid training to administer basic first aid. The qualified first aiders are as follows: Mason Simpson and Stephanie Utley.

Accidents involving staff must be reported to the Head Teacher or senior management with the completion of accident forms. Accident forms are available from the admin staff.

Illness - Pupils

In the event of a child being ill this will be reported to the school office. The school office will then inform a member of SLT and a decision will be made about contacting the parents/carers to seek further information/guidance or advise that the child be taken home.

A copy of the Health Protection Agencies guidance on infection control within schools is available in the school office.

Cleaning up Body Fluid Spills and Clinical Waste

Spills of body fluids: Blood, Faeces, Nasal and Eye discharges, Saliva, and Vomit, must be cleaned up immediately and reported to the cleaners/Site Manager. Wear disposable gloves. Be careful not to get any of the fluid you are cleaning up in your eyes, nose, mouth, or open sores you may have. Clean and disinfect any surfaces on which body fluids have been spilled. A designated vomit box is based in the admin office.

Directed time

Directed time is time which a teacher should work under **the direction of** the Head teacher **at a time and in a place directed by** the Head teacher. The total amount of directed time is 1265 hours per year for full-time staff. Individual directed time statements will be sent out to individuals.

PPA and management is part of directed time and must be taken within school.

It is important to remember that this is not meant to represent a teacher's contractual working time and that marking, preparation, training, assessment, etc. which may be necessary to fulfill the teacher's role may not be included within these hours but are still contractual. The extra time required for **performance management, target setting, pupil progress meetings** may be taken from the unallocated time, as may extra time when teachers are late back from school visits, when meetings run over time, when additional meetings are necessary or when extra curriculum development time is needed.

Teachers who work part time should do the appropriate fraction of the above total times as well as the other duties which may be necessary to fulfill the teacher's contract.

Teachers should not be asked to teach on more than 190 or the equivalent proportion of 190 days per year.

Teachers should attend the relevant proportion of 5 training days. Part time staff who are not able to attend staff meetings/curriculum meetings or who have not used unallocated directed time may be asked to use this time in other ways or at other times.