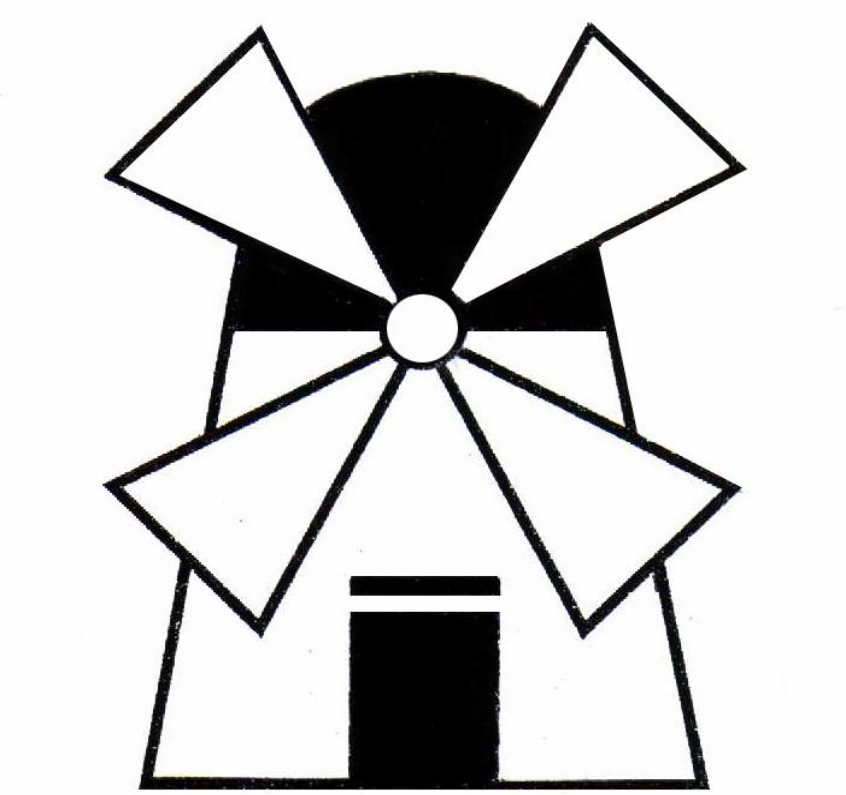
Fulwell Infant School Academy



STAFF HANDBOOK
2026/2027

CONTENTS

Introduction
Mission Statement and School Aims
Staff list and areas of responsibility
List of dates / professional development days
School hours and pattern of the school day
Staff contracted hours and teachers' "Directed Time"
A to Z of School routines and information

1. Accidents / First Aid
2. Admissions / Leavers
3. Rainbow childcare
4. Assembly
5. Attendance / registers i) pupil ii) staff
6. Behaviour Policy / Anti-bullying Policy
7. Child Protection
8. Dinner Money
9. Drinks / toilet
10. Equipment loans
11. Finance
12. Fire Safety
13. Lockdown
14. Governors
15. Health and Safety
16. GDPR
17. Homework
18. Job Descriptions / Role of the Co-ordinator
19. Medication
20. Parent meetings / parent partnership
21. P.E.
22. Playtimes
23. PPA / Non-contact time
24. Repairs i) building ii) ICT
25. Salaries
26. School Council
27. School security
28. Special Educational Needs
29. Staff development / performance management
30. Staff induction
31. Staff meeting
32. Staff notices / communication
33. Supervision – cloakrooms, lunchtime, playground/field
34. Visitors in school / voluntary helpers
35. Visits
36. Staff code of conduct

MISSION STATEMENT AND SCHOOL AIMS

"Fulwell Infant School will enable children to reach their full potential".

Statement of Aims

To facilitate the holistic development of the individual child, within a calm, happy, caring atmosphere and a stimulating, orderly environment.
To maintain high standards of education, whereby each child is encouraged to achieve maximum potential.
To promote equality for all.

Objectives

1. To use the semi-open plan building to full potential by

a) Developing a sharing, respectful and co-operative ethos with regard to people and resources
b) Maximising the use of space with particular regard to

- the range and amount of furniture
- the organisation of resources
- class management and organisation

2. To build up a wide range of educational resources and to maintain stimulating 2D and 3D display within a well ordered, well maintained building
3. To model and promote a high standard of behaviour in school.
4. To develop a broad, balanced, relevant and differentiated curriculum through which the demands of the National Curriculum can be met.
5. To provide opportunity for experiential learning.
6. To promote initiative and independence and encourage children to become increasingly more responsible for their own learning.
7. To use the local environment as a stimulus to learning, maximizing outdoor opportunities for learning and play.
8. To encourage a "Parents as Partners" philosophy and a positive working relationship with governors and directors.
9. To develop links with the community, including local schools, nurseries, playgroups, churches, libraries etc.
10. To encourage the professional development of all staff.

SCHOOL ORGANISATION AND STAFFING 2026-2027

i) Staff list

SMT (to include SENDCo and Lead Teachers as appropriate)

Head teacher	Mrs Wendy Angus
Deputy Head teacher	Miss Fran Kelly (EYFS)
Assistant Head teacher	Miss Sarah Dickinson (Oracy & writing)

Lead Teachers

Literacy	Mrs Eve Dunbar (reading), Miss Lauren Southern (phonics) (TLRs)	
Maths	Ms Emma Berry	(TLR)
SENDCO	Mrs Jane Coates	(TLR)

Early Years Foundation Stage

Nursery

Teachers	Miss Fran Kelly (Monday and Tuesday)
	Mrs Emma Willis
	Miss Amy Gandy
Teaching Assistants	Mrs Adele Stockwell
	Mrs Donna Don
	Miss Holly Cook
	Miss Emma Bertram

Reception

Teachers	Mrs Jenifer Hill	Class 7
	Mrs Sarah Lewis	Class 8
	Mrs Vicky Thompson	Class 9
Teaching Assistants	Mrs Margaret Nicholson	Class 7
	Mrs Catherine Brewerton	Class 8
	Mrs Joanne Pickford	Class 9

Year One

Teachers	Miss Lauren Southern	Class 4
	Mrs Christie French	Class 5
	Miss Sarah Dickinson	Class 6
	Teaching Assistants	
	Mrs Cat Calvert	Class 4
	Ms Judith Robson (HLTA)	Class 5
	Ms A Vipond	Class 6

Year Two

Teachers	Mrs Eve Dunbar	Class 1
	Mrs Laura Gerry	Class 2
	Mrs Emma Berry	Class 3
Teaching Assistants		
	Miss Clare Middleton	Class 1
	Mrs Janet Colclough (AM)	
	Mrs Lauren Swan (PM)	

Windmill

Mrs Claire McCluskey
Mr James Routledge
Miss Emma Snowball

Music Specialist Teacher Dr Brendon Renwick (Reception and Year 1 & Year 2)

School Finance Director	Mrs Theresa Hope
Office Manager	Miss Sara Wilson
Admin Assistant	Miss Mia Storey-Coates
Site Supervisor	Mr David Forster
Kitchen staff	Mrs Julie Tanaszi
	Mrs Lisa McMahon
	Mrs Vicky Shields
	Mrs Carol Leadbeater
Lunchtime Supervisor	Mrs Amanda Laverick

Lunchtime Assistants	Mrs Sandra Scott, Mrs Caroline Sherriff, Mrs Amanda Laverick, Mrs Tracey Hodgson, Mrs Danielle Johnson, Mrs Janine Haswell, Mrs Jackie Watts, Mrs Michelle Douglas, Mrs Donna Donn, Ms Jan Cowie.

The Admin team perform a wide range of duties and responsibilities. They must use the internal phone system to support their delivery of services and avoid walking around school to gather information.

ii) Areas of Responsibility

a) Senior Management Team (HT, DHT, AHT & FD)
The members of the Senior Management Team share corporate responsibility with the Headteacher for a variety of management tasks and whole-school issues, particularly relating to the current School Improvement Plan and SEF. They also play a key role in performance management and training of staff.

b) Lead Teachers (TLR)
The staff members listed below hold extra management responsibilities for teaching and learning:-

- Fran Kelly- with a focus on EYFS and G&T
- Sarah Dickinson, Eve Dunbar and Lauren Southern Literacy team
- Emma Berry – Maths focus
- Jane Coates - SENDcO

c) Middle Management Team
The three Lead Teachers, SENDcO, and the Office Manager (where appropriate) join with members of the SMT to lead the Middle Management. Members of this group usually take the lead on key improvement planning issues and monitoring their implementation. Other members of staff are co-opted as appropriate.

d) Subjects / Aspects
All teachers, with the exception of ECTs, have a role to play in sharing their expertise in order to support their colleagues. Members of the MMT co-ordinate subject areas, along with other teachers who have volunteered to do so. The following list of co-ordinators may be reviewed during the new academic year.

Subject / Aspect	**Co-ordinator**
Phonics	Lauren Southern
Reading	Eve Dunbar
Writing & Oracy	Sarah Dickinson
Maths	Emma Berry
Science	Sarah Lewis
History	Laura Gerry
Geography	Fran Kelly
Relationships education, relationships and sex education (RSE) and health education	Harvinder Gill
RE and mental health & well-being	Vicky Thompson
Art, D.T.	Jen Hill/Amy Gandy
Music	Brendon Renwick
P .E.	Laura Meechan
Computing	Eve Dunbar
Assessment/data	Wendy Angus

LIST OF DATES AND PROFESSIONAL DEVELOPMENT DAYS (2026/2027)

These are listed in the School Brochure and every parent and member of staff is given their copy during the early part of the Autumn Term.

3rd and 4th September 2026

23rd May 2026 (well being day for all staff)

A number of twilight sessions will complete the INSET days for staff. This will include Safeguarding training December 2026), the summer fayre organisation (June 2027) and additional evening sessions in May/June will be dedicated to report writing for teaching staff.

SCHOOL HOURS - PATTERN OF THE DAY

i) Main School

8.35 a.m.	Teaching staff in classrooms
8.45 a.m.	Non-teaching staff in areas
8.50 a.m.	Doors opened
8.55 a.m.	**Morning session begins.** Registration.
9.00 a.m.	Lessons begin
10.20 a.m.	Non-teaching staff break
10.20 a.m.	Assembly
10.35 a.m.	End of non-teaching staff break /start of teacher break
10.35 a.m.	Morning Playtime
10.55 a.m.	**Morning Playtime ends**
	Teaching staff break ends.
11.50 a.m.	Mid-day supervisory assistants on site and setting up play equipment.
12.00 p.m.	**Morning session ends**
1.00 p.m.	**Afternoon session begins.** Teaching staff collect classes from playground.
1.00 pm	Registration and start of afternoon lessons
1.00 p.m.	Mid-day supervisory assistants leave
2.00pm	Afternoon structured PE. Daily mile.
2.10pm	Afternoon lessons continue
3.00pm	Story time
3.15 p.m.	**Afternoon session ends (Reception classes)**
3.20 p.m.	**Afternoon session ends (Year 1 / 2)**
3.30 p.m.	End of teaching day

ii) Nursery

8.50 a.m.	Morning session begins
11.50 a.m.	Morning session ends
12.20 a.m.	Afternoon session begins
3.20 p.m.	Afternoon session ends
3.30 p.m.	End of teaching day

STAFF CONTRACTED HOURS

i) Support staff

Support staff should refer to their contracts and to their job descriptions for details about contracted hours.

ii) Teaching staff – Directed Time i.e. 1265 hours

This applies to all teachers, apart from the Head teacher and Deputy Head teacher, who are under different conditions of service.

CORE HOURS

	8.30 a.m. to 12 noon.	3 hours 30 mins
	1.00 p.m. to 3.40 p.m.	2 hours 40 mins
Daily total		6 hours 10 mins
Business/Liaison meetings	3.30 p.m. to 4.50 p.m. (Mon)	1 hour 20 mins

Weekly total	32 hours 10 mins
Over 38 weeks	1222 hours 20 mins
Training Days (5)	25 hours
Parents' meetings	6 hours
	1253 hrs. 20 mins
Contingency	11 hours 40 mins

SCHOOL ROUTINES / INFORMATION A TO Z

1. ACCIDENTS / FIRST AID

Our First Aiders are:

Claire Middleton (Designated) (1st Aid), Joanne Pickford (Paediatric), Ashley Vipond (Paediatric), Jennifer Hill (Paediatric), Amanda Laverick (Paediatric), Danielle Johnson (Paediatric), Adele Stockwell (Paediatric), Emma Bertram (Paediatric), Naomi Maggiore (Paediatric), Amy Gandy (Paediatric), James Routledge (Paediatric), Judith Robson (Paediatric), Catherine Brewerton (Paediatric), Emma Snowball (Paediatric), Fran Kelly

If children have an accident in School, they should be accompanied by another (child or adult) to the Medical Room (end of main corridor by Class 6) where the First Aid equipment is kept.

At playtimes and lunchtimes, staff will have bum bags containing first aid supplies on the yard. Minor bumps and scrapes can be treated whilst on the yard, more serious injuries including bumped heads must be treated in the medical room. The only treatment which we are allowed to administer is water, compress or lint. Disposable gloves should be worn and all medical waste should be disposed of in the appropriate bags. Class teachers MUST be kept informed. If we feel the accident is serious enough to warrant informing parents, they will be sent a text giving brief information about the accident. Parents should always be informed if the accident involves bumps to the head or is of a serious nature. Bump notes should be shared with parents following a text message in EYFS.
Minor accidents should be recorded in the accident book which is kept in the Medical Room and taken out at playtimes and lunchtimes. Serious accidents should be reported to the Headteacher who will complete an accident form (IR1). Notifiable injuries (including any which involve a hospital visit) need to be reported by telephone on the same day. (The detailed information, including contact number at City Hall is kept in the School Office). Emergency contact numbers are kept in the class contact files in the School Office.

If a child requires changing, intimate care procedures must be followed. Following a child being changed, a form will be sent home to parents to confirm this has happened. A duplicate log is kept for children within Windmill.

All accidents to staff and visitors should be logged in the Accident Book kept in the School Office and accident forms should be completed and sent to the City Hall, if the accident is serious.

2. ADMISSIONS / LEAVERS

i) Reception starters

The admission process begins in the summer term when all new starters are invited to meet their new teacher on a class visit. Parents are also invited to a meeting, in order to familiarise them with school procedures and complete the admission form.
Reception staff liaise with our Nursery staff and feeder nurseries and playgroups, as appropriate.
Parents need to show the child's birth certificate, as part of the enrolment process.

ii) Leavers

Staff will need to ensure that pupils leaving the school (other than at the end of Year 2) receive a transfer form (Sunderland Schools) and any assessment notes and documentation should be sent to the receiving school within 15 working days.

3. RAINBOW CLUB (BREAKFAST AND AFTER-SCHOOL CLUB)

Care is offered daily to parents from 7.45-9am and after school sessions from 3.20pm -6pm daily (5pm on Fridays) in our Rainbow facility.
Staffing will be:
Breakfast Club
Joanne Pickford (First Aider and food handling)
Judith Robson (Food Handling)
Jan Cowie (Food Handling)

After School Club
Jan Cowie (Food Handling)
Amanda Laverick (Food handling) (First Aider)

4. ASSEMBLY

Monday	Awards and celebrations Assembly – Wendy Angus
Tuesday	Singing- Sarah Dickinson
Wednesday	PSHE/news- staff rotation
Thursday-	Aspirations (Little People, Big Dreams) – Fran Kelly
Friday	Class Assemblies (term 2) – Judith Robson (ELSA)

Reception classes will start to attend assemblies in term 2.
Class Assembly in Spring Term (Parents invited).

Assembly begins at 10.20 a.m. All classes should be in the hall ready to begin at this time. Children should be supervised in and out of the hall and a high standard of behaviour should be encouraged. Children withdrawn from assembly by their parents are supervised by staff on a rota basis. One TA will attend assembly and support (rota).

5. ATTENDANCE / REGISTERS

i) PUPILS

Dinner Registers will be collected by each Class Teacher from the Office prior to the start of the morning / afternoon sessions. Completed registers are returned to the Office. The register must be completed on SIMS before lessons start. Children absent after the register closes (9.05 am/1.20 pm), should be marked as late. Any children who are not registered by the teacher, due to coming into school late, should enter school via the Main Office, where parents will sign the child in on the sign in system. All telephone messages about absences will be recorded on SIMS by the admin staff. The School has a policy of contacting parents if we are not contacted on the first day of absence. This is in line with Safeguarding procedures.
Admin staff should alert the Headteacher if absences are not authorised by the end of each week.
Patterns of attendance overall are monitored by Wendy Angus, in conjunction with Sara Wilson. Children suffering from sickness or diarrhea should be clear for 48 hours, before returning to school. A chart listing "notifiable" diseases is kept in the main School Office.

Dinner numbers should be recorded on the A4 sheet at the front of the register.

Arrangements for children leaving the premises during the day

i) For appointments out of school
- Parent informs School of date and time of appointment.
- Parent collects child from School office
- Parent signs child out on the sign in/out app.

ii) For a child taken ill during School
- Member of staff should discuss problem with the Headteacher, Deputy Headteacher or the Designated First Aider. The Headteacher must be informed if a child is sent home.
- A member of staff may then contact the named contact person (found in the contact files in the School Office or on SIMS)

- The signing out procedure is the same as above.

NB No child will be allowed to leave the premises unless collected by an adult named on the child's emergency contact form, or unless specifically requested by the parent for an occasion.

Requests for children to take holiday leave of absence in term time

Parents must complete a Holiday Form, obtainable from the School Office. No holidays will be authorised and will be recorded as unauthorised absences in the class register. Where a child's attendance falls below 90%, we will send out letters, or meet with parents. Lateness will also be included in the attendance role.

ii) STAFF

The School has a comprehensive Attendance Policy.

All staff should inform the Headteacher (07754034930) or Deputy (07872953469) **as well as the school office as soon as possible, on the first day of absence.** Staff should indicate, if possible, how long the absence is likely to last in order that suitable cover arrangements can be made.

If the absence is to be more than a week, staff should obtain a sick note from their G.P. and renew it until they return. In the case of long-term sickness, the LA's Occupational Health Service will become involved.

Return from Absence

On return from sickness absence, staff should report to Wendy Angus or Fran Kelly (in her absence), and to Theresa Hope/Sara Wilson for a brief return to work interview, in line with the Attendance Policy.

Leave of Absence (either paid, or unpaid) can only be granted under specific circumstances and needs the Headteacher's approval. Members of staff must request this and the Headteacher must agree to it before making arrangements. For absences of more than half a day a leave of absence request form must be completed and submitted to the Headteacher at least 1 week before the date requested. Please refer to the Attendance Policy.

6. BEHAVIOUR POLICY / ANTI-BULLYING POLICY

The School operates comprehensive policies promoting positive behaviour and preventing bullying. Please see both documents for full details.

The School has adopted the principles of restorative practice. This is a framework which has been adopted by many schools and is a form of positive behaviour management. Staff should reward good behaviour at all times and to try to ignore inappropriate behaviour e.g. to reinforce the expectation that all children should sit on the carpet quietly and listen we will say something like -"Well done, Fred. Thank you for sitting nicely. I can see that you are ready to listen. Well done."

All staff promote simple school rules which should encourage good behaviour at all times of the school day. School rules are:-

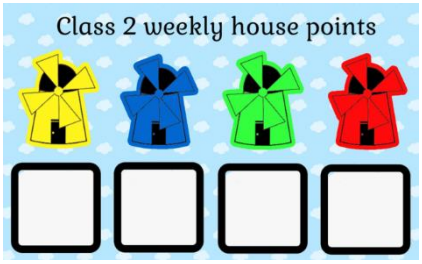
- We are gentle.
- We are kind and helpful.
- We listen.
- We are honest.
- We work hard.
- We look after property.

Rewards

Golden Table

Children are nominated for respectful behaviour by their lunchtime supervisors each Friday. During Monday's assembly, children chosen to sit at golden table and have lunch with the Headteacher are announced. Golden table nominees gather at 12pm and are served lunch before the rest of school. They receive a small prize in

recognition of their behaviour.



Children at this School are very well behaved on the whole, but it takes effort and vigilance on everyone's part to maintain these high standards. Children who display positive behaviour are generally rewarded by a stickers/smiley faces and lots of praise.

Children are awarded 'windmill tickets' for good behaviour, extra effort, good attitudes etc. These coloured windmills get collected into a golden box. Every Friday, 1 ticket is chosen, and that child receives a dip in a box of treats.
These windmill tickets are then counted weekly, and feed in to the windmill house teams across the whole school which then gets collated every Monday during assembly.
At the end of every half term, the winning team receives a treat (ice –cream, movie, additional playtime etc).

Behaviour Champions:
Children earn their class 'behaviour champion award' as a result of their class teacher nominating them. This award is recognised during the Monday awards assembly.

Reader, Writer, Mathematician of the week Awards:
Each class teacher nominates a reader, writer and mathematician of the week. These children are given the appropriate badge to wear for that week and are recognised during Mondays award assembly.

Headteacher Awards:
Children who have been recognised by their class teacher for the effort they have made with learning tasks in class, for improvements made or for excellent behaviour or kindness to others in class, are sent to Wendy Angus to receive a Headteacher award. Occasionally this may apply to a whole class of children at the discretion of their class teacher.

Above and Beyond:
Children who have excelled themselves in some way (e.g. through extra effort, high standards in their work, good attitudes/behaviour, kind actions towards others etc.) will be chosen weekly (1 per class) and their names read out in a Thursday assembly. Children will be given a hot chocolate token and will spend 10 minutes of their golden time having hot chocolate with Miss Kelly and/or playing a game or completing an extra special activity.

Sanctions/consequences
All staff are expected to use the principles of restorative practice when responding to incidents of inappropriate behaviour. The aim is to help children understand the impact of their actions, take responsibility for their behaviour and where appropriate, repair relationships and restore trust.
Restorative conversations should encourage children to reflect on:

- What happened?
- What were you thinking and feeling at the time?
- Who has been affected by what happened?
- What could you do differently next time?
- What needs to happen to put things right?

Restorative practice does not replace appropriate consequences. Consequences should always be proportionate to the behaviour and used alongside restorative conversations to support learning and prevent future incidents. In most cases, a firm reprimand and/or a temporary withdrawal of privileges will be sufficient. However, for more serious or repeated incidents, the Headteacher may become involved and parents will be informed.
A sun, cloud and rainbow chart will be used to give children opportunities to excel (on the rainbow) but also to have a visual reminder of expectations. A child will be given 'a look' then a 'verbal warning', then they will move their name onto the white cloud. If the behaviour persists, or for more serious behaviours including violence, names will be moved on to the rain cloud. Children can then make the correct choices to return to the

sunshine in each session. Children will always start a new day on the sunshine. If a child is on the rain cloud, they will walk with an adult at playtime, for more serious incidents (or persistent behaviours), behaviour must always be reported to Wendy Angus (or Fran Kelly, in her absence) on the day that they occur and recorded on CPOMS (serious incidents only). An internal exclusion to another class may take place and/or some golden time may be missed. For further guidance, please refer to the school behavior policy.

Lunchtime behaviour
Parents need to understand that, although many staff are on the premises during the lunchtime period, their children are supervised by a team of mid-day supervisors.
Children are expected to respect these ladies and respond to them in the same manner as to the other members of staff in School.
The midday staff will use the same system of rewarding good behaviour and of issuing sanctions. They will also nominate a child from their class to be on the 'golden table' each Monday.
In extreme cases where a child has not responded to warnings and sanctions the parents will be asked to take their child home for the lunch break. This is a formal exclusion.

7. CHILD PROTECTION (SAFEGUARDING) PROCEDURES

Wendy Angus is the lead for Child Protection and in her absence, Fran Kelly takes responsibility. Doug Green is the nominated Governor. Please refer to the Policy document for detailed procedures. A safeguarding leaflet for visitors includes all information and posters around school include details staff need in the case of the absence of designated safeguarding leads or if they do not agree with a leadership decision and need to make their own referral. These guidelines are a brief summary only.
Staff (including students on placement) should relate any suspicions, concerns or disclosures to the Headteacher or the Deputy Head in her absence.
All concerns of this kind should be logged on CPOMS our on line child protection system accessed by all staff, Staff logging incidents or concerns will notify the key people.
All information should be factual and staff will be kept informed on a "need to know" basis.

All staff must be aware of the ''Keeping Children Safe 2026' information and procedures and any further updates in September 2026. (Given to all staff at the start of the Autumn Term)

8. DINNER MONEY

Infant meals are currently provided free of charge. Nursery parents must pay for meals by School Money.

9. DRINKS / TOILETS

Children should ask a member of staff if they wish to leave a teaching area to visit the toilet.
Children should be encouraged to use toilets at the appropriate time i.e. during breaks and lunchtimes. Staff should be aware of and sensitive to the particular needs of children and should not make a child wait or feel uncomfortable about needing the toilet.
Children who have accidents should be allowed to have a change of clothing. This should be done as sensitively as possible. In these situations, staff should never be left alone with children they are changing.
Children should be allowed to drink freely from their water bottles. All children are encouraged to bring bottles of water from home and they can be refilled at school.

10. EQUIPMENT LOANS

Staff may borrow equipment such as digital cameras, laptops, iPad etc. but **ALL** items must be signed in / out of the Loans Book in Theresa Hope's Office. Any loss must be made good by the member of staff.

11. FINANCE

i) Coffee Money / Staff Fund

Coffee money is collected from staff as is Staff Fund, termly.

ii) Staff meals

Members of staff requiring a school lunch should complete a lunch order form at the office. Meals must be paid for monthly through school money.

iii) Staff Purchases

If staff make small purchases for school (e.g. ingredients for baking) they then should keep the receipt and they will be reimbursed. V.A.T receipts must be obtained for ALL purchases following agreement with Wendy Angus /Fran Kelly and Theresa Hope **prior** to purchase.

iv) Charities / Fund Raising

a) Internal (Book Fayre, photograph money)

b) External (Charity appeals)

v) Personal

Handbags/medication and valuables MUST **ALWAYS be locked away in the staffroom lockers,** not in classrooms or class cupboards cupboards. Staff lockers are available to all staff and must be used for handbags and mobile phones during teaching hours. **Mobile phones must not be taken in to classrooms but can be used at break times in the Admin area of School. Must be on Silent when in school.**

vi) Budget Holders

Resources must be researched on individual supplier websites . Forms for staff orders are kept in the staff file in the School Office. These should be signed and passed to the Headteacher for verification, prior to the order being entered into the school's computer finance system. Budget holders will need to check goods are received and keep a check on balances.

12. FIRE SAFETY

Please make sure that you know the correct procedure for evacuating the school.

In The Event Of a Fire

1. If you discover a fire, raise the alarm. Alarm buttons are located at the following places:-

Front door Main kitchen Boiler house Headteacher office Staffroom	Entrance
Reception teaching areas Reception corridor	Class 8 at fire exit, Class 10 at fire door
Year One teaching area	At each fire door in classes 5, 6 and 7
Year Two teaching area	At each fire door in classes 1, 2, 3 and 4
Yl / Y2 corridor Music room Art room Music/Art corridor Windmill	At the exit door.
Nursery link corridor	At BOTH exit doors.
Nursery Nursery cloakroom Nursery kitchen Nursery entrance porch	At fire door and by exit to outdoor play

2. Collect class dinner register and bring this with you.
3. Evacuate all areas by the nearest exit. All fire exits are marked. Do not
4. attempt to collect belongings.
5. Close windows and doors only if it is safe to do so.
6. In the event of a large amount of smoke, fumes or intense heat, drop to the Floor and crawl.
7. Assemble in the playground or on the field if the playgrounds are unsafe.
8. Count children and helpers.
9. Do not attempt to re-enter the building until you are told to do so.

Responsibilities

In the absence of the Headteacher,the Deputy Headteacher to cover in the Head teacher's absence.

- Teachers will lead classes to safety
- **Fire wardens** to wear luminous jackets. (Fire wardens below)
- Fire wardens check assigned areas.
- **W.Angus** – co-ordinate role call and follow up. (Evacuation Co-ordinator) staffroom and staff toilets, staff sign daily record– reception toilets, corridor and exit door bolt, link area
- **E Willis**– Nursery
- **T.Hope** – Staffroom, Staff toilets, access barrier & staff timesheets, take mobile phone and coordinate evacuees at the front of School (Deputy for David Forster)
- **S.Wilson**– Registers, Visitor/Pupil sign in book, Disabled Toilet
- **J. Robson** – Medical Room/Year 1 corridor
- **A.Vipond** – Year 1 toilets / playground exit corridor
- **C Middleton**– Year 2 – Library, Year 2 Corridor
- **J.Colclough** – ICT Suite, Art Room, Music Room
- **C.Brewerton**- Boy's Reception toilets, cloakroom & corridor
- **J.Pickford** – Girl's Reception toilets (meet car park o/s Main Entrance)
- **J.Tanaszi** – School Kitchen
- **D Forster**– contact the control room, perimeter of School,
- **W Angus**– cover for any absent fire wardens

If a fire happens during lunch break

The same rules apply. The Office will be responsible for telephoning the Fire Brigade and evacuating the School, in the absence of the Headteacher or Deputy Headteacher. Staff on the premises will assist in this process. Lunch Club leaders will supervise pupils in clubs.

If a fire happens during Assembly / Hall time

The teacher leading the Assembly takes charge of the situation. Unless blocked, year groups should exit via the following fire doors in the Hall:-

Nursery - via Year 1 /2 corridor Reception - via Reception corridor

Year 1 - via the Windmill Year 2 - via the Windmill

If a fire happens after School hours

Club leaders will take children to the Year 1 /2 playground assembly points. All adults to meet outside with the children, waiting for the "all clear."

Rainbow Club staff to evacuate children as above

Please remember

- Registers must be accurately complete on SIMS in the morning and afternoon.
- All children leaving/returning to School in the middle of the day must be signed in/out.
- All visitors must sign in/out.
- In School we operate a no smoking policy.
- Some small fires e.g. in a waste paper bin may be tackled by a member of staff whilst evacuation is underway, if it is safe to do so. Do not put yourself at risk by doing this.
- Keep all fire exits clear. Report any faulty door to the Headteacher.

13. LOCKDOWN

Lock Down Policy and Procedures

Rationale

As part of our Health and Safety policies and procedures **FULWELL INFANT SCHOOL ACADEMY** has a Lockdown Policy. On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the School grounds or outside the School in the near vicinity. A lockdown is implemented when there is serious security risks to the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs or animals, serious weather conditions or attempted access by unauthorised persons intent on causing harm/damage.

Bomb threats: Procedures for handling bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the Police. Be alert, but not alarmed!
On receipt of a "bomb threat" - Dial 999 and Police will respond. You should always consider their advice before a decision is taken to close or evacuate.

Notification of Lockdown

Staff will be notified lock down procedures are to take place immediately on hearing, THE SCHOOL LOCKDOWN ALARM (a short bursts/long blasts of air horns) (or an announcement over the school communication system) from halls and or playground, The internal communication system will also be used by Office Staff who will inform adults by stating ' LOCK DOWN...' or red/amber ice cats cat image is shown to staff as a silent signal.
Lockdown can be categorised as RED full lockdown, or AMBER partial lockdown... full lockdown guidelines are written below, partial lockdown may occur when it is deemed safer to keep children and staff indoors with doors and windows locked but freedom of minimal internal movement is allowed, the situation will be constantly and vigilantly monitored and can be escalated to full lockdown if and when required.

Procedures:

1. (Invacuation) These signals will activate a process of children being ushered into the School building if on the playground as quickly as possible and the locking of the School's offices, connecting doors and all outside doors where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed and locked, children are to be positioned away from possible sightlines from external windows/doors. Lights, smart boards and computer monitors to be turned off. On hearing the lockdown signal, children will be directed to move quickly to a place of safety, out of sight of doors and windows. They will then adopt the **Hedgehog position** using the ICE Cats silent signals, remaining completely silent and still until further instructions are given by staff.
3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher informing the SLT of their whereabouts as soon as safely possibly. (SEMT School Emergency Planning Team)
4. If on the corridor look for the nearest room available and lock the door and find the safest place within the room and lay low out of sight. Look for the '**Safe Corner**'

NO ONE SHOULD MOVE ABOUT THE SCHOOL

5. Staff to support children in keeping calm and quiet (ICE CATS training February 2026). Place children against the walls / under tables / in toilet areas, so that the intruder cannot see them by looking in the door/windows. Look for the '**Safe Corner**'.
6. Staff to remain in lockdown positions until informed by key staff e.g. School Headteacher; or Senior Management.
7. As soon as possible after the lockdown teachers return to their base classrooms and check numbers again via registration/role-call.

Staff Roles:

1. Front Office Staff ensure that their office(s) are locked and police called if necessary *hit panic button* or initiate lockdown procedures as stated above.
2. Mr Forster or Office staff locks the school's entrance and front desk to shut the main door.
3. Staff to make sure that external doors are locked.
4. Individual teachers and support staff to lock/close classroom door(s) and windows. Nearest adult to check exit doors in the building and outdoor classroom doors are locked all blinds to be drawn closed if available.
5. Staff in rooms with children to lock down the room shutting blinds

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER MRS W ANGUS or senior SLT leader in her absence) BEFORE LEAVING

Communication with parents

If necessary parents will be notified as soon as it is practical to do so via the School's established communication network – class dojo / website / text message / telephone
Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put themselves and their child at risk.
Pupils will not be released to parents during a lock down. Parents will be asked not to call School as this may tie up emergency lines. Under emergency circumstances please make sure your own emergency contact line is

free in case we need to contact you with relevant information (usually via text message) It is important to note that on rare occasion you do not travel to school as for logistic purposes the emergency services may restrict access to the area, for your own safety, we ask that you please respect this guidance. If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place children can be picked up from office staff or emergency services.
A letter to parents will be sent home as soon as possible following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.
If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should account for all children present in class. Administrators will divide and keep in communication with phones.

Lockdown drills
Lock down practices will take place a minimum of THREE times a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

14. DIRECTORS/GOVERNORS

As the School is part of Jigsaw Learning Trust, the MAT has a board of 5 Members and a team of 9 Directors who are responsible for the strategic decision making and direction of Schools within the Trust.

There is a local Governing Body that manages the daily operation of the School.

The list of Governors is in the current school brochure. Members of the Governing Body are elected for a period of four years. From time to time, Governors may visit the School by arrangement, watch teachers teach (where they have a teaching qualification) and talk to pupils about what they have learnt. Teachers may meet with their paired Link Governor, as appropriate; in order to share ideas and information about the way their subject area is taught in School. Governors support Directors in performing a vital function in setting the strategic direction of the School and ensuring it continues to be worthy of being held in high regard by the local community.

The Local Governing Body operates within the Trust's Scheme of Delegation and is responsible for:

- Providing local oversight of educational standards, curriculum quality and pupil outcomes.
- Monitoring safeguarding, attendance, behaviour and pupil welfare.
- Scrutinising school-level finance, staffing and risk within delegated authority.
- Providing appropriate support and constructive challenge to the Headteacher and school leaders.
- Monitoring progress against the School Development Plan and Trust priorities.
- Escalating significant risks or concerns to the Trust Board where appropriate.
- Championing and preserving the distinctive ethos, values and identity of Fulwell Infant School Academy.

Local Governors do not:

- Manage the day-to-day operation of the school.
- Become involved in the operational management of staff.
- Duplicate the work of the Trust Board or its committees.
- Make decisions outside the powers delegated to them within the Trust's Scheme of Delegation.

Whole Governing Body meetings are held once a term.

15. HEALTH AND SAFETY

Health and Safety is everyone's responsibility although final responsibility lies with the Headteacher, on behalf of the Governing Body. Risk Assessments have been undertaken and are reviewed annually by SLT. The School has a comprehensive Health and Safety Policy in place and staff should refer to that document for detailed guidance. The following is a brief outline:-

i) Smoking/Vaping
No smoking or vaping is allowed anywhere on the School premises, both inside or in the School grounds.

ii) Dogs
No dogs, except guide dogs, may be brought into the School grounds or building.

iii) P.E. Equipment

This is checked annually by experts and is repaired/ replaced as appropriate. However, staff should report any defects at once to the Headteacher.

iv) Infectious diseases

Any concerns should be shared with the Headteacher. There is a list of "notifiable diseases" in the School Office and Staff Room. Please let Clare Middleton and the Headteacher know if there are concerns re head lice, impetigo, conjunctivitis or similar outbreaks.

v) Emergency evacuation

In any emergency, follow the same procedures as for Fire.

vi) Business Continuity Plan

The School has a comprehensive Business Continuity Plan, which is kept in the School Office and in the Headteacher's room. The Headteacher, Deputy Headeacher, Finance Director and Office Manager also have a copy at home.

vii) Electrical equipment

All electrical equipment used in School must pass an annual P.A.T test. No electrical items from home should be used, unless they have also been tested.

viii) Burglar alarm

The School's burglar alarm is linked to the local Police Station. Sensors are in each teaching area and in each corridor. At night, please do not leave up any hanging items, which will be detected by the sensor, such as mobiles etc. False alarms are expensive and a waste of our Premises Manager's time in attending alarm callouts.

ix) General health and safety issues

Please remember, that it is your duty to report anything affecting school health and safety straight away to the Headteacher.

16. GDPR

Fulwell Infant School Academy is committed to protecting the personal information of pupils, parents, staff, governors, volunteers and visitors. The school complies with the requirements of the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

What is UK GDPR?

UK GDPR sets out how organisations must collect, use, store, share and dispose of personal information. It:

- Defines what is meant by personal data.
- Gives individuals rights over their personal information.
- Places legal responsibilities on data controllers and data processors.
- Sets out the principles for processing personal data.
- Provides enforcement powers and penalties for non-compliance.

As the **data controller**, the school is responsible for determining:

- the lawful basis for processing personal data;
- what personal data is collected;
- the purpose for which it is used;
- who the data relates to;
- whether information should be shared and with whom;
- how individuals' rights are upheld; and
- how long information is retained in accordance with the school's retention schedule.

The Data Protection Principles

Everyone handling personal data must ensure it is:

1. Processed lawfully, fairly and transparently.
2. Collected for specified, explicit and legitimate purposes.
3. Adequate, relevant and limited to what is necessary.
4. Accurate and, where necessary, kept up to date.
5. Kept for no longer than necessary.
6. Processed securely to protect against unauthorised or unlawful access, loss, destruction or damage.

Staff Responsibilities

All staff are responsible for protecting personal data and must:

- Follow the school's Data Protection Policy and associated procedures.
- Access only the information needed to carry out their role.

- Keep personal information secure at all times.
- Report any actual or suspected data breach immediately in accordance with the school's procedures.
- Complete mandatory data protection training as required.
- **S. Wilson** is the school's designated contact for data protection matters and can provide advice and guidance where required supported by the Trust's service level agreement (SLA) with the Local Authority specialist data protection and advice support officer.

17. HOMEWORK

All pupils are encouraged to contribute items and information to support topics studied throughout each half term.

Nursery pupils take home reading books to share with an adult and develop a love of reading. During the first half of the Autumn Term, Reception pupils take home words and sounds to practise. Once they have reached **Red** level in Read Write Inc. (RWI), they will receive an online Oxford Owl reading book matched to their phonics level.

In Years 1 and 2, pupils are provided with an online Oxford Owl reading book that is closely matched to their Read Write Inc. phonics group. They will also take home weekly spelling words to learn. Occasionally, pupils may be given short activities linked to learning completed during the week. By Year 2, children will complete a weekly Maths homework task, which will be marked by the class teache

18. JOB DESCRIPTIONS / ROLE OF THE CO-ORDINATOR

Each member of staff has a clear job description, which is reviewed / updated annually and amended as necessary as part of the Performance Management Process. Members of the teaching staff have a co-ordinator role, linked to a subject area or aspect. It can be summarised as follows:-

- To monitor practice and the implementation of the policy, as appropriate
- To lead staff meetings particularly when the subject is under review.
- To offer support and advice to colleagues.
- To maintain resource levels within an agreed budget.
- To attend relevant courses and to keep abreast of new initiatives and best practice.
- To liaise with the Headteacher for yearly planning and target setting as part of the School Improvement planning process
- To liaise with the Link Governor, if appropriate and keep them informed of current developments.
- To liaise with feeder nurseries and Junior School staff, as required.

19. MEDICATION

A file is kept in the office for any children with Medical Care plans who require medication in school. Teachers also receive medical information about specific children in their own class. Any children with Epi Pens should have this with them at all times in the class room and lunch hall, a second Epi pen is also kept in an unlocked cabinet in the school office.

If a child needs temporary special care e.g. due to a fractured arm, parents will need to complete a **Temporary Care Plan**. Copies are given to the teacher, as well as being filed in the office.

Asthmatic pupils keep their inhalers in the class. Parents are required to complete a medication care plan, and class teachers keep a log of the inhaler's use and are qualified to assist pupils in using them.

Miss Story – Coates or Mrs. Nicholson will administer prescribed medication, upon completion of a a signed care plan. However, parents are welcome to come into School to give their own children medication during the day.

20. PARENTS' MEETINGS / PARENT PARTNERSHIP

The School values its close and positive relationships with parents. We aim to keep parents informed about their child's progress and about the curriculum in general, as well as day-to-day events in School.

i) Information for parents / parent contact

Newsletters, sharing information about events etc., are sent out to parents half termly, by the Headteacher. Any correspondence sent by staff should always be cleared by the Headteacher or Deputy Head teacher. Teaching assistants are always available at the start of the day to take messages, allowing teachers to start lessons promptly. However, staff may need to be flexible, if parent / teacher contact is crucial in the morning; otherwise, parents are welcome to discuss any matters with the class teacher at the end of the day and this often a good time to pass information informally to parents. It is important to be sensitive to the need for confidentiality and try to keep a degree of privacy. Tas such, conversations at the classroom door may not be appropriate and parents should be asked to wait and then invited in to the classroom. Teachers need to make their own decision as to whether to send messages home with e.g. grandparents. It is important to share positive things as well as negative messages. Class dojo can be used to communicate with parents via class/ school story. If the parent needs a longer discussion, then it is best if they make an appointment to see the teacher. Staff should always keep the Headteacher informed of any significant outcomes of these meetings.

ii) We arrange the following events for parents during the year: -

September	An informal" Meet the Teacher" session to explain class routines etc. A meeting for Reception parents to discuss curriculum and a chance for parents to bring up queries about "settling in".
October/November	Individual Parental Consultations by telephone appointment
February/March	Individual Parental Consultations by appointment
July	Individual Parental Consultations, if requested

In addition, we hold various meetings about aspects of the curriculum with meetings held for parents regarding the teaching of phonics, reading, writing and maths. These are generally held during the first term.. Parents of children in Year 1 and Year 2 receive a brief report mid year. This gives them an update as to their child's performance so far, a general comment and an outline as to whether the child is meeting or working towards the standard in reading, writing and maths. A parent meeting follows in which discussions are held and childen's books are used to illustrate the points made. In the Summer Term, the report also details attendance and information about assessments (Reception, Year 1 and Year 2). In addition to these meetings, parents can make an appointment, if they have any concerns.

iii) The School has a PTA ("SOFIA") which meets at least monthly.

iv) The Governing Body Three elected parents serve on the Governing Body.

v) The Inspection Data Summary Report (IDSR) is on the internet through the Ofsted site.

21. P.E. / HALL TIMES / CHANGING FOR P.E.

Classes are timetabled for P.E. each week. In addition, Early Years Foundation Stage pupils are timetabled to use the outdoor area as part of their overall curriculum entitlement.
For P.E. days children will come to school in their PE kit (School polo, jumper, shorts/joggers & trainers)

22. PLAYTIMES

Morning's 10.35 a.m. – 10.50 a.m.

i) Supervision Rota

No child is allowed to be outside, unsupervised. It is the responsibility of the duty staff to ensure that doors are opened promptly and that playtime does not over-run. Children should be dressed appropriately and coats should be done up in cold / wintry weather.
Staff are required to move around the playground/field areas when supervising children.
All TA's and a teacher will be present on the yard daily. First aid bum bags will be used to treat minor cuts/grazes. For more serious injuries, staff will take the child to the medical room for treatment.

ii) Playtime incidents / CPOMS

CPOMS must be used to record serious behaviours, behaviours that are persistent or reoccurring during playtime. The incidents should always be factual and succinct and information must be passed on to the class teacher. The Headteacher should always be informed of any serious incidents and decisions will be made on whether or not to inform parents. Concerns about any child who seems unusually withdrawn or solitary should

be shared with the class teacher / or at the weekly staff meeting and may need to be recorded on CPOMS.

iii) Coming in from playtime

1. Teachers must be prompt in collecting their classes from the playground at the end of playtime. (The bell will ring at 10:50) At no time should a class be left unattended. If a member of staff is unavoidably detained, she must let members of her team know immediately so that they can arrange cover in case of accidents.
2. When staff are on the yard the Duty Teacher rings the bell.
3. Children stop still on the first bell.
4. The Duty Teacher rings the bell again and the children walk to their teacher to make a line in twos, before being led promptly into school.
6. The Duty Teacher checks everyone is inside, before closing the outside door.

iv) Wet playtimes

Teaching assistants should release teachers to allow them to have a short "comfort break". At any one time there should be a minimum of two members of staff supervising in each area. There should be suitable relaxing playtime activities available for the children to do.

23. PPA / NON-CONTACT TIME

All teachers are entitled to 10% non-contact time and the school has a comprehensive policy outlining procedures. Timetables are negotiated annually with individual members of staff and extra non-contact time may be given for leadership responsibilities, school improvement plan issues and attendance at courses.

In addition, ECTs are entitled to a further 10% of the remaining 90% teaching time, over the course of their ECT year.

24. REPAIRS

a) Buildings and general equipment

All requests should be documented, so that they can be monitored. Please note any repairs needed in the red Repairs Book, kept outside the School Office. David Forster will respond to these requests or pass them onto tradesmen, as appropriate. Urgent repairs must be reported to the Headteacher (or Deputy Headteacher, in her absence) for Health and Safety reasons.

b) ICT troubleshooting/repairs

The School employs Connectedit twice weekly. Please note any repairs needed in the ICT Repairs Book, kept outside the School Office.

25. SALARIES

Supply staff are paid monthly and the forms need to be completed/signed and sent to Payroll.
It is every member of staff's responsibility to check their own pay slip as the LA has the right to rectify any costly mistakes later.

26. SCHOOL COUNCIL

The School Council has representatives from classes 1-6 who have been nominated through an election process at the beginning of the first term. Candidates prepare a short manifesto (with adult support if needed). Reception classes join from term 2. The school council meets during each half term, relevant School issues or initiatives are discussed and the children's views considered.

27. SCHOOL SECURITY

We have the following security measures / procedures in School.

i) Barrier controlled car park

ii) Entry system

The front entry door into the main entrance is fitted with a digital entry system. All members of staff have a code to open the door. Visitors to School (including students on placement) will need to press the buzzer, wait for clearance and then the door will be opened for them to enter school. Visitors to Nursery need to ring the Nursery bell.

In addition to the coded lock on the front door, there are similar locks on the doors to the Nursery and Reception Class 9, in the Link Area. There is also a coded lock on the door leading to the admin corridor.

iii) **Doors into Playground**

The doors leading onto the Reception playground and into the Year 1 / 2 playgrounds at the back of the School are to be kept locked during lesson times.
It is the responsibility of the teacher on duty to make sure that the lock is opened to allow children free access to the toilets during break time and then re-lock the door at the end of break. Please make sure that all children are safely in School before the doors are locked. This is particularly important during summer weather when the children will be playing on the school field.
Fire doors should not be left open in hot weather.

At the end of the day, please ensure windows are locked and the blinds are pulled across.
Additionally, please ensure that all ICT equipment is shut down completely, and turned off at the mains, overnight.

28. SPECIAL NEEDS / GIFTED AND TALENTED CO-ORDINATOR

The School's SENDCO is Jane Coates. The School has a very comprehensive S.E.N. Policy, which sets out in detail the procedures followed to implement the Code of Practice.
Teachers may be alerted to the possibility of a child having special needs in the following ways,

1. Information from G.P. health visitor, nursery, psychologist, parent or Social Services.
2. Teacher observation of child's behaviour and performance in School.
3. Data obtained from using test materials.

Class Teachers meet termly with the SENDCO, to raise concerns and then follow the agreed procedure of the Code of Practice (see S.E.N. Policy).
The Class Teacher, liaising with the SENDCO and with parents would then draw up an support plan as appropriate. It is the Class Teacher's responsibility to implement the support plan, usually in close liaison with Support Staff who may be implementing specific teaching programmes.

Similarly, Wendy Angus/Fran Kelly liaise with staff and co-ordinates the drawing up of the school's Gifted and Talented Register.

29. STAFF DEVELOPMENT / PERFORMANCE MANAGEMENT

Staff take part in an annual Performance Management Cycle (NB not ECTs in their induction year.) Performance over the previous year is discussed and targets set for the coming year. Staff identify any training needs, which are passed onto the Head teacher, who then incorporates them into the School's INSET programme. All staff should maintain an ongoing professional development portfolio, relating to their own career. This begins with the ECT Career Entry Portfolio and should build into a comprehensive document providing relevant evidence of the teacher's experience and expertise when required for threshold and post-threshold applications.
Staff **MUST** inform the School Office when attending a course.

30. STAFF INDUCTION

The School has a comprehensive policy in place to support new staff. Each new member of staff is allocated a mentor, who will work through the induction programme with them. ECTs have a very specific and structured induction programme. They work a 90% timetable over the year and attend courses designed to extend their expertise e.g. training in SEN. Lessons are formally monitored and targets are set which must be met by the end of each term.

31. STAFF MEETINGS

The Staff Development Co-ordinator is Wendy Angus.

i) MONDAYS 3.30 p.m.-4.50 p.m. Business and Liaison Meetings

The Staff Development Co-ordinator circulates a programme for the Monday night's Business Meeting. This is decided in advance by members of the SLT, with due regard for issues within the current School Improvement Plan. Prior to the meeting, an open agenda is circulated for staff to add issues they would like to discuss. This is also a suitable forum to share information from courses, concerns about individual pupils etc.
The Minutes of these meetings are kept in a file in the Staffroom. Actions to be taken are noted and followed up by the relevant personnel.
Monday evenings are also devoted to school improvement planning issues and general INSET provision. Depending on the issue, teachers may work in different groups, such as KS1/Foundation Stage, year group

teams, areas of the curriculum, general interest etc.

ii) SLT

The Senior Leadership Team meets every Thursday.

iii) SPECIAL NEEDS LIAISON

The Special Needs Co-ordinator may meet with individual staff to discuss provision. The SENDCO makes a timetable for these meetings and liaises with other staff.

32. STAFF NOTICES / COMMUNICATION

In the first instance, emails will be used, there are staff "pigeon holes" in the admin corridor, used for messages and post. They should be checked frequently – at least once a day. Urgent messages will be relayed to staff in person, by the admin staff or the Head teacher. The telephone extensions in Nursery, Year 1 and Year 2 can also be used for passing on urgent messages. Only in exceptional circumstances will teachers be disturbed by external telephone calls, when they are teaching a class. Emails to be checked daily. Staff Briefing 8.30am Mondays.

33. SUPERVISION

i) Cloakrooms

Non - teaching staff will supervise the children coming into the classroom 8.50a.m. until 9.00a.m. They will welcome the children into School.

Parents will often need to pass on messages during this time, although once the children are settled into School routine we do encourage parents to leave the children at the school door.

At the beginning and end of the lunchtime period when the non-teaching staff are involved in other duties it becomes the responsibility of the teaching staff to make sure that an adult supervises the children in the cloakroom.

Year Two children take it in turns to be cloak- room" monitors" but all children should be encouraged to take responsibility for keeping their cloak-room tidy.

ii) Lunchtime

The Senior Lunchtime Supervisor, leading a team of Lunchtime Supervisory Assistants has the responsibility for the overall management of pupils and staff at lunchtime and liaises closely with the Kitchen Staff.

Reception have lunch, then outdoor play

Year One have outdoor play, lunch then outdoor play (One or two Year 1 classes join Reception for first sitting.

Year Two have outdoor play, lunch, outdoor play

11. 50 a.m.	LSA staff on duty at their place of duty
12. 00 noon	Mid-day staff check registers and take over supervision of the children.
12.00 noon	1st sitting 2nd sitting outside.
12.25 p.m.	2nd sitting (1st sitting outside;
12.50	Children outside in playground/on field. If the weather is poor, mid-day staff supervise children in their classrooms.
1. 00 p.m.	Afternoon session begins. Duty Teacher rings the bell. Teachers bring in classes. Mid-day staff supervise cloakrooms. Registration. Mid-day staff go off duty.

During lunchtimes, whilst outside, the agreed ratios of adults to children must be met – a minimum of 4 staff to cover Year 1/2 area, minimum of 2 staff to cover Reception area.

Staff are required to move around the playground/field areas when supervising children.

34. VISITORS IN SCHOOL / VOLUNTEER HELPERS

Visitors are made very welcome in School and provide children with valuable experiences and contribute to an enriched curriculum. All visitors should use the front entrance and make their presence known to the admin staff in the Office. To comply with fire regulations, visitors (including parent helpers) must sign in and get a visitor's badge. This visitor's badge must be worn whilst in school and returned when signing out.

Parent / volunteer helpers need to have clearance from the Disclosure and Barring service (DBS) and must sign the School's confidentiality form. They are asked to work with a year group, rather than a particular class and receive guidance prior to coming into school. Volunteers working with children should work under the

guidance of a member of the teaching staff and should not be left in sole charge of a group of children. They should not be asked to administer First Aid to children, take children to the toilet on visits, nor be asked to change their clothing.

35. VISITS OUT OF SCHOOL.

The Educational Visits Co-ordinator (EVC) is Sarah Dickinson.

The School has a very comprehensive Educational Visits Policy. All parents sign a section of the School's Admission Form giving us permission to take children on visits in the immediate area e.g. to Fulwell Community Library. For all other visits a separate parental permission letter is required. The letter gives details of the visit and usually asks for a voluntary contribution (varying from visit to visit) in order to cover costs incurred. Once a visit is planned in outline, the team leader should get estimates of transport and admission costs from the school offfice and liaise with Theresa Hope and Wendy Angus on a feasible parental voluntary contribution. Once agreed, teachers should complete a visit form with a risk assessment sheet outlining the details of transport, cost and supervision and give to the Head teacher **two weeks** before the visit. The Cook will need two weeks' notice, if dinner arrangements alter. Families can opt to provide a packed lunch or take a school packed lunch.

School staff must provide the Kitchen with the number of sandwiches required for their trip.
The minimum supervision for the visits is 1:6 in Year 1 and 2, 1:5 in Reception and 1:2 in Nursery (see Policy). Teachers should be aware if the group is to be split and ensure adequate and safe provision for the children at all times.
A simple First Aid kit should be carried on all visits plus any medication. All members of staff should take their own mobile phone, leaving the contact number on the visits form.

Please refer to the Educational Visits Policy for further details

36. STAFF CODE OF CONDUCT

Introduction

This Code is intended as a guide, to indicate the standards of conduct and accountability which are expected of members of staff at Fulwell Infant School Academy, to enable them to understand their legal and ethical duties and to assist them both in carrying out those duties and in their relationship with the school parents, children, community and the City Council.

In addition to this code, members of staff are expected to have regard to the principles laid down by the Safer Working Practices document, the Safeguarding suite of policies and the Keeping Children Safe in Education (September 2025) documents, issued to all staff on appointment.

1 PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the School should notify staff of this Code and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that sets a good example to all the children within the School.
This Code of Conduct applies to:

- all staff who are employed by the School, including the Headteacher;
- all staff in units or bases that are attached to the School.
  The Code of Conduct does not apply to:
- cleaners employed by CCS;
- employees of external contractors and providers of services (e.g. contract cleaners).
  (Staff are covered by the relevant Code of Conduct of their employing body)

2 SETTING AN EXAMPLE

All staff must:

- Set examples of behaviour and conduct which can be copied by children.
- Demonstrate high standards of conduct in order to encourage our children to do the same.
- Support the agreed aims and objectives of the School and promote its interests in the wider community.

- Base all decisions on the facts presented.
- Maintain confidentiality at all times.
- Work cooperatively and respectfully with all members of the School community, in the best interests of the school and the education of its pupils.
- Acknowledge that differences of opinion may arise in discussion of issues but where the School takes a majority decision, this decision must be respected and upheld
- Objectively assess matters brought to staff meetings.
- Acknowledge that an individual member does not have the right to make statements or express opinions on behalf of the School unless specifically given authority to do so.
- Avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- Do not use social media for School business or for anything related to school.

This Code helps all staff to understand what behaviour is and is not acceptable.

3 SAFEGUARDING CHILDREN

Staff have a duty to safeguard children from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

- The duty to safeguard children includes the duty to report concerns about a pupil/student to the School's Designated Lead for Child Protection.
- The School's Designated Lead is Wendy Angus
- Staff are provided with personal copies of the School's Safeguarding Policies and Whistleblowing Procedure and staff must be familiar with and understand these documents.
- Staff are provided with a log on to CPOMS, our child protection on line system for recording any concerns.
- Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- Staff must take reasonable care of children under their supervision with the aim of ensuring their safety and welfare.

Teachers must not leave their classroom except during PPA time and break times.

4 CHILD DEVELOPMENT

- Staff must comply with school policies and procedures that support the well-being and development of children.
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of children.
- Staff must follow reasonable instructions that support the development of children.

5 HONESTY AND INTEGRITY

- Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of School property and facilities.

6 GIFTS

- It is against the law for public servants to take bribes. Staff need to take care that they do not accept any gift that might be construed by others as a bribe, or lead the giver to expect preferential treatment. There are occasions when pupils or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Personal gifts must not be given to pupils. This could be misinterpreted as a gesture either to bribe, or single out the young person. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a pupil should be consistent with school policy, recorded, and not based on favouritism.

7 SOCIAL CONTACT AND NETWORKING

- Staff must exercise extreme caution when using information technology (Facebook, Instagram, Snapchat, Tiktok, MSN, mobile phones etc.) and be aware of the risks to themselves and others. Staff must not post material which damages the reputation of the School or which causes concern about their suitability to work with children and young people. Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct or disciplinary action.
- Staff in School should not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. This includes social networking and blogging. Even if a pupil seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgment in making a response and be aware that such social contact in person, by phone or on the internet could be misconstrued and may place the member of staff in a very vulnerable position.
- Staff and volunteers must not give their personal details such as home/mobile phone number, home or e-mail address to pupils unless the need to do so is agreed with the HT.
- Staff should not seek to form friendships with parents of children in School. Where such friendships already exist, these should be made known to Wendy Angus in order that this can be taken in to consideration when classes are arranged. Information regarding any child in School, whether academic or personal, must never be shared in these circumstances.

8 INTERNET USE AND ELECTRONIC COMMUNICATION

The School has a separate policy on internet use, electronic communication and security which forms part of this Code of Conduct.

- Under no circumstances should adults in school access inappropriate images. Deliberately accessing pornography on school equipment will be treated as gross misconduct and may be considered a criminal offence. Accessing indecent images of children on the internet, and making, storing or disseminating such material, is illegal and is likely lead to criminal prosecution and may result in barring from work with children and young people.
- Personal property of a sexually explicit nature such as books, magazines, DVDs or such material on any electronic media must not be brought onto or stored on the school premises.
- Plug in flash drives or hard drives can not be used.

9 CONDUCT OUTSIDE WORK

- Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the School or the employee's own reputation or the reputation of other members of the School Community.
- In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- Staff may undertake work outside School, either paid or voluntary, provided that it does not conflict with the interests of the School nor be to a level which may contravene the Working Time Regulations or affect an individual's work performance.

10 MOBILE PHONES and HANDBAGS

- Mobile phones must be kept in staff lockers and used only during break times. Use is restricted to the staff room or admin area of school. They must not be taken into classrooms or Windmill room at any time.
- Handbags must remain in lockers and must not be kept in class cupboards.
- Phones on silent whilst in lockers.

11 PROFESSIONAL RELATIONSHIPS

With pupils: All pupils have a right to be treated with respect and dignity. Staff and volunteers must not use any form of degrading treatment to punish or undermine a pupil. The use of sarcasm, demeaning or insensitive comments towards pupils is not acceptable in any situation. When speaking to pupils, we always consider how we would expect to be spoken to ourselves. Shouting aggressively is not acceptable in any situation.

With other members of staff: We act in a professional manner towards colleagues, irrespective of our relative position or status within the School hierarchy, for example:

- Speaking politely to one another;
- Being approachable, friendly and welcoming to other adults in School – both staff members and visitors;

- Being flexible and understanding of unexpected changes within the school day;
- Communicating clearly and honestly;
- Addressing concerns openly and honestly with the person to whom the concern is addressed, whenever possible, without publicly criticising anyone;
- Never acting in a way that publicly undermines a colleague
- Taking responsibility for our actions and are prepared to apologise when we have made mistakes and undertake to learn from those errors;
- Not deliberately discriminating or ostracising certain members of staff;
- Avoiding the establishment of 'cliques' within the staff body;

12 DRESS CODE

Our school expects all staff members to dress in keeping with their professional status and as a good example of a professional to both learners and visitors.

- Staff should dress in keeping with the professional image of a public sector service provider.
- Staff should dress appropriately for their job.
- Staff should not wear anything which is likely to bring the school into disrepute (i.e. potentially offensive badges, logos or motifs)
- Staff should maintain high standards of personal hygiene and grooming.
- Staff should ensure that clothing is clean and tidy.
- Jeans and casual wear, and revealing garments are not deemed appropriate for the workplace and should not be worn (e.g. vest or strappy tops or short skirts or shorts). These may be worn on INSET days. Dress code applies to school visits or trips.

13 TIME KEEPING

We expect staff members to keep good time, arriving and leaving school in line with their contracted working hours. All staff must sign in and out using the electronic entry system each time they enter or leave the school site. This ensures that staff records are accurate in the event of a fire or other emergency evacuation. If a member of staff is unable to sign in or out using the electronic system, they must report this to T Hope as soon as possible so that attendance records can be updated.

CONFIDENTIALITY

- Where staff have access to confidential information about children or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.
- All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the School, including with the pupils/student's parent or carer, nor with colleagues in the School except with a senior member of staff with the appropriate role and authority to deal with the matter.
- However, staff have an obligation to share with their manager or the School's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must never promise a pupil/student that they will not act on information that they are told by the pupil/student.
- All staff must respect the confidentiality of comments made in meetings and not discuss these outside of the professional forum, e.g. staff meetings, leadership meetings and SEN Reviews.

14 DISCIPLINARY ACTION

- All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

Staff Code of Conduct

I agree to abide by the terms of this code of conduct in the discharge of my duty as a member of staff at Fulwell Infant School Academy.

I understand all School Policies can be viewed at any time (school office/Mrs Hope)

Signed ……

Name (print) …… **We expect staff members to keep good time, arriving and leaving school in line with their contracted working hours. All staff must sign in and out using the electronic entry system each time they enter or leave the school site. This ensures that staff records are accurate in the event of a fire or other emergency evacuation. If a member of staff is unable to sign in or out using the electronic system, they must report this to T Hope as soon as possible so that attendance records can be updated**