

Lancaster Christ Church C of E Primary School

Have Faith ...In yourself... In others... In God.



Staff Handbook

September 2025

“For nothing will be impossible with God” Luke 1:37

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1. Our School Vision and Ethos

Lancaster Christ Church is a caring school with a strong sense of community. We value the uniqueness of every child and are committed to a fully inclusive learning environment.

With Christ at our centre, we encourage all children to grow and learn surrounded by love and a feeling of belonging. We strongly believe that every child matters, value all individuals and celebrate diversity.

We want our children to become confident, resilient, independent learners with a strong sense of self-worth and a caring attitude towards others.

We encourage all children to *'Have faith...'* in themselves, in others and in God, as we

believe that

"Nothing will be impossible with God."

Luke 1:37

We are committed to providing a broad and balanced curriculum which provides rich opportunities for children to explore a range of subjects, thus developing a variety of knowledge, skills and interests which they can apply to opportunities, responsibilities and experiences in later life.

We value the individuality of our children and their various curriculum strengths and interests. As a school, we provide opportunities for children to build upon these to become the best that they can be.

We are proud of our varied demographic and ensure that all children have opportunities to be successful, valuing the range of ways in which this success can be achieved.

Therefore, to support children to 'Have faith...in yourself, in others and in God', we have designed our curriculum which enables all children to flourish as individuals. This is underpinned by our curriculum intent:

"Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms."

1 Peter 4: 10

2. Our Aims

- To ensure the distinctive nature of our Church school with the Christian Faith pervading all that we do.
- To create a nurturing environment where everyone can feel safe, supported, and valued.
- To involve parents, carers, the church, and the wider community to enrich children's learning and cultural capital.

- To provide an ambitious, relevant, and coherently planned and sequenced curriculum that supports children’s ability to know more, remember more, and be able to do more.
- To equip our children with the knowledge, skills, experiences, and attitudes they will need to successfully contribute to our future society.
- To enable all children to reach their full potential through high quality teaching, targeted academic support and wider approaches.

3. School Organisation

Our timetable:

EYFS and Key Stage 1:	9:00am to 12:00pm and 1:00pm to 3:15pm
Key Stage 2:	9:00am to 12:15pm and 1:15pm to 3:15pm
Playtime:	10.45am – 11.00am
	2.00pm – 2.15pm (EYFS / KS1 only)

Time Keeping

All staff are expected to be in the classroom by the start time which is indicated on their timetable, and must return to classrooms promptly after break / lunch times.

Collective Worship

Collective Worship is held daily, following the pattern below:

- Monday: 10.20am – 10.40am: Whole School Collective Worship in the school hall.
- Tuesday: Choir Church
- Wednesday: 9.10am – 9.30am: Whole School Collective Worship in the school hall.
- Thursday: 10.20am – 10.40am: Whole School Reflection and Praise in the school hall.
- Friday: 10.20pm – 10.40am: Whole School Celebration Assembly in the school hall.

Timetables

Each class teacher must provide a timetable for his/her class. Timetables for the use of the hall and computer suite are displayed on the school rota in the staffroom.

4. Arrival and Departure Times for Staff

It is expected that teaching staff will arrive in school to allow for sufficient time to set up and prepare classrooms and resources. This will usually be by or before 8.40am. Teaching staff must be present in the classroom from 8.45am for the arrival of the children.

Teaching staff should ensure that their classrooms are tidy and that all windows and blinds are closed before they leave the premises at the end of the school day.

Non-teaching staff are issued with individual timetables which highlight their working pattern.

In case of a fire, all staff members should sign into school on arrival, and sign out whenever they leave the school premises using their door access card.

5. Arrival and Dismissal of Pupils

Arrival

School doors must be open at 8.45am each morning to allow for a rolling drop off. The class teacher will provide a relevant and meaningful 'morning job' each morning for their pupils to complete between 8.45am and 9.00am. Examples of morning jobs may include:

- * Responding to feedback given by the teacher on work from the previous day,
- * Practising spellings or handwriting,
- * Maths or Grammar activities which link to previous teaching,
- * Short comprehension activities.

Reception and Year 3 and Year 4 children enter the building via their external classroom doors.

Years 1 and Year 2 enter the building via the cloakroom doors.

Years 5 and 6 enter the building via the locker room door.

Pupils are expected to walk sensibly to their cloakrooms, hang up their belongings and go straight into their classrooms where they will have time to complete their 'morning job'. At 9am the class teacher or teaching assistant will complete a registration sheet, dinner register and collect any slips or dinner money. Registers close at 9:10am and must be returned promptly to the school office.

Staff must be vigilant in ensuring that the register is completed accurately, and should draw to the attention of the Headteacher, any child who has been absent for more than 2 days, or who is displaying a particular pattern of absence.

Pupils who are late to school must enter via the school office where Miss Fish will sign them in, asking for an explanation for the lateness.

Dismissal

At the end of the day the class teacher or teaching assistant must supervise the children leaving the school building, checking that all children have been safely collected by a parent or other expected adult. Staff must be vigilant in ensuring that pupils are not left unsupervised after school. If a child has not been collected, or an unexpected adult has come to collect them, they must be kept in the classroom and escorted to the school office by a member of school staff. If a parent is more than 10

minutes late to collect their child, a telephone call should be made to the first contact recorded on the child's file.

Reception children should be dismissed from their classroom door.

Years 1 and 2 should be dismissed via their cloakroom door.

Years 3 and 4 should be dismissed via their classroom doors.

Years 5 and 6 should be dismissed via the locker room door.

Children attending After School Club

Miss Fish will put a list in the afternoon registers, highlighting which children are attending After School Club. This list should be shared with children so that any discrepancies can be checked. If attending After School Club, children in Reception, Year 1 and Year 2 should wait in the F/KS1 Shared Area with an adult, prior to being taken up to the hall for registration. Children in KS2 may be dismissed from their classroom and walk sensibly to the hall, where a member of After School Club staff should be waiting.

Related documents: *End of day procedure.*

Registration

School registers are brought to the classes before morning and afternoon registration by monitors from Year 6. They should be marked at 9:05am and again at 1:05pm / 1.20pm. Pupils from each class should be allowed the responsibility of returning the registers to the School Office. **Registers must have a total number of pupils present recorded at the bottom of the list to enable a quick headcount in the event of a fire and must never be left in classrooms.** The class teacher or teaching assistant should also record the total number of children present that day in a circle on the classroom whiteboard, in case of emergency.

In the morning, the dinner register should also be completed by indicating each child's preferred lunch option for that day. Any staff lunch choices should be added to the bottom of the lunch register.

Staff should be vigilant in ensuring, as far as is possible, that a child's lunch choice is not contrary to any dietary requirements that they may have.

Children are not allowed to leave the school premises during the school day without authorisation from a parent/guardian. Any child leaving the school premises for an authorised reason must be signed out at the school office by a member of school staff.

Related documents: *Procedure for pupils leaving school during the school day.*

Collection of Money and Slips

Parents are asked to send all payments to the school office for dinners, milk, visits etc. in an envelope marked with the child's name, class and purpose for which it is intended. If items are

brought into class, these must be collected by the class teacher or teaching assistant and sent directly to the school office. If money is brought in without a labelled envelope, staff should provide an envelope to be completed.

Permission slips for class trips should be sent to the school office. The return of such slips should be regularly monitored by the class teacher in order to ensure that none remain outstanding.

6. Safeguarding

Supervision of Pupils

The member of staff in charge of the class is responsible for his/her own pupils during the school day. The responsibility begins when the children enter the building and ends when all the children are off the school premises.

All members of staff have a duty of care towards their pupils. **No group of pupils must be left unsupervised for any reason.** There should be a member of school staff in the classroom or working area at all times. In the case of an emergency, where a member of staff is on their own with a class, a request for help should be sent to the nearest available staff member. Children who are excused or excluded from lessons, activities or playtimes must always be adequately supervised.

Class teachers should be aware of which children have been permitted to leave the classroom to visit the toilet, or undertake a job, such as returning the register, and ensure that they return safely within an appropriate amount of time.

Class teachers must ensure that children who are chosen to carry out jobs or duties around the school or classroom during break times can be trusted to behave in a safe and responsible manner.

Safeguarding and Child Protection

All members of staff should familiarise themselves with the 'Safeguarding' notice board in the staffroom, which includes key information regarding the safeguarding and protection of all pupils.

The Designated Safeguarding Lead in school is **Miss Emma Simpson**.

The Deputy Designated Safeguarding Lead in school is **Mrs Gemma Hooper**.

Further safeguarding information can also be found on the school server in the 'SAFEGUARDING' file within 'Teacher Share'. This includes copies of all the key documents listed within the schools 'Safeguarding and Child Protection Policy'.

All staff must read the Lancashire Safeguarding Induction materials alongside 'Keeping Children Safe in Education (KCSiE)' and demonstrate their engagement within these documents through completion of the quiz sheet, which must be returned to one of the DSLs as soon as possible after it is received.

All child protection concerns should be reported to the Designated Safeguarding Lead (DSL), or in their absence the Deputy DSL, as soon as possible before the end of the school day. Concerns must

be recorded using CPOMs, and the DSL or Deputy DSL should be made aware that a concern has been recorded.

Safeguarding and promoting the welfare of children is everyone's responsibility.

Related documents: *Safeguarding and Child Protection Policy and related documentation*

School Outdoor Environment

Children should be encouraged to learn outdoors as much as possible. However, teachers must be mindful of the potential dangers and ensure that activities are adequately and appropriately supervised. **Children must not leave the school premises during lesson time unless participating in a planned and risk assessed activity.**

If classes are using the school grounds to support their learning during a particular lesson, the class teacher must inform Miss Fish and collect a walkie talkie from the school office, so that contact can be maintained as required.

Related documents: *School Grounds Risk Assessment*

Outdoor equipment including Adventure Trail

Children must only use the adventure trail equipment when a staff member is present to supervise. The equipment must not be used if it is too wet or icy. A staff member must first carry out an initial safety assessment to check that the equipment is suitable and safe for use (observation of the equipment). The equipment is to be used for its primary purpose; any child using the equipment unsafely must be removed. If pupils use equipment before or after school, it must be made clear to the parents that they are responsible for supervising their own children, and that by using the equipment, they do so at their own risk.

In KS2, each class has their own equipment that they can use at lunchtimes. This must only be used on the main playground and each class is responsible for ensuring that any equipment which is taken from the box is returned after use.

Five minutes before the end of lunchtime, chosen monitors should take responsibility for checking the contents of box to ensure that nothing is broken or missing. The monitors should then carry the box back into school and into its allocated space.

Related documents: *Use of Playground & Fitness Trails Risk Assessment*

7. Discipline and Behaviour

High standards of behaviour and good manners are expected from our pupils. Staff should lead by example and take a joint responsibility for maintaining good discipline in the classrooms and around the school. All classes should develop their own Class Code of Conduct at the start of the year, and this should be prominently displayed for all to see and follow.

Related documents: *Behaviour Policy*

Use of Control and Physical Intervention

The use of physical intervention (reasonable force) should be avoided and only used as a last resort **by staff who have been specifically trained**. In rare cases of extreme behaviour, it should only be used if it is necessary to prevent injury to the child, other children, an adult, or to prevent serious damage to property and where all other strategies and attempts to diffuse the situation have been unsuccessful. Due regard for the safety and dignity of all involved must be maintained. All incidents requiring the use of physical intervention must be recorded and parents should be notified.

Related documents: *Positive Handling Policy / Behaviour Policy*

8. Playtime

The rota for playground duty is displayed on the staffroom board and a copy is distributed to all staff. There must always be at least two members of staff outside on duty, covering all areas of the available outdoor space. **Staff on duty must wear a fluorescent jacket so they can be clearly identified.**

Staff on playground duty are responsible, by law, for the conduct and safety of the children. Therefore, they must be in the playground at the beginning of break. The school rules, as detailed in the Behaviour Policy, must always be enforced consistently and rough play or fighting must be stopped immediately.

When the bell is rung to signal the end of break, all children must stop playing and walk immediately into their lines. House points should then be rewarded by the staff on duty. By this time, the children must be standing quietly in their lines, and the class teacher or teaching assistant should be outside ready to escort them back into the building.

If an incident which requires further assistance should occur, the member of staff on duty should send a child to the staffroom to request help from an available member of staff. **Staff who are on duty outside MUST remain on the playground to ensure adequate levels of supervision.**

During wet playtimes, the staff on duty will supervise the children in classrooms. Monitors from Year 6 will go to each of the classrooms in Foundation / Key stage 1 to support other pupils during wet play. Class teachers are responsible for providing activities for children to undertake during wet playtimes. Such activities may include:

- * A short educational video;
- * Jigsaws and board games;
- * Colouring pictures and drawing materials;
- * Construction materials such as Lego;
- * Access to reading books.

Pupils should be clear about any materials which they are not allowed to access during wet playtimes.

9. Lunchtime Arrangements

At lunchtime children are under supervision of the welfare assistants.

Foundation / Keystage 1:

For Foundation / Keystage 1 pupils, lunchtime begins at 12noon and ends at 1.00pm.

Reception children should wash their hands and enter the hall immediately after the bell has rung.

Related documents: *School Main Hall Lunchtime Risk Assessment*

Following the lunchtime bell, Year 1 and Year 2 children should go onto the playground and wait to be called in to the hall for lunch.

Key stage 1 staff must ensure that supervision is in place before allowing children out on to the playground.

Once Reception children have been served, the whistle will be blown to indicate that Year 1 children should go and wash their hands and line up ready for lunch. Similarly, once Year 1 have been served, the whistle will indicate that Year 2 children should prepare for lunch.

At the end of lunchtime, the bell will ring to signal for the children to line up, as at the end of playtimes. **Teaching staff must be ready on the playground to meet their class, immediately after the bell has rung.**

Key stage 2:

Key stage 2 lunchtime begins at 12.15pm and ends at 1.15pm.

All Key stage 2 children on go straight out onto the playground. **Key stage 2 staff must ensure that supervision is in place before allowing children out on to the playground.**

Each year group will then be called in rotation to wash their hands and line up in the hall ready to be served their lunch.

At the end of lunchtime, the bell will ring to signal for the children to line up, as at the end of playtimes. **Teaching staff must be ready on the playground to meet their class, immediately after the bell has rung.**

Wet Lunchtime

In the case of wet lunchtimes, children are supervised by the Welfare Assistants in their classrooms. Supervision **must** be in place as follows:

1 welfare assistant to remain in Reception class at all times;

1 welfare assistant to supervise Year 1 / 2;

1 welfare assistant to supervise Year 3 / 4;

1 welfare assistant to supervise Year 5 / 6.

Class Teachers are responsible for providing activities for children to undertake during wet lunchtimes. Such activities may include:

- * Jigsaws and board games;
- * Colouring pictures and drawing materials;
- * Construction materials such as Lego;
- * Access to reading books.

Pupils should be clear about any materials which they are not allowed to access during wet lunchtimes. **Videos are not permitted at lunchtime, as children need the opportunity to be active.**

10. Class Files, Assessment, Reporting and Record Keeping

Class Files

A class file should be available in all classes which must contain:

- A class list;
- Previous assessment data;
- Asthma cards;
- Any allergies / medical information;
- Copies of Health Care Plans;
- Overview of permissions (e.g. for photographs)

Assessment

Teachers are expected to make ongoing assessments to track pupil progress. To help track progress over time in English and Maths, there are three key summative assessments points in the year (December, March and July). At these points, the teacher assessment data is entered into the school's central tracking system, enabling teachers to see which children are falling behind.

Teachers are expected to keep an assessment portfolio which includes any ongoing assessment documents.

Staff should mark following the school Marking Policy and procedures.

Related documents: *Marking Policy*

Record Keeping

Each pupil has a green record folder stored securely in the school office. The files should contain all the data that we have a legal requirement to hold for each child. When a child leaves the school, this file is passed onto the next school. The file should contain the following:

- End of Year Reports

- Individual Records of Assessment (EYFS Profile, SATs etc.)
- Medical Information (health care plans)

SEN Records

Each teacher maintains an electronic file with copies of IPMs/CPMs, which are monitored, evaluated and updated regularly, for all children in their class who are on the SEN register. The SENCo reviews and updates files for each child on the register regularly.

11.Resources and School Stock

The school has a limited budget for resources and so all purchases must be authorised by the Headteacher. All staff share responsibility for taking care of resources so that we get the best value from them. Resources must be stored neatly and be easily accessible for adults, and where appropriate, children. Broken and/or outdated resources should be disposed of. **Shared store rooms must be kept tidy and resources returned properly, in good condition, when they have been finished with.**

Related documents: *School Storeroom Risk Assessment*

Photocopying

Staff should use their user number when sending documents to the photocopier to maintain confidentiality. Staff must ensure that all photocopying collected from the photocopier, and not left on the table. Any photocopying left at the end of the day will be removed for recycling / shredding.

12.Computer suite / Shared areas

All staff share responsibility for teaching children how to use Computing facilities, including the internet, safely and respectfully. If any incidents occur where equipment has been damaged or being used inappropriately, this must be reported to either the Headteacher or Computing Subject Leader.

Once children have finished using the Computer suite, all furniture must be properly tidied away and the computers shut down with the monitors turned off. This means that:

- * Stools should be tucked under the benches.
- * The monitor, keyboard and mouse should be arranged neatly on the bench.
- * Headphones should be wrapped up and carefully put away.

Classroom equipment, such as exercise books and pencils, should not be left in the Computer suite and windows and doors should be closed as the class leaves.

Where children are working in shared spaces, such as the Libraries or FS/KS1 Shared Area, these must be left tidy ready for the next group. All resources should be returned to classrooms and not left lying around.

Children are not permitted to use computers or iPads unsupervised.

Acceptable Use Policy (AUP)

We request that all staff read and sign our 'Acceptable Use Policy' which outlines the behaviour expected of all individuals when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media.

It is expected that whilst in school, technologies such as desktop computers and iPads will only be used for the purpose of supporting and enhancing learning, and not for personal use.

Related documents: *Acceptable Use Policy / Online Safety Policy*

13. House Keeping

Classrooms, corridors, cloakrooms and communal areas must be kept clear and tidy. Children should be taught how to keep their own belongings safe and tidy as well as the belongings of others and school equipment. Children should be encouraged to take pride in their school. A lost property bin is located in the Year 5/6 corridor and the Key stage 1 Gallery and is used to store un-named and un-claimed items of clothing. Clothing which has been unclaimed will be recycled each term in the 'Rag Bag' on the school drive, or resold through the second-hand clothing shop.

To enable classrooms to be cleaned effectively, at the end of each day children's tables must be cleared, chairs must be put up and there should be no resources on the classroom floor. Before leaving the premises, class teachers should check their classrooms and cloakrooms are tidy, equipment is put away, the windows have been closed and the lights turned off.

Related documents: *School Main Hall Risk Assessment / Corridors and Stairs Risk Assessment*

Energy Conservation

Staff must be constantly aware of the need to conserve energy and to promote this awareness in the children. If a room is left for more than five minutes, lights must be switched off. Computers and white boards must be closed down at the end of each day and all electronic equipment should be turned off at the mains, where possible.

Deep Cleaning

During each school holiday areas of the school building will be 'deep cleaned.' This involves furniture being pulled out to allow cleaning access behind them. To help enable efficient and effective cleaning, all staff share responsibility to ensure classrooms are cleared of unwanted resources before each holiday. The site supervisor may also ask for side surfaces to be cleared.

14. Display

The school environment, including classrooms and corridors, should be attractive with well-presented displays that provide a balance between displaying learning prompts, being interactive and celebrating pupil achievement. Each classroom should have the following on display:

- Learning Walls for English, Mathematics, Science and Themed work – these should be related to current learning and be progressive to match the content being delivered.

- Religious Education work.
- Collective Worship area for quiet reflection, prayer and to be used in conjunction with the Worship area in the school hall.
- The class behaviour code.

Displays in communal areas, such as cloakrooms and the school hall, should be creative, vibrant and stimulating. Pupils work and other information should be neatly mounted.

Old staples and unused blu-tack must be removed. Displays in communal areas should be stapled rather than blu-tacked.

Staff must ensure their safety when putting up or removing displays at height.

Related documents: *Use of Step Stools Risk Assessment / Use of Step Ladders Risk Assessment / Display Policy*

15. Dress Code

Children's Uniform

When the children begin school, parents are asked to provide the following uniform for their child:

- Royal blue sweatshirt or cardigan
- grey school trousers or shorts, pinafore dress or skirt (or blue chequered summer dress)
- white polo shirt
- white, grey or black plain socks or plain tights
- black school shoes

Jewellery must be restricted to small, stud earrings and watches. Nail varnish and temporary tattoos are not to be worn by children. Fashion boots are also not permitted. All staff have a shared responsibility to remind children of the correct uniform policy.

Sports Clothing

On PE days, it is requested that children come to school in their PE kit, which consists of: plain navy or black shorts / leggings or joggers, a house-coloured round-neck t-shirt, a zip up school hoodie and black plimsolls or trainers. Children must remove all items of jewellery, including watches, before beginning a PE lesson and long hair must be tied back. **Class teachers are responsible for ensuring that children are ready for PE using the poster in their classroom as a prompt.**

Staff Dress Code

We have high expectations of our children in terms of their appearance, and it is therefore important that members of staff set high standards for themselves. At all times, staff should be dressed in a professional manner. Casual wear, including jeans and sun-wear are not appropriate. On days which a staff member is leading sports, staff PE kits, including trainers, must be worn.

Shoes with very high or stiletto heels are discouraged to reduce the risk of injury from slips or trips, and the likelihood of injury to a child should they accidentally be stood on. Similarly, it is not acceptable to wear large amounts of jewellery which could be easily caught.

Welfare assistants, cleaning staff and the site supervisor should wear practical and appropriate clothing for their duties.

16. Staff Meetings

Teaching staff meetings are held on Wednesdays from 3:30pm – 5.00pm. An agenda for the meeting will be provided, and minutes following the meeting will be emailed to all teaching staff.

Teaching Assistant meetings are held monthly on a Tuesday morning. An agenda for the meeting will be provided, and minutes following the meeting will be emailed to all staff involved in the meeting.

17. Physical Education

All children must be encouraged to participate in all activities, but a teacher should never insist that a child attempt an activity if he/she really does not want to for a valid reason.

Health and Safety awareness is paramount during a PE lesson. Please make sure that you are familiar with safety guidelines before using apparatus.

Related documents: *Safe Practice in Physical Education, School Sport and Physical Activity*

Apparatus should be set up by the children, under the supervision of a member of staff. The children, therefore, require training on how to lift, move and handle equipment as well as how to check equipment is safe. Before a lesson begins, the class teacher must carry out an equipment safety check. Children must be supervised at all times during PE lessons, particularly when apparatus is being used.

Please ensure that the PE store is kept tidy and items are returned to the correct place. Any broken or unsuitable items should be disposed of and the PE Subject Leader informed. **Children are not permitted in the PE store.**

Related documents: *School Main Hall PE Risk Assessment*

Jewellery is not permitted during PE lessons. Earrings must be removed. Long hair must be tied back.

Staff should be dressed in an appropriate kit for PE lessons to enable safe demonstration and participation, as well as to model good practice.

18. Health and Safety

The Headteacher is the Health and Safety Officer. All staff are responsible for their own health and safety and that of the pupils, other staff and visitors. Risk assessments, policies and procedures are regularly updated and shared with all staff. It is each member of staffs' professional duty, regardless

of their role, to ensure that they have read and understood all risk assessments, policies and procedures, and that these are followed at all times.

Related documents: *Health and Safety Policy / Risk Assessments / School Procedures*

Fire

The signal for a fire or fire drill is a continuous siren. Instructions are on display in each classroom and staff should make themselves familiar with these on entry. In the event of a fire, the building should be evacuated quickly and calmly – there must be no running. Children should line up in the playground in class order. Teachers should do a head count and then take a roll call. The Headteacher should be informed if anyone is missing. Registers, if left in the classroom should be taken out by the teacher, otherwise the School Office Administrator (Miss Fish) will bring them out.

A fire drill will be carried out unannounced each term.

Cases of **accidental or deliberate** sounding of the fire alarm should be treated as if there is a fire. No one shall re-enter the building unless the Headteacher is certain that it is an accident or hoax. The fire brigade should be called and everyone should remain outside until the all clear is given.

Related documents: *Fire Procedure / Lunchtime Fire Procedure*

Emergency Evacuation

In the event of an emergency premises evacuation, such as a bomb warning, the drill for a fire will be followed but the children will be escorted to Lancaster Royal Boys Grammar School yard.

Other Emergency Procedures

Staff should ensure that they are familiar with the 'Lockdown' procedures. In line with such procedures, staff should carry a whistle, attached to their lanyard, at all times.

Lockdown procedures will be reviewed each year with the children, although such procedures will never happen unannounced and will be presented in an appropriate manner so as not to cause undue panic or distress.

Related documents: *Lockdown Procedure*

All staff should familiarise themselves with the location and content of the school Emergency Plan.

Accidents and First Aid

All accidents to pupils, members of staff or visitors requiring professional medical attention, or serious incidents that could have resulted in an accident must be reported to the Headteacher who will record them on an electronic accident/incident form. In the case of pupils, parents must be contacted as soon as possible, and it must be clearly stated that their child requires professional medical attention and as such needs to go to hospital.

Minor accidents should be dealt with by a member of staff who has up to date First Aid training. All first aid treatment, including bumps to the head, should be recorded in the central First Aid Books. If a member of staff is unsure of how to deal with an accident or medical concern, always consult another first aider. A list of trained First Aiders is located at each first aid point.

First aid boxes are located in the FS/KS1 shared area and in the Y5/6 corridor. A further, more fully stocked first aid kit is available in the school office, if required, although should only be accessed where specific medical equipment is required.

All children who have a bumped head should be given a bump to the head letter, signed by the Headteacher or Deputy Headteacher, to take home. The tear off slip should be returned to the school office. If a child receives a blow to the head which results in swelling, or leaves a visible mark, parents must be contacted immediately.

Related documents: *First Aid Procedure*

Notifiable Accident/Incident Events

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) place a legal duty to inform the enforcing authority of any incidents involving death or major injuries which must be reported as soon as reasonably practicable after the event.

All accidents or incidents involving staff, visitors (including parents) or contractors must be reported immediately to the Headteacher or Deputy Headteacher.

Cleaning Up Bodily Fluids

Staff must be vigilant in ensuring safe practice when cleaning up bodily fluids. Disposable gloves must be worn. Staff must familiarise themselves with procedures for the cleaning up of bodily fluids. Students, visitors or volunteers must not undertake such tasks.

Related documents: *Procedure for the Cleaning Up of Bodily Fluids / Cleaning Up Bodily Fluids Risk Assessment*

Reporting Defects or Health and Safety Issues

All adults who work in school share the responsibility for maintaining a safe environment. Any defects to furnishings, electrical devices or fabric of the building should be reported to the Headteacher on the day they are discovered. A Health and Safety agenda item is always discussed at each staff meeting for less urgent issues.

The Resources and Finance Governing Body Committee is responsible for monitoring Health and Safety procedures in school. This committee meets each term and includes a Health and Safety Walkthrough of the school premises.

Related documents: *Site Risk Assessments*

Pregnancy

In the event of a member of staff, including supply staff and trainee staff, being pregnant, the Headteacher should be informed, and a risk assessment will be undertaken. Risks, such as adverse conditions, or situations relating to the daily duties which could potentially cause harm, must be identified and reasonable adjustments made where necessary.

Hot Drinks

Hot drinks are not permitted in areas where children are present. This includes classrooms, playground, hall and computer suite. Bottled water and/or juice is permitted. Glassware should not be taken from the staffroom into classrooms or shared areas in case of breakages.

Security

For the purpose of security, staff must wear a staff lanyard at all times in school.

Staff must secure valuables appropriately, including mobile phones. Personal items such as handbags, must not be left lying around in shared areas or classrooms and must be stored securely in classroom cupboards (Teaching Staff), or within the lockers provided in the Staff Room (Teaching Assistants).

All external gates must be kept locked at all times, with the exception of the gate which leads to the school office.

Externals doors which are not situated in classrooms (such as those in the hall, corridors and Computer suite), must be closed if the area is not in use. External classroom doors must be closed when nobody is present in the room.

Related documents: *School Security Risk Assessment*

School Visitors

All members of staff should be constantly aware of the need to question any strangers seen around the school and its grounds or report any suspicious circumstances. Visitors to the school should report to the school office to sign in and be issued with a visitor's lanyard. Members of staff should politely question any visitor seen around school whose visitor lanyard is not visible.

Related documents: *School Visitor Procedure*

Volunteers / Students on Placement

Regular volunteers and students on placement must also sign in at the school office and will be issued with a volunteer lanyard. The class teacher with whom the volunteer / student is working is responsible for ensuring that they are correctly supervised at all times.

All volunteers / students on placement will receive an induction pack which outlines key expectations and school policies / procedures.

Related documents: *Young Person at Work Risk Assessment / Student & Volunteer Induction Pack*

Mobile Phones

All staff members should only access their mobile phones during their break times **when they are not directly responsible for the supervision of children**. At all other times, mobile phones must be kept in silent mode and hidden away from view, either within a classroom cupboard (Teaching Staff) or within lockers (Teaching Assistants).

Staff members are not permitted to access Social Media Network sites using school resources.

Related documents: *Mobile Phone Policy / Social Networking and Social Media Policy*

Medication

Medication of any form is not permitted in school unless absolutely necessary. In this case, it must be **locked securely in the medicine cabinet**. Staff must be vigilant in ensuring that handbags do not contain medication, whether prescription or over the counter, which could be accidentally picked up by children if stored incorrectly.

Staff are permitted to keep inhalers with them in the classroom. Where it is necessary for a member of staff to carry an epipen or insulin, this is also permitted on their person, however, should be discussed with the Headteacher so that appropriate arrangements for safe storage can be ensured.

Parking

Cars parked on the school car park are parked at the owner's risk.

Staff should park considerately so as not to block other cars in the car park, and to allow access up the drive for emergency vehicles, deliveries, bin collections etc. Vehicular movement on the school drive is not permitted between 8.45am and 9.05am / 3.10pm – 3.30pm.

Related documents: *Transport and Vehicle Movement on Site Risk Assessment*

19. Educational Visits

To support and enrich our broad and balanced curriculum, educational visits should be organised by class teachers. The Educational Visits Policy and Procedures must be followed, and staff members have a responsibility that all documents have been completed using the online EVOLVE system. All completed documents, including planning and risk assessments, must be submitted to the Education Visits Coordinator (Emma Simpson) via the EVOLVE system.

Type A Visits

Educational low risk off-site visits, up to one day duration. For example, theatre, museum, or local area visits.

The responsibility for the approval of these visits' rests with the Governing Body and has been delegated to the EVC/Headteacher.

Type B Visits

Educational off-site visits which: involve adventurous activities; involve activity on water or in the presence of water which is identified as a hazard; attend farms or theme parks; involve overnight stay or residential accommodation; are outside the UK.

All Type B visits must be approved by the local authority at least 6 weeks prior to the visit taking place.

Minimum Ratios

The following are regarded as the minimum ratios acceptable on any visit. It is good practice to have more adults attending than these ratios state:

1 adult for every 6 pupils in school years 1 to 3 (Foundation Stage classes should have a higher ratio which matches the needs of the specific cohort.)

1 adult for every 10 pupils in school years 4 to 6

If any accompanying adults have a child in the class, then an extra adult must be added onto the overall number of adults accompanying the visit.

Staff must ensure that they are aware of emergency procedures prior to embarking on an out of school visit.

Related documents: *Educational Off-Site Visits Policy and Guidelines*

20. Confidentiality

All staff at Christ Church have a responsibility to ensure that appropriate levels of confidentiality are maintained at all times, both in and out of school. Sensitive information in school is shared between staff on a 'need to know' basis, and it is expected that such information will be kept confidential.

GDPR

All staff have a responsibility to ensure that data is securely maintained in line with relevant GDPR policies and procedures. All staff must be vigilant in preventing potential data breaches by ensuring that documentation is securely stored at all times, and disposed of in the correct, confidential manner.

Any documents which has the potential to identify an individual through the information which it contains (e.g. class lists), must be securely destroyed. Staff should check with the Headteacher before securely destroying documents in case it is necessary to record this within the destruction log.

Staff must ensure that they regularly familiarise themselves with the relevant policies regarding data use, storage and protection. All staff will receive a copy of the GDPR & Data Protection Handbook on an annual basis as part of their induction pack. Those staff whose role involves the handling of data will undertake relevant training, provided by Veritau, the school's Data Protection Officer, every two years.

Related documents: *Information Policy / Information Security Policy/ Information Security Incident Reporting Policy / Privacy Notices / GDPR & Data Protection Handbook*

21. Staff Conduct

All adults working at Christ Church Primary School are expected to demonstrate consistently high standards of personal conduct. This includes volunteers and students.

The following statements define the behaviour and attitudes which set the required standard for conduct at Christ Church:

- Treat children and staff with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your position.
- Have a regard for the need to safeguard children's well-being, in accordance with statutory provisions.
- Show tolerance for the rights of others.
- Do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways which exploit children's vulnerability or might lead them to break the law.
- Demonstrate proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.

Ensuring Professional Conduct

It is imperative that **all staff** read and understand all the policies and procedures that are put in place in school, and that they regularly familiarise themselves with the content and expectations of both the Staff Handbook and Staff Code of Conduct, which must be adhered to **at all times**.

Updated policies and procedures are shared throughout the year via email and are available as paper copies in the Policies file in the Staff Room. **All staff have a professional responsibility to ensure that they are up to date with the content of these.**

Any concerns regarding staff conduct must be reported immediately to the Headteacher.

Related documents: *Staff Code of Conduct*

Whistleblowing

Where employees, or other individuals, have serious concerns about any aspect of the school or councils work which fall outside of the scope of other procedures, they should refer to the Whistleblowing Policy, which identifies how such concerns can be raised.

Related documents: *Whistleblowing Policy*

Leave of absence

If a member of staff wishes to be absent from school for a short period during the working day, permission must always be sought from the Headteacher **via a Leave of Absence request form. Routine domestic issues or non-emergency appointments should be made outside of school hours.**

The Headteacher is able to grant leave of absence for members of staff to attend weddings, births, funerals or graduation ceremonies of immediate family members, or to attend interviews. Requests must be made as soon as the arrangements are known.

Requests will be treated on merit and with sympathy but there can be no expectation that this will be granted. Please note that any leave of absence granted which does not meet the exceptional circumstances criteria, will be taken unpaid.

Other requests should be made in writing to the Chair of Governors.

Related documents: *Leave of Absence / Special Leave Policies*

Sickness

When a member of staff is unable to attend work because of illness or injury, it is their responsibility to inform the Headteacher before 8am that day. Staff must phone the Headteacher on her mobile number to explain their reason for absence. **It is not acceptable to text in sick.** On subsequent days the member of staff should contact the school office before 2:30pm to state whether or not they intend to return to work on the following day. If the illness is expected to last for several days a further contact date should be set.

Related documents: *Staff Absence Procedure*

Holidays

It is not acceptable for members of staff to take a holiday during term time. Permission could only be granted in exceptional circumstances and taking leave without permission is considered a serious disciplinary matter.

Further information regarding Staff absence can be found in following documents:

- Short term sickness absence procedure for staff in delegated schools
- Long term sickness absence procedure for staff in delegated schools

Supply Teachers

It is expected that supply teachers will follow the school rules and guidelines.

Supply teachers are expected to follow the class timetable and work from the planning provided by the class teacher. Longer term supply teachers must formulate their own short-term plans, based on the school medium term plans, and complete necessary evaluations.

Supply teachers are expected to mark the work in line with the school's marking policy and leave a short, written evaluation on the plans followed.

This staff handbook is correct at the time of issue: August 2025