



Making the difference

Staff Handbook



CONTENTS

Introduction	2
School Mission Statement	2
Therapy Mission Statement	
Joint working and Professional Conduct	3
What will I find in the . . .	
Staffroom?	3
Reception Office?	4
Head's Office?	4
Nurses' Room	4
Resources Room	5
Library?	5
What About Meetings?	5-6
When Appointed	7
What To Do If...	7
I Don't Want To Get It Wrong So...	8
Who Do I Ask If I Want To Know About...	9
Appendix 1 - The Organisation of the School Day	10
Appendix 2 - Guidance on Fire Drill	11
Appendix 3 - Guidance on Staff Absence	12
Appendix 4 - Guidance on the Induction of New Staff	16



Dear Colleague,

Welcome to Vbranch House! We hope that you will be very happy in our school and this booklet has been written to be help to you as you strive to become familiar with the routines of our life here as part of Vbranch House. Our aim is to present you with some basic information, more detailed guidance is to be found in the staff files which should be located in the staffroom. If you want any specific information not contained in either of these sources, please do ask and we will do all we can to help. Vbranch House is a busy, constantly evolving organisation and we will make every effort to keep you informed of any important changes.

The Management Team:

Kate Moss

Head of Therapies

Ian Norton

Head of Education

Rebecca Wheeler

Business Manager

School Mission Statement

Our exceptional pupils are placed at Vbranch House because the Authority, parents and the school agree that it is the most appropriate setting. A very small number of Vbranch House pupils may benefit from accessing provision at a mainstream setting and could therefore access a partner school. These periods of 'inclusion' are at the discretion of Vbranch House and are considered on an individual basis, based on educational benefit to the child.

Pupils at Vbranch House experience severe physical disabilities and will have a combination of additional needs including complex medical, multisensory (visual and/or hearing impairment). We know that some pupils will have complex and degenerative medical or life limiting medical conditions. The relationship between movement, language and function is fundamental to all children's opportunities for Access Learning¹. Each child is enabled to control every part of their life to the fullest extent within the context of their overall abilities. We strive to meet the needs and provide appropriate developmental challenge for all our pupils by provision of high quality nursing support, therapeutic and educational input.

The Vbranch House Individual Education and Wellbeing (VIEW) Curriculum is the mainstay of our educational provision and describes at every step an individual's assessed needs and projected areas of development as they progress through the school. Once pupils enter our secondary provision the aim is for pupils to continue that developmental journey by alloying the VIEW curriculum with programs offered by AQA.

The overarching aim for all staff at Vbranch House is to provide our pupils with the optimum balance of support and challenge, in an environment in which they can flourish and develop confidence as an individual, as a member of the school community and as part of the wider world. We call this "Making the difference."

¹ Access Learning is defined as the process by which physical abilities developed naturally in the able-bodied child are acquired by the child with Physical Difficulties. These abilities not only enable access to traditional modes of learning, but also prepare the child for the greatest degree of independence and best quality of life consistent with the child's potential. Access learning is delivered by multi-disciplinary teams who share professional skills whose main components are teaching, physiotherapy, occupational therapy, speech and language therapy and hydro-therapy.

Clinical Service

Vbranch House is the principle provider for children's physiotherapy for NEW Devon CCG. We also provide Occupational Therapy and Speech & Language Therapy for school and outpatients.



Code of Conduct

General obligations

Staff set an example to pupils. They must:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- 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
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Fulfill all elements of their Job Description and maintain relevant Professional Standards

Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect. Staff must familiarise themselves with our Child Protection policy and procedures and undertake training in the PREVENT duty, and ensure they are aware of the processes to follow if they have concerns about a child. They must also read and understand the the Vranck House Child Protection & Safeguarding Policy which has Keeping Children Safe in Education- Part 1 as an appendix. These policies, documents and procedures are available in the school office, on the school website or from the Head of Education. New staff, volunteers and students will also be asked to read on arrival or prior to visiting.

Professional working relationships between colleagues

The VIEW curriculum is driven by the needs of our pupils, not the national curriculum or any other subject-based curriculum; it is important that you embrace this approach and take accountability for your role as part of a multidisciplinary team responsible for the planning, delivery and assessment of pupil progress against this curriculum.

In order to make such an approach to delivery of learning work, cooperation and mutual respect between staff of all disciplines is essential. Should a difference of opinion arise around how best to plan delivery to meet needs or support an individual within a session, the expectation is that the staff concerned will hold a professional discussion **outside** of the classroom and staffroom. Any matters that remain unresolved are to be brought to the Head of Education or Head of Therapies, as appropriate.

Any member of staff found to be unprofessional or disrespectful in their conduct toward others, for example: using aggressive or threatening language, ridiculing, intentionally ignoring others or repeatedly shouting, will be subject to the Charity's Code of Disciplinary Procedure (part of the 'Instrument of Management' – available in the Staffroom).

Staff/pupil relationships

Staff must observe proper boundaries with pupils that are appropriate to their professional position. They must act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

There are times when it is appropriate for teachers to talk to children on a 1:1 basis, during these times staff must ensure that, for their own protection as well as that of the child:

- This takes place in a public place that others can access



- The staff member is sitting/standing at a reasonable distance from the pupil
- Others can see in to the room
- A colleague or line manager knows this is taking place

Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents. This information must never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities. Staff must not accept bribes or gifts exceeding a nominal value of £5.00 (Five pounds). Staff must ensure that all information given to the school about their qualifications and professional experience is correct.

Dress code

Staff must dress in a professional, appropriate manner with respect to their roles i.e. Therapists and school staff engaging in activities such as Rebound Therapy may wear 'sports' clothing which is practical for the task at hand.

Staff should maintain a 'smart-casual' appearance overall and must not dress in a manner that could be regarded by others as offensive, revealing or sexually provocative. Outfits must not be overly revealing, display any offensive language or political slogans.

Communication and social media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, public profiles should be set to private. Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They must not make any efforts to find pupils' or parents' social media profiles.

Staff must ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff must not comment on any school matters apart from in agreement with the Head of Education through the official social media sites for the school website.

Conduct outside of work

Staff must not act in a way that would bring the school, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

Behaviour or activities that have the potential to make employees unsuitable for the role they are employed to perform will be dealt with under the Disciplinary Policy.

Employment outside of School



Employees 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 in the school.

Such work may include private enabling for pupils at the school or outpatients, though this must be declared to the Head of Education or Chief Executive respectively to ensure there is no conflict of professional interests.

General Information

The Staffroom

As well as being a place from where you can gain information, we hope that the staffroom is somewhere where you can relax and unwind. We have put together a few basic 'ground rules' for happy staffroom life:

- ❖ There are no 'special' chairs – please make yourself comfortable in any available seat
- ❖ Take care how you speak to/about one another – this is still a professional space. Malicious gossip, derisory personal comments or any other unprofessional conduct in this area will still be covered under the charity's Code of Disciplinary Procedure.
- ❖ Please ensure you abide by the rules of the Information Governance Policy when using tablets or mobile phones in the staffroom
- ❖ Remember visitors use this room too – please refrain from discussion about school or confidential matters involving staff/pupils if there are visitors using this space.
- ❖ If you use it, please clean it afterwards – all staff are requested to contribute to the cleaning, drying and storage of cutlery and crockery after use. Similarly, if the hob, microwave or sink are dirty after use, please clean them. Vranche House does not employ any staff to do these housekeeping 'chores' on your behalf!
- ❖ Keeping the staffroom tidy – coats, bags and other personal belongings should be kept in classrooms or the Therapy Department please.

A copy of the Essential Policies, sensory stories and reading scheme are located in the cupboard and shelf in this room.

Notice Boards

General notices, Newsletters, Staff Minutes and information on local meetings and courses are displayed on the main notice board. On the smaller notice board to the right of the large cupboards health and safety notices and long term notices are displayed.

First Aid Box



Green First Aid Boxes are located in the corridors and classrooms around the school and should contain all that is necessary for basic First Aid for staff and pupils. Staff are responsible for attending to their own First Aid or, if unable to do so, approach one of the appointed First Aiders (listed in policy file and outside Head of Education room and Nurses room).

Staff should NOT approach the School Nurses with their own First Aid or other medical needs.

Basic medical supplies such as thermometer and Saturated oxygen monitor and further information about specific disabilities, emergency medicine protocols and routine medications, are available from the Nurses' room.

Resource Cupboard

There is located outside the hall and has mirrored doors. In there you can find a wide variety of stationary equipment which is available for general use:



Pens, Pencils, felt pens, crayons and chalk/pastels.
Staples, paperclips, sellotape and labels
Exercise books, A4 folders, plastic folders and plastic envelopes.
Art/Craft Resources.

Please take only that which you need and record what you take in the notebook kept in the cupboard. It is the responsibility of all staff to ensure that this cupboard is kept tidy and stocked.

The 'Turbo' room

This room is used for the storage of equipment that is not in constant use by pupils or outpatients. In here you will find:

Mobile hoists	Oxygen cylinders (to be kept in the cage)
Optech tracker trolley	Wedges, boxes and ladder-back chairs
Standing frames	P Pod chairs
Adapted trikes	Walking frames

There is also an additional therapy equipment store in the room adjacent to Beech class and in the auxiliary storage structure adjoining the hall. Please check with the Therapists before you take additional equipment from these areas.

Meetings



Full Staff Meetings

These are usually held on the first Tuesday of the month from 4.00-5.00. All staff are welcome to attend and contribute. The meetings are chaired by the Head of Education and are held in the Boardroom or the Hall.

Teachers' Meetings

These meetings are held on Tuesdays from 4.00 to 5.00, except on weeks when Full Staff Meeting have also been scheduled. These meeting are for teachers only and are held in the Boardroom.

Briefing Meetings

These meetings are for the Teachers and nominated Therapists only and are held every Monday at 8.50 a.m, in the Boardroom.

Therapy Team Meetings

These meetings are for the Therapy staff only and are held on Wednesdays from 12.00 p.m. The meetings are chaired by the Chief Executive or Lead Therapist and are held in the Board Room (also via MS Teams).

Parents' Consultations

These happen as part of an 'Open Week' of activities during the Summer Terms and are an opportunity for parents to discuss with class teachers and a child's report and general progress. Further separate meetings can be arranged by professionals or joint meetings - to be decided by classroom staff or the Head of Education.

Other meetings could well be necessary if there are any points which require discussion.

EHCP Interim / Annual Review Meetings

These are held on Wednesday afternoons, between 2.00 and 3.00 p.m. and Friday mornings between 11:30 and 12:30 p.m. in the Board Room. These multi-professional meetings are scheduled well in advance by the Executive Assistant to the Chief Executive, with dates and deadlines for reports issued to Teacher's and Therapists at least half a term in advance.

Governors' Meetings

Governors' meetings take place once a term. A staff representative is elected onto the Board of Governors.

Trustees' Meetings

Trustees Meetings take place twice a year usually in March and November.

When Appointed . . .

- Read the Essential Policies - Copies in Reception, Staffroom and Head of Education office
- Read the Health and Safety File - School Nurses' room
- Complete Induction sheet/tasks - See all staff listed in Induction Programme

See the Executive Assistant to the Chief Executive to have your photo taken for our staff photo display in the entrance hall and Vbranch House website.

What To Do If . . .

- I am unwell... See Appendix 3.
- I need leave of absence...
 - Education:** Speak to Head of Education, if your request is agreed, formally request absence in writing to the Chief Executive.
 - Therapy:** Your annual leave arrangements are detailed in your contract. Complete an Annual Leave Request form and pass this to the Head of Therapies.
- I want to go on a course... See your Head of Department.
- A child/adult has an accident... See School Nurse.
- I want to organise a visit... Speak to Head of Education. Complete a school visit form. Write letter to parents.
- I wish to purchase a small item Discuss with the Head of Education. If agreed, fill out a Funding Request form (found on the Datahub).
- The photocopier does not work... Inform a member of the office staff.
- I want to photograph some work/activity... Digital cameras in Head of Education's Office, Physio (x2) and SALT office. Each class has an iPad and Therapy have two Android tablets for use with our online evidence capture app 'Earwig Academic'.
- I think a child in my class has a medical problem... Consult School Nurse.



I suspect a child I work with is risk or is being abused...

Consult Head of Education / Head of Therapies (the at Designated Safeguarding Officers for Vbranch House). Refer to the Vbranch House Child Protection & Safeguarding Policy.

I Don't Want To Get It Wrong So...

What should I wear?

Comfortable, casual clothes with closed toe shoes are ideal for school.

Do not wear: loose/valuable jewelry, high/low cut tops.

Where should I park?

There is only one reserved parking bay, permits for staff to park in any other bay are available from Reception. Avoid minibus turning areas and yellow cross-hatched areas.

Are there any things which frowned upon?

Smoking and the use of e-cigarettes are really are prohibited everywhere on the Vbranch House site.

Shouting and bad language.

'Lurking' cups and crockery in work areas.

'Tatty' displays and general clutter.

Where do we have lunch?

Meals can be eaten inside, or in the area immediately outside the staffroom. There is a cooker and microwave oven in the staffroom.

Can we buy a school lunch?

You may order lunches from reception on Wednesday's for the following week. Please pay the kitchen staff on collection.

Can I go out at lunch time?

This time is your own. It is useful if we are aware that you are out, especially if someone is trying to contact you or in case of a fire.

Who Do I Ask If I Want To Know About:

Lifting, handling, orthoses?

School Physiotherapist and Occupational Therapist

Medicines, first aid, toileting?

School nurses at Vbranch House

Educational programmes of work?
Feeding, signing, communication

Class teacher and Head of Education
Highly Specialist Speech and Language Therapist at Vbranch House

Salary, conditions of service,

Chief Executive



grievances, appeals, funding,
Health & Safety issues?

Child Protection issues?

Head of Education or Chief Executive, as the
Vranch House Designated Safeguarding Officers



APPENDIX 1

GUIDANCE ON THE ORGANISATION OF THE SCHOOL DAY

09.00	Children start arriving for school
09.15	Welcome and morning ' Routines of Daily Living ' tasks
10.15	Children's snack time and break
10.45	Session 1
11.45	Pre-lunch ' Routines of Daily Living ' tasks
12.00	Lunchtime (Teachers are on lunch break 12:00 to 13:00 and return to class at 13:00)
13.30	Return to class and afternoon ' Routines of Daily Living ' tasks
14.00	Session 2
15.00	Goodbye and pre-transport home ' Routines of Daily Living ' tasks
15.45	Children go home, except Friday 2.00p.m.

Notes

Session 1 and **Session 2** are blocks of time designated for teachers, therapist and support staff to deliver learning experiences to groups of pupils. These experiences may be based around an activity such as sharing a sensory story, physical activity in the hall or a planned exploration of the immediate area. All learning experiences are simply vehicles by which pupil's targets and needs, as identified by the VIEW Curriculum, are met.

'**Routines of Daily Living**' blocks of time are for the provision of:

- 1:1 focussed work that is best delivered discreetly rather than in groups
- daily physiotherapy or occupational therapy exercises
- administration of gastrostomy feeds, routine medication
- changes of postural management position and equipment
- toileting routines, where the pupil is given the opportunity to take as active a part in these routines as they are able e.g. self-assisted transfer from chair to toilet

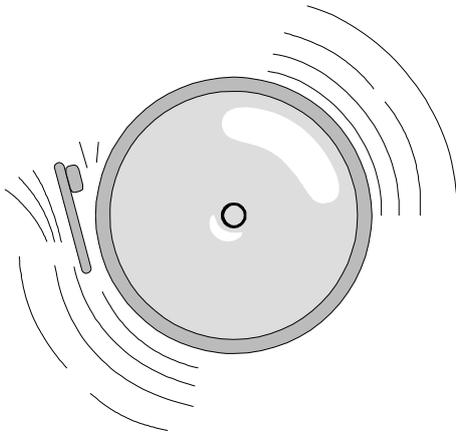
These blocks also allow time to follow through with pupil-initiated learning, consolidation and understanding of new experiences and any other needs-led target-based activity not readily incorporated into Session 1 or 2.

Weekly Class reflection/assemblies will take place each Friday between 13.30 and 14.00, with a whole school 'Ability, Behaviour and Cognition (ABC)' assembly led by the Head of Education on the last Friday of each half term.



APPENDIX 2

GUIDANCE ON FIRE DRILL – VRANCH HOUSE & SECONDARY SCHOOL



PRINCIPLES

- On hearing the alarm, **all personnel** are to leave the building **immediately** by the nearest exit. Nearly all the rooms at Vbranch House have an external door.
- **Make your way to the appropriate Assembly Point** - there are three of these for Vbranch House and two of these for the Secondary School and they are described on a **Fire Precautions** sheet which can be found in each room. You should acquaint yourself with yours as soon as possible.
- **DO NOT GO BACK INTO THE BUILDING UNTIL GIVEN PERMISSION.**

DETAILS

- Detailed Fire Instructions (Drills and Precautions) are listed on the walls of every room in Vbranch House and the Secondary School. **Make sure that you read and understand these.** If you have any questions ask another member of staff for advice.
- Only the Chief Executive or the Senior Officer of the Fire Brigade attending the fire may authorise an employee to enter the building once the alarm has sounded.
- If you have particular responsibility for assisting the evacuation of school pupils, visitors or patients attending a clinic you will be instructed in these duties as part of your induction or during the first FIRE DRILL. Fire Drills are held regularly.

RESPONSIBILITIES AND QUESTIONS

- **All employees share the responsibility to acquaint themselves with the Fire Drills and Precautions listed in each room and to carry these instructions out in the event of a fire or fire drill. The Chief Executive has overall responsibility for these instructions and you are encouraged to direct any questions to him about anything you do not understand.**

APPENDIX 3

GUIDANCE ON STAFF ABSENCE

PRINCIPLES

- Absence from work arises from leave, sickness or *force majeure* (bad weather making a safe journey to work impossible or some other personal circumstance which prohibits attendance). Most employment contracts require employees to take leave during the school holiday periods. Leave outside school holidays will not normally be permitted but may be granted on an unpaid basis in exceptional circumstances.
- All absences from work must be either *planned* (ie; leave) or *notified* (ie; *force majeure*).
- An *unauthorised* absence from work will **not be paid** but not all *notified* absences will be paid (most family sickness and some absences through *force majeure*).
- The Chief Executive will decide if an absence is to be paid or not. There is no automatic right given in contract to paid absence from work except those established in law (the right to paid holiday, maternity and paternity leave and to Statutory Sick Pay with a doctor's certificate or "Fit Note").

DETAILS

Leave

- Exceptional leave of absence may be granted with or without pay for compassionate reasons. Applications for such leave should be made in the first instance to the appropriate member of the Management Team (The Chief Executive for administrative staff, the Head of Education for school staff and the Head of Therapies for clinical staff). As compassionate reasons might arise abruptly, employees can treat an application for paid or unpaid leave in such circumstances as they would treat absence due to sickness (see "Sickness" below) subject only to the condition that the employer has the right to verify the reasons given.
- The amount of leave entitlement is included in each employees contract. In summary, the entitlements are:

0 – 5 years service: 30 working days including all Bank Holidays.

5 – 10 years service: 35 working days including all Bank Holidays.

Over 10 years: 38 working days including all Bank Holidays.

Staff who are contracted to work less than a full year will receive a *pro rata* amount of paid leave.

- Maternity Leave. Vbranch House will determine entitlement to Maternity Leave according to the law in force at the time. Statutory Maternity Pay (SMP) and the time for which it is paid varies from year to year. Employees applying for Maternity Leave should seek advice from the Chief Executive on their rights and the procedures involved as applicants need to provide a certificate of the Qualifying Week (called the Cert Mat B and provided by your GP or midwife), and should also indicate when they expect Maternity Leave to commence and end and will need to show that they intend to return to work at the end of the leave period.
- Paternity Leave. Paternity Leave is available and some Maternity Leave and Maternity Pay might be transferable to the father. The statutory rights associated with Paternity Leave and Pay are changing and employees should seek the advice of the Chief Executive if they wish to exercise these rights.



- Other Leave. Compassionate and Exceptional leave may be paid or unpaid according to the circumstances. Employees will need to take care that the Chief Executive or relevant Head of Department is given the earliest possible notification and as much detail as possible so that a timely decision can be taken. If you are called for Jury Service the Crown undertakes to recompense your loss of earnings at the relevant rate. In the event that you are called for Jury Service you should notify the Chief Executive or your Head of Department at the earliest opportunity.

Applications for Exceptional Leave

All school staff are employed subject to the condition that they take their holiday entitlements during school holiday periods. This is a common contract clause and is meant to protect the charity from the difficulties of running a school if essential personnel were allowed to be absent during the school term. There may be occasions in which employees wish to seek special permission to take leave in term time. This will only be considered:

- If there are particular and pressing reasons.
- If an application is made in writing to the relevant Head of Department, **3 months in advance of the first day of leave.**
- On the condition that any leave granted will be without pay.

Employees must understand that although the Management Team undertakes to consider such applications, **grant of leave in these circumstances will be the exception and not the rule. The Charity does not, by permitting such applications and endorsing any from time to time, imply any habitual term or condition of employment whereby any employee has a right to leave in term-time unless that right is given explicitly in the contract of employment.**

Sickness

Vranch House offers its employees a generous but discretionary (non-contracted) sickness benefit. In essence staff may receive full pay for absence due to sickness subject to the following conditions and only if the Charity can afford the cost:

- After the seventh (7th) day of self-certified sickness, a Medical Certificate (or "Fit Note") from your GP is required (i.e.; from the eighth day onwards).
- A total of 10 days or more of self-certified sickness (*pro rata* for part-time employees) over any twelve-month period will necessitate an interview with the Chief Executive and could result in the withdrawal of Company Sick Pay.
- All employees are obliged to notify Tracey Ward (Executive PA to CEO) or their Head of Department of their sickness on the first day and *will need to claim sick pay on return to work using claim forms located outside the Finance Office.* It is important that all employees recognise that it is their duty to claim for sick pay and that *without a claim there can be no sick pay.* All claims are considered on their merits and may or may not be paid.

Force Majeure (bad weather is given here as an example)

Bad weather may make it impossible for an employee to come to work. If a safe journey cannot be made, any employee so affected should notify Vranch House, direct to Tracey Ward or to the relevant Head of Department. In extreme circumstances which demand that Vranch House is closed to the public *and employees*, staff will be contacted through a cascade list. When so notified, the individual duty to report your absence to the employer no longer applies.

Employees may hear that the School has been closed because School Transport is not operating. Nevertheless, there is always work to be done and staff should assume that they should make their



way to work if a safe journey can be made. The operation of the clinic will continue unless Vbranch House is inaccessible but even then only the Management Team can make a judgement about whether visits to outpatients or external locations should cease.

In employment law, any **unauthorised absence** from work can be deducted from wages (in other words, the legal presumption is that you have to attend your place of work to earn your pay). Whatever you may hear, unless notified on the cascade list that Vbranch House is closed, it remains your individual duty to report your absence. If the cascade list is not used but you cannot make a safe journey to work you should report your absence by email to:

mail@vbranchhouse.org

or by leaving a voicemail message on the main number:

01392 468333

FURTHER GUIDANCE

Claiming for Sick Pay:

- **First Three Days.** On becoming ill you or a relative or friend must notify Tracey Ward (Receptionist/PA) or their Head of Department by telephone or in writing as soon as possible. Teachers should endeavour to telephone the Head of Education if at all possible. Providing that you do this, the first three days will count as sick leave. Failure to do so will result in a loss of sick pay.
- **Up to Seven Days.** You must notify the School Office by telephone, letter or email giving details of your illness. This should be done with a Self Certificate Form which can be obtained from a GPs Surgery, Post Office or the School Office. Failure to do this will result in the loss of the first five days of sick pay.
- **After Seven Days.** You must send in a Doctor's Certificate and continue sending in certificates for the entire period of your sickness. Failure to do so will result in a loss of Company Sick Pay.
- **Making a Claim.** If you are absent on sick leave when the pay is being calculated (usually the week before the week in which the last working day of the month occurs) you should submit a Sick Pay Claim Form by post. The only exception to this rule is if you have been hospitalised or given compassionate leave but in such cases a retrospective claim must be submitted when you return to work. It would be sensible to keep a Sick Pay Claim form at home; the forms are available outside the Finance Office.

Statutory Sick Pay is a legal requirement but the Government does not pay for it (SSP recompense was withdrawn in 1996) so the SSP element of sick pay is also paid by the charity but you should know that the law provides for the following:

- Absence without satisfactory explanation or Medical Certificate might well lead to dismissal under breach of contract.
- Employers have the right to determine whether applications for sick pay whether or not certified by a doctor are justified and this might be accomplished, in our case, by requiring an employee to see a medical specialist, another doctor (for a second opinion) or the school nurse.
- Habitual self-certification can be interpreted as a breach of contract.
- Employees who reach the end of their sick leave entitlement may be given further unpaid sick leave from their post or might be required to resign.



- As the Company Sick Pay scheme is **discretionary it may be withdrawn at any time**. It may be withdrawn from any individual employee whose record of self-certified sickness exceeds the permitted maximum in any one 12-month period (10 days for full-time workers, 7.5 days for term-time workers and 5 or less days for all other employees (or as specified in the employee's contract)).



APPENDIX 4

GUIDANCE ON THE INDUCTION OF NEW STAFF

Starting a new job is always confusing as you strive to come to terms with new routines and responsibilities. It is especially difficult for a teacher or support assistant who has charge of a group of children who may also be in unfamiliar surroundings. In order to make the settling in process as smooth as possible, the following support network is available.

On Appointment School staff

The successful candidate is given a copy of the school's prospectus and a Staff Handbook. Details are given of planning meetings and an invitation is made to spend some time in school.

Visit to School for school staff

The main aim of this visit is usually to get to know the children and to meet the staff. The new colleague will be introduced to a 'significant other' whose role it will be to offer support and guidance during the early settling in period.

A request will be made for a photograph for the staff display board and V ranch House website.

Induction Programme

Over the course of your probationary period you are expected to take responsibility for seeking out the individuals necessary to complete the V ranch House Induction Programme checklist. Time on INSET days is usually given over to whole-staff training in mandatory areas of safeguarding, manual handling and first aid/fire safety.

The Management Team are:

Chief Executive
Head of Education
Business Manager

The Management Team

Chief Executive
Head of Education
Head of Therapies

