

Staff Induction Policy & Procedure

Written by	School Business Operations Officer		
Creation date	Autumn 2024		
Adopted by Governors	Autumn 2024		
Reviewed by	School Business Operations Officer	Date	Autumn 2026
Next Review Date	Autumn 2027		

Introduction

1. On behalf of Headlands School, we welcome you and wish you every success here. We believe that every employee, volunteer or agency worker directly contributes to the growth and success of the school and our students, and we hope you will take pride in being a member of our team.

2. All employees, volunteers or agency workers are subject to the school's policies and procedures and it is the Headteachers responsibility to ensure the implementation of all policies and procedures within the school.

3. Headlands School induction applies to all employees and, as appropriate to volunteers and agency workers who will all receive a tailored induction programme which will include appropriate information, training, observations and mentoring. Safeguarding, e-Safety and the Prevent Duty will feature predominately in every induction.

4. Governor induction is dealt with separately and overseen by the Local Authority.

5. The first few weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, volunteer or agency worker to the duties of the post, and to the school as a whole, provide the foundation for successful and safe contribution to the school. The Induction Programme is designed to help new employees, volunteers and agency workers become familiar with the requirements of their position and learn about the school culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible. This will include access to and familiarisation with the Health and Safety and Safeguarding Policies.

6. The Induction Programme should be cross-referenced with the ECT Induction requirements for early career teachers.

7. The school regularly reviews the performance of all new staff during the first 6 months. The arrangements made for a review of staff's performance is included in this Policy.

Responsibilities

1. The Headteacher is responsible for the overall management of induction, including Early Career Teacher induction across the school.

2. The Headteachers, Deputy Headteachers, Assistant Headteachers, Director of School Business Operations and School Business Operation Officer are responsible for the organisation and implementation of induction for all staff ensuring the induction takes place.

3. The Induction process will:

    - Provide information and training on the School's policies and procedures;
    - Provide Safeguarding / Child Protection training and assess its effectiveness;
    - Advise staff on how to work safely, including an awareness of common-sense practice to minimise the risk of allegations against a member of staff;
    - Enable colleagues to contribute to improving and developing the overall effectiveness of the School, raising student achievement, and meeting the needs of students, parents and the wider community;
    - Contribute to colleagues' sense of job satisfaction and personal achievement;
    - Explain the School's Code of Conduct to ensure that all staff, volunteers and agency workers new to the School understand what is expected of them at the School and gain support to achieve those expectations;
    - Identify and address any specific training needs.

4. The induction programme will include:

    a. Details of help and support available;
    b. Details of work shadowing, if applicable;
    c. A diary of induction review meetings;
    d. Details of other relevant individuals with responsibility for induction, e.g. the designated mentor;
    e. Signing off induction/probation period completed or extended.

5. The individual has responsibility, alongside their managers to ensure all items are covered. This means the individual has to monitor their checklist and raise any gaps with their manager. It is the employee's responsibility to work with key personnel in school to ensure that they have accessed all the relevant information and policies. The induction timeline may vary depending on the role; however, the induction will be fully completed within the first 6 months of employment.

6. Long Term Supply Teachers, Agency Staff and Volunteers:

    All new supply teachers and agency staff should be given appropriate induction advice, training and resources by the school, this should include:

    - Strategic Child Protection Policy and DfE Guidance on Keeping Children Safe in Education 2026 (KCSiE 2026);
    - Health and Safety Policy;
    - Critical Incident Policy;
    - Positive Discipline Policy
    - Relevant information on curriculum, schedules and timetables.

Google Drive for Staff Information:

aStaff Information gives you day to day information about the School. It also contains a folder named Policies which gives you all General School Policies and HR Policies and a folder named KCSiE and Wider Key Policies which gives you all the statutory Safeguarding and Child Protection Policies referred to in this Policy.

Purchase Orders, Absence Requests and **Letter Approvals** are set up in a workflow to ensure they are seen by relevant staff for approval. After completing the form, you will receive confirmation that it is being processed. They can all be accessed in the aStaff Information folder, under Forms.

Core Hours

As a PFI school we work within specified times, as per the contract with our Service Provider. Please note, access to school is between the hours of **7.00am and 6.00pm**. If access is required outside of these times PPPIML Premises Team must be informed by emailing: Bridlington.helpdesk@compass-group.co.uk. Secure door fobs **do not** work outside of the times stated above.

Probationary Period

Within this policy the School sets out the requirements of a probationary process that aims to:

- Provide the opportunity to assess whether the employee is able to perform the duties of his/her job to a satisfactory level;
- To establish his/her long-term suitability for the post.

Teaching Staff – All new teaching appointments to the East Riding of Yorkshire Council are subject to a statutory induction period of 1 year, but this does not constitute a fixed term contract on its own right. During the induction period your performance will be monitored and regular assessment meetings held. Should it be necessary to terminate the employment either during or at the end of the induction period, there will be a right of appeal.

Associate Staff - All associate staff who are new to the East Riding of Yorkshire Council are subject to a 26-week probationary period. During that time, you will attend regular reviews with your line manager to determine your progress and offer further support where needed.

The full policy sets out the consequences of not achieving a satisfactory probationary review, which may include termination, and details of the forms used for the review meetings.

Staff should familiarise themselves with the full Probationary Period Policy which can be found on Google Drive / aStaff Information / Policies.

Dress Code

The School operates a smart dress code, similar to the students, and expects staff to dress appropriately whilst attending work. The dress code covers clothing, hair, grooming, tattoos, piercings, personal hygiene and footwear.

Staff should acknowledge that they are working with adolescents and must bear this in mind in relation to their appearance. No denim or trainers are permitted.

No staff member will suffer a detriment as a result of the School's dress code, however staff failing to comply with the policy will be challenged and may face action under the disciplinary procedure.

If you have any concerns regarding the School's dress code, you should raise them with your line manager.

Headlands School staff must wear their Identification Badge at all times.

Staff should familiarise themselves with the full Dress Code Policy which can be found on Google Drive / aStaff Information / Policies.

Code of Conduct

Our Code of Conduct sets out the expectations for our staff in terms of how they act and behave in the work environment. Its aim is to provide essential help and guidance to staff so that they can carry out their duties as effectively and safely as possible. Although the Code of Conduct is relevant for all staff, some sections focus particularly on teaching staff.

All staff should acknowledge that they must act professionally at all times, including external conduct in the community and have responsibilities for the Safeguarding of Children, and therefore must take note of the full version of this policy which is intended to help staff minimise the risk of their actions being misinterpreted, or finding themselves accused of improper conduct towards the young people they come in to contact with, as part of their role in the school.

The full policy covers:

- The Professionalism of Teachers in Practice
- New Professional Standard for Teachers
- Responsibilities Regarding Safeguarding
- One to One Meetings
- Physical Contact with Children
- Assets
- Professional Behaviour and General Relationships
- Communication
- Sexual Contact
- Caring For Students
- ICT

Staff should familiarise themselves with the full Code of Conduct Policy which can be found on Google Drive / aStaff Information / Policies.

Communication

Internal - The School has a diverse workforce and keeping everyone up to date can be challenging. The School's primary method of communication is through e-mail; however, we also encourage face-to-face communication as the best method for raising concerns or for more complex queries. Line managers should not use the e-mail system to communicate with their direct reports in respect of issues regarding their performance – this should be done in person in a timely manner.

External - The School is a high profile organisation within the local community and there may be occasions when you are asked to comment on the school by external third parties, such as newspapers, local radio, community groups, etc. Staff members should not comment on the School externally without seeking prior approval from the Headteacher, and the Council's press office if appropriate.

You should note that staff can face disciplinary action for making inappropriate comments about the school to third parties, and particularly where there is potential damage to the reputation of the school or any of its staff.

Data Protection

Staff must not take personal data on staff or students out of school unless it is absolutely necessary.

General Rules

- Wherever possible data should be accessed via the remote network connection instead and must not be saved to any device (e.g. home computer / USB stick) unless permission has been given by the AHT Data and the device has an appropriate level of encryption.
- Staff must take care to ensure that data is not accessible or visible by unauthorised persons including family members.
- All staff who need to take any student data off site must sign a declaration.
- Data must never be retained anywhere off site when it is no longer in use – paper documents must be returned to school for shredding and electronic files deleted.
- Personal data must not be printed off unless absolutely necessary and must be shredded when out of date or no longer in use.

GDPR

Headlands School aims to ensure that all data collected about staff, students, parents and visitors is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR). This policy applies to all data, regardless of whether it is in paper or electronic format. This policy meets the requirements of the General Data Protection Regulation (GDPR), and is based on guidance published by the Information Commissioner's Office and model privacy notices published by the Department for Education. This policy also complies with other School/Academy Funding Agreements and Articles of Association.

Staff should familiarise themselves with the full Data Protection & Retention Policy which can be found on the Google Drive / aStaff Information / Policies.

Continuous Professional Development (CPD) Policy

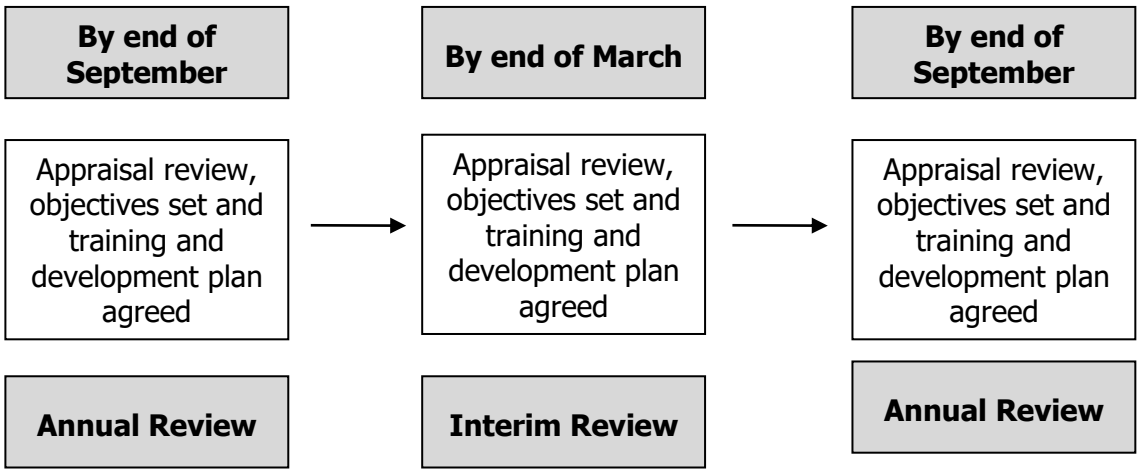
Headlands School is committed to fostering a positive climate for learning for all members of the school community.

Through CPD and Performance Management we aim to:

- Ensure that staff feel valued at this school as the school's premier asset
- Ensure that staff experience a sense of achievement and satisfaction
- Enable staff to access development relevant to their current experience and future aspirations
- Enable staff to gain accreditation for their professional development
- Encourage staff to feel confident in their professional judgments and a sense of ownership and control of their work
- Develop a positive environment in which staff feel confident to work collaboratively and share ideas and expertise (e.g. Twilight Training)
- Encourage staff to be innovative and creative in pursuing high standards of student's performance

- Value the many forms of professional development as appropriate to individual learning styles and the purpose of the development
- Enable the school to respond to national, local and whole school priorities as well as to team and individual targets
- Disseminate learning and good practice
- Promote a healthy work / life balance

The diagram below shows the timelines and activities associated with the whole process.



An Appraisal is much more than simply filling in information. It provides an important record and it is essential that they are completed accurately. Above all, however, development and performance improvement is viewed as a continuous process contributing to meeting the needs of the individual in carrying out their assigned role efficiently and in furthering the aims of the whole school.

Staff should familiarise themselves with the full Continuous Professional Development (CPD) Policy which can be found on the Google Drive / aStaff Information / Policies.

Health & Safety

Everyone at the School is responsible for ensuring that all reasonable care is taken to safeguard their own health, that of the students and that of others who could be affected by their behaviour or actions whilst at work. We'll expect you to co-operate with us in achieving the aims and objectives of related policies and procedures. At the same time, we are responsible for assessing the main risks you are likely to encounter, providing and maintaining work equipment, training and welfare and for ensuring arrangements are in place to meet the needs of our staff, students and visitors.

If you're involved in an accident or injury or you perceive a health and safety risk at work you must bring the incident to the attention of the team by completing an electronic form via the QR codes which are displayed around the site.

QR codes register the following concerns:

- Health & Safety Concern
- Staff Accident Reporting
- Staff Mental Wellbeing

By completing the QR code report, you are immediately notifying the Director of School Business Operations and the School Business Operations Officer of the incident.

Staff should familiarise themselves with the full Health and Safety Policy which can be found on the Google Drive / aStaff Information / Policies.

Whistle-Blowing

Employees are often the first to realise that there may be something seriously wrong within the School or the Council. However, they may decide not to express their concerns because they feel that speaking up would be disloyal to their colleagues or to the School. They may also fear harassment or victimisation. In these circumstances, it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice. The Public Disclosure Act 1998 provides statutory protection to employees making disclosures and the School extends the principles of that Act into this policy to give School Governors, Head Teachers, employees, service users and citizens the same route to raise concerns.

The Governing Body is committed to the highest possible standards of openness, probity and accountability. In line with that commitment, the Governing Body would wish to encourage employees, school governors, service users and citizens with any concerns about any aspect of the School's work to come forward and voice those concerns.

This policy aims to -

- encourage you to feel confident in raising concerns
- provide avenues for you to raise concerns and receive feedback on any action taken
- allow you to take the matter further if you are dissatisfied with the response from the Head Teacher or Governing Body.
- reassure you that you will be protected from reprisals or victimisation for whistle blowing.

Staff should familiarise themselves with the full Whistleblowing Policy which can be found on the Google Drive / aStaff Information / KCSiE and Wider Key Policies.

Equality in Employment

The East Riding of Yorkshire Council and the School is actively pursuing equality and fair treatment in employment, to ensure that no employees or job applicants receive less favourable treatment on the grounds of colour, race, nationality, ethnic origin, gender, disability, marital status, pregnancy, age, religion or belief, sexual orientation, gender reassignment, HIV status, trade union involvement or political activities.

The School's Governing Body recognises the importance of equality and fair treatment in employment, to ensure employees meet their full potential and to provide a quality service to the community.

Legislation prohibits the discrimination against any employee, and provides that they are not treated less favourably on any of the above grounds. This extends to recruitment, selection, terms of employment, training and promotions.

The aim of the full policy (which is available on Moodle) is to ensure all employment practices support equality of opportunity in employment and that all decisions relating to recruitment, employment conditions, training, promotion and career development are assessed objectively against the requirements for the job. The School and the Council values equality and fair treatment, and attempts to eliminate any form of discrimination.

Staff should familiarise themselves with the full Equality Policy which can be found on the Google Drive / aStaff Information / Policies.

Harassment and Bullying

It is unlawful for a person to subject an employee to harassment on the grounds of social or cultural background, race, ethnic origin or skin colour, sex or sexual orientation, religious or political convictions, membership or non-membership of a trade union, disabilities, sensory impairments or learning difficulties, status as ex-offender, age or youth, real or suspected infection with HIV or other illness

All employees are entitled to work in an environment which assists them to reach their full potential and retain their dignity at work. The School and the Council intends to ensure that the full and effective contribution of employees is not prevented by harassing forms of behaviour as defined in the guidelines and procedure which form part of this policy.

Staff should familiarise themselves with the full Harassment and Bullying Policy which can be found on the Google Drive / aStaff Information / Policies.

Grievances

Should you be unhappy with aspects of your working conditions you are entitled to raise a grievance either yourself or through your Trade Union.

Every effort will be made to deal with grievances as speedily as possible. Employees should be aware of the need for time to investigate and are asked not to raise questions that are not related to their employment.

You should initially report your grievance to your line manager or Headteacher either verbally or in writing. They will investigate your grievance and notify you of their response.

Staff should familiarise themselves with the full Grievance Policy which can be found on the Google Drive / aStaff Information / Policies.

Disciplinary

The school has established a policy and procedure to handle any disciplinary offences that occur within the school's workforce.

The regulation of conduct and discipline of staff, both teaching and non-teaching, is the responsibility of the Governing Body.

Disciplinary offences are classed as misconduct and gross misconduct. You should be aware that if the allegations of an employee's actions are considered serious enough to be gross misconduct the outcome of any process may include summary dismissal.

Should you find yourself subject to a disciplinary investigation at any point during your employment with the School you will be entitled to the following:

- A thorough investigation, with an opportunity to make your own statement.
- A right to representation at all stages of the process.
- A fair hearing, with an opportunity to represent your views

- A right of appeal.
- Support of the Council's Occupational Health Unit.

The School's disciplinary procedure takes account of and conforms with the ACAS Code of Practice - "Disciplinary Practice and Procedures in Employment".
Staff should familiarise themselves with the full Disciplinary Policy which can be found on the Google Drive / aStaff Information / Policies.

Capabilities

From time to time the school may find the need to address performance issues with staff. The Governing Body will make every effort to ascertain that all employees are competent to carry out their duties, have appropriate qualifications and/or relevant experience, and have received adequate training. The procedure is designed to help and encourage employees to achieve and maintain the required level of performance whilst ensuring consistent and fair treatment for all.

Throughout the capability process, staff members will be given appropriate support and an opportunity to improve.

Staff should familiarise themselves with the full Capability Policy which can be found on the Google Drive / aStaff Information / Policies.

No Smoking Policy

Section 2 of the Health and Safety at Work etc Act 1974 requires an employer to take reasonable care of the health, safety and welfare of its employees. This provision includes the promotion of a safe and healthy working environment.

The Smoke Free Public Places and Work Places Regulations of the Health Act 2006 introduced on 1 July 2007 prohibits the smoking of tobacco in certain public premises, partially covered venues (more than 50%), workplaces, certain vehicles and all licensed premises and private members' clubs. The legislation will have a significant impact on the Council as an enforcement body, as an operator of premises, services provider and as an employer.

The Council's policy stipulates no smoking in all Council premises and vehicles (see Section 4), given the potential health benefits to employees and to comply with the Council's legal obligations. This includes a restriction on the use of e-cigarettes or vaping in Council premises and vehicles.

The School operates a strict no smoking policy for all staff. You should not smoke or vape anywhere on the school site at any time. Should staff wish to smoke this should only be done during break times or after the end of the school day, and staff are requested to leave the school site and to ensure that they are out of site of the public and the School's students.

Staff should familiarise themselves with the full No Smoking Policy which can be found on the Google Drive / aStaff Information / Policies.

Workplace Drugs & Alcohol Testing Policy

No employee should attend work / be at work / be driving, intending to drive or attempting to drive on School business and be under the influence of drugs or alcohol.

The possession, use or supply of any drug during working hours or whilst on or around School premises is not acceptable and will amount to an act of gross misconduct.

Colleagues should only be in possession of medical drugs for their own use, which should only be for medical purposes. Similarly, colleagues should not be under the influence of any drugs except for medical purposes. This is without exception.
No alcohol is to be consumed on the premises, unless specifically authorised by the Headteacher. Colleagues should not consume alcohol directly before attending work, during lunch or other breaks.

The School wishes to ensure that the use of drugs and alcohol outside work does not impair the safe and efficient running of the school or the health and safety of the students, work colleagues or visitors. For example, problems may arise from drinking during working hours, during breaks or before coming to work. Drinking alcohol at lunchtime or before coming to work can easily affect a colleague's work performance. The effects of drinking heavily the night before can last well into the following day.

Staff should familiarise themselves with the full Workplace Drug and Alcohol Testing Policy which can be found on the Google Drive / aStaff Information / Policies.

Handling Stress / Wellbeing

We recognise that stress is a growing issue and take work-related stress very seriously. We're committed to identifying and reducing sources of workplace stress as far as possible.

It is important we ensure your health is not put at risk by exposure to excessive and sustained levels of stress arising from the working environment.

Stress is a natural reaction, although different sources of stress will have different levels of impact, depending on the individual. Actions that the School have taken are:

- The Attendance at Work policy has been developed to provide guidance on managing absence from work, including stress-related illness.
- The school has a confidential counselling service to provide support to staff.
- The Grievance Procedure has been developed to enable you to raise work-related issues both informally and formally which may be causing you unmanageable stress.
- The Disciplinary Policy ensures that our standards of conduct are maintained.

If you are concerned over your own mental wellbeing or that of another person, please report this using the QR codes for Staff Mental Wellbeing which are displayed around the site.

QR codes register the following concerns:

- Health & Safety Concern
- Staff Accident Reporting
- Staff Mental Wellbeing

By completing the QR code report, you are immediately notifying the Director of School Business Operations and the School Business Operations Officer of any concern.

Staff should familiarise themselves with the full Wellbeing Policy and Staff Mental Health and Wellbeing Policy which can be found on the Google Drive / aStaff Information / Policies.

Payment of Honoraria

In some circumstances staff members may be required to take on either all or part of the duties of another role which is graded higher than their own.

Where this is the case it is possible to pay the staff member honoraria either equivalent to the full difference in salary of their role, and the role they are carrying out, or where they are only completing part of the role a percentage of the difference could be paid.

Honoraria are only applicable where cover is not being used for annual leave, and only after a period of 4 continuous weeks of carrying out the additional duties.

Staff should familiarise themselves with the full Honoraria Policy which can be found on the Google Drive / aStaff Information / Policies.

Professional Fees and Subscriptions

That school will consider requests for payment of professional fees and / or subscriptions in the following circumstances.

(a) Where it is a legal requirement for an employee to be a member of the professional body;

(b) Where there is a distinct advantage to the School from employee membership, or if it has been highlighted as an essential requirement of the role.

(c) All other employees previously paid professional fees/subscriptions by virtue of their previous contract of employment be considered for detriment with effect from 1st April, 1996 subject to the detriment criteria being met.

To have a request for payment considered you should put your request in writing to the Headteacher.

Staff should familiarise themselves with the full Workplace Professional Fees and Subscription Policy which can be found on the Google Drive / aStaff Information / Policies.

Eye Tests

The Council provides eye care for habitual users via the 'Specsavers' Eyecare Voucher Scheme. This will be the only eye care scheme in operation and employees will not be reimbursed for any individual claims for an eye test via another provider or contribution towards spectacles.

The Specsavers Voucher Scheme provides for a full eye examination and should it be identified that spectacles are required solely and specifically for Display Screen Equipment (DSE) use, the employee will be able to select a pair of spectacles from the £45 range, fitted with PENTAX CR39 single vision lenses plus scratch resistant treatment as standard. Alternatively, the £45 contribution can be used as an upgrade to other frame ranges.

Employees must discuss and agree with their line manager that they are eligible for an eyesight test and complete the 'Specsavers Eye Care Referral Form', which can be found in the HR section of the Intranet under 'Employee Benefits'. The employee must include on the form the date of the eye test appointment and the branch to be visited. This form must then be signed by the employee's line manager authorising eligibility for an eye test and then be forwarded electronically to the Corporate Support 'In Box' (corporate.support@eastriding.gov.uk).

Corporate Support will email an e-voucher directly to the employee, who can visit any branch of Specsavers for their eye test and simply show their voucher at the time of the test.

Staff should familiarise themselves with the full Eye Care Scheme which can be found on the Google Drive / aStaff Information / Policies.

Right to Request to Work Flexibly

The School recognises that employees may wish to request to change their working hours or pattern to fit in with their personal circumstances.

Employees may request flexible working and can do so in relation to:

(a) hours/days of work;
(b) times of work, and
(c) place of work

including under the Council's other policies such as Compressed Working Hours (E3c), Homeworking Policy (E3b), Flexible Retirement (M2) and Job Share Policy (E3a).

Any such requests, if approved, will constitute a permanent change to the employee's terms and conditions, unless agreed otherwise in writing by the Manager and the employee. Employees have the right to make one request under this procedure within 12 months. The anniversary is effective from the date on which the previous application was made.

The School has a right to reject such requests if there is a valid operational or other substantial reason.

Staff should familiarise themselves with the full Right to Flexible Working Policy which can be found on the Google Drive / aStaff Information / Policies.

Attendance at Work

The Council and Governing Body recognise that some degree of sickness absence is inevitable and will ensure that it responds and manages this in a caring, supportive and confidential manner. The well-being of their employees is paramount and the Council and Governing Body are committed to providing appropriate support and encouragement to all employees in schools who are ill, and to take all reasonable steps to assist them to return to work as soon as possible.

Investing in the well-being of our employees is paramount in ensuring good attendance at work which, in turn, contributes to the Council's and school's success in meeting its objectives.

Policy Aims

- To develop and implement initiatives to support the health and well-being of our workforce.
- To create a positive working environment that sustains high morale amongst employees.
- Headteachers to identify and monitor the levels of attendance and issues which impact on these and take appropriate action.
- To consistently and fairly apply the Attendance at Work Policy and Procedure.
- To provide appropriate support to employees during an absence and when returning to work.
- To set and review targets for the Council, Directorates, Schools, Headteachers, Managers and, where appropriate, individual employees to improve attendance levels.

- At school level, the Governing Body to review the effectiveness of the operation of this policy.
- To provide adequate support to Headteachers, other nominated senior member of staff or appropriate line managers, and Governors including appropriate training.

There are three trigger points within the policy which indicate that you may be asked to attend a case review meeting with the School's Human Resources Team. The purpose of these meetings are supportive and aimed at discussing your absence and finding ways in which the School could support you with your absence.

Staff should familiarise themselves with the full Attendance at Work Policy which can be found on the Google Drive / aStaff Information / Policies.

E-Mail Usage

The School and ERYC provides an e-mail service for staff, which can be used for personal use as long as it is considered appropriate and non-excessive, and during colleague's personal time such as before school, after school and during break times.

You should refer to the full policy in respect of what is considered appropriate use, guidelines on e-mail etiquette, and what you should and should not use the e-mail for.

Internet Usage

The School and ERYC promotes sensible use of the Internet, which can be used for personal use as long as it is considered appropriate and non-excessive, and during colleague's personal time such as before school, after school and during break times.

You should refer to the full policy in respect of what is considered appropriate use, and what you should and should not use the internet for.

Staff should familiarise themselves with the full Acceptable Use Policy which can be found on the Google Drive / aStaff Information / Policies.

e-Safety Policy

We believe that ICT, social media and social networking plays a critical role in equipping students for life in the 21st Century, it can also have a positive impact on teaching and learning. To use these technologies effectively requires an awareness of the benefits and risks, the development of new skills, and an understanding of their appropriate and effective use both inside and outside of the classroom. This policy has been drawn up to protect all parties – the students, the staff and the school, and aims to provide clear advice and guidance on how to minimise risks and deal with any infringements. The rapid change of technology and the adoption of this into our lives is growing year on year. The e-Safety Policy recognises these changes and takes the viewpoint that if clear policies, strategies, training and procedures are in place and embedded, both in the curriculum and teaching practice the use of these technologies in school can bring benefits in terms of learning, development and engagement.

The e-Safety policy will focus on empowering the user to manage the risks faced by life in a digital world through effective, well established, up to date training and evaluation. This will develop a culture of awareness of digital safety both in and outside of the school environment for Students, Parents and Staff.

This Policy should be considered in conjunction with:

- Headlands School Behaviour for Learning Policy
- Headlands School Acceptable Use Agreement
- ERSCP Staff & Volunteer Code of Conduct
- ERYC Harassment / Bullying Policy
- ERYC Data Protection Policy
- ERYC Internet Usage Policy
- ERYC Social Media Guidelines
- Persistent or Vexatious Complaints/Harassment Policy

Staff should familiarise themselves with the full Acceptable Use Policy which can be found on the Google Drive / aStaff Information / Policies.

Personal Belongings

Staff need to be aware of the security of their personal belongings at all times – the School accepts no responsibility for the loss or damage to personal property kept on its premises so care should be taken.

Laptops/Chromebooks

If you use a School provided laptop or Chromebook you are responsible for ensuring that:

- It is stored securely when not in use.
- It is not left unattended in public places and when travelling
- Care is taken over its transportation

CCTV

Staff should be aware that CCTV operates in some areas of the school in a non-covert way.

Offensive Materials

To avoid any doubt, it is forbidden to e-mail, access, download, forward or print information of the following types using School equipment:

- Indecent Material
- Obscene Material
- Pornographic Material
- Libellous Material
- Illegal Information
- Materials Likely to Cause Offence
- Material that harasses any other employee or third party on the basis of sex, race, disability, colour, marital status, gender, sexual orientation, ethnic or national origin, religion, age or position.

Failure to comply with the above will be considered a disciplinary offence and may lead to dismissal. If you receive an external message containing any of the above information or material, you should notify the ICT team as soon as possible.

Thank you for taking time to read this booklet, please make sure you familiarise yourself with the full policy versions available on the ERYC intranet or Headlands School's Google Drive: aStaff Information / Policies.

THANK YOU