

Information and Induction Sheet for New Teachers to Springhead

Welcome to our school, this is an initial information sheet which will provide you with key facts to ensure that you and our pupils are safe. This is only an initial starting point for further information please refer to the staff handbook. There is a copy in the staffroom and you will receive your own individual copy if you are here for more than 1 week. In each class there is also a class folder which will provide class specific information.

- **All staff must wear a badge** whilst they are on the premises. All staff are instructed to challenge anyone not wearing a badge.
- This is a **no mobile phone area**. Mobile phones must be away from children at all times, there are lockable cabinets in every classroom. Mobile phones may be used in the staffroom or the office. If you are expecting an emergency / important call please give them the school office number and our staff can take a message / come and find you.

Child Protection

The Headteacher is responsible for all child protection and is the designated safeguarding officer, if he is not available please speak to or Mrs Woodcock the deputy safeguarding officer.

If you have a concern about a child or a child shares information with you that concerns you. Please reassure the child, do not promise to keep information a secret, inform the child protection officer immediately.

It is important that you update yourself with the safeguarding procedures. The safeguarding policy is available on the school website (www.springhead.staffs.sch.uk)

Health and Safety

This is a non smoking site including all outdoor areas.

All staff are first aid trained. First aid kits are kept in the medical room.

If you see any hazards around the site it is your responsibility to deal with it. Make sure the area is safe, use cones etc to block off an area if necessary, seek support from other staff members. Minor issues need to be recorded in the book in the staffroom so that they can be dealt with by the caretaker.

In case of an emergency it is necessary to dial 9-999.

In case of fire, there will be a continuous ringing of the school bell. Avoid panic and leave by the nearest exit, assemble on the school playground or the car park whichever is your nearest exit and await instructions.

Safeguarding

Please ensure that all doors and gates are kept closed to maintain site security. Do not open doors to allow visitors or pupils to enter they need to be signed in appropriately – Please inform a member of staff so that they can follow procedure.

All staff should challenge unknown visitors on the premises that are not wearing visitors badges.

Pupils must be supervised appropriately at all times – if you need to leave pupils for any reason you must inform a staff member immediately and remain with pupils until alternative supervision is available.

All computers are monitored please note that your internet usage will be electronically recorded and any inappropriate content will be noted and investigated.

Routines and information

A detailed overview of all routines is available in the staff handbook which is available in the staffroom.

Class information files in each classroom will inform you of day to day groups, timetables, pupil information, SEND and health issues.

Please be aware of the noticeboards in the staffroom.

1. The whiteboard will keep you updated on daily events and any changes to routines / important information – please check daily.
2. The noticeboard next to the door has all timetables and rotas on it – this includes playground duties / assembly supervision etc.
3. The noticeboards at the back of the staffroom by the book case contain pupil health information / care plan details and safeguarding information – please review especially prior to a playground duty so you are aware of whole school issues.
4. Pinned to this board is also the health and safety book please record all concerns / issues – do not rely on verbal reporting people often forget to pass the information on and this is how accidents happen.

Also in the staffroom – on top of the pigeon holes you will find the accident books (green for N – Y3 and purple for Y4 – 6) Please record any pupil injuries in here and complete a bump note for children to take home. See staff handbook for further information on accident and injuries.

On the book shelves in the staffroom you will find

1. The Health and Safety folder including risk assessments.
2. Staff Handbook
3. Safeguarding file

All other school policies are available on the school website. You will also find additional information such as 2 year topic cycles.

On the shelves in the photocopy room you will find a black folder – this contains all useful photocopiable forms that you may need including – resource order forms, petty cash claims, letters to parents re homework / PE kits / Uniform etc.

Photocopying

The photocopier will only work with a code. Please see your class TA / the deputy head for any help if you need to photocopy something.

Planning and Marking

Please follow any planning sheets that have been provided, if you have been producing your own planning please ensure copies are left for the class teacher. The school uses the Maths Inspire scheme for Years 1 – 6 planning books should be available in the classroom. The Pearson scheme is used to support science – please see the science coordinator for support in accessing these resources as they are all online.

Please follow the school marking policy which will be in your class folder.

Daily Routines

Morning bell 8:50 – children come in - please do not meet with parents at this point – any meetings should take place before 8:50 or after school

Register 9:00 – 9:05 save register so that the office can access information

Playtime 10:30 – 10:45

Lunchtime

Infants 12:00 – 1:00

Juniors 12:10 – 1:00

Home time 3:10

Assemblies take place at different times dependent on the day of the week please refer to the class information file or the noticeboard in the staffroom for additional information

Welcome to Springhead, if you have any queries or concerns please speak to any staff member and we will be more than happy to help you.

**Appendix 1:
Health and Safety Induction:**

Description
<p>Introduction to CC Health & Safety Policy (and/or local H&S Policy for schools)</p> <ul style="list-style-type: none"> - The health and safety statement and policy is available in the H&S folder in the staffroom. Please familiarise yourself with this. - It is important that all staff are vigilant and act on any health and safety concerns. You must inform the head teacher, or if he is not available, other senior members of staff of any dangers.
<p>First Aid</p> <ul style="list-style-type: none"> - All staff are health and safety trained every three years. Staff in the Early Years classrooms and care club have paediatric first aid training. Please contact any member of permanent staff for advice if you need to administer first aid. - First aid boxes are available in the disabled toilet. - Children who have medical care plans are listed on the staffroom notice board. Details about children with care plans in individual classes will be listed in the class files.
<p>Accidents at Work</p> <ul style="list-style-type: none"> - All accidents must be reported. - Minor injuries to children are recorded in the medical book in the staffroom. An advice slip is then sent home to parents. - There is a separate staff medical book for injuries to staff and visitors – this is available in the school office. The headteacher should be informed of any injuries to staff and significant injuries to children. - If a child, member of staff or visitor has a serious injury resulting or goes to hospital as a result of an injury caused in school, an accident investigation form must be completed – available in the health and safety file. The headteacher should be informed so that an accident investigation can be completed. -
<p>Fire Procedures</p> <ul style="list-style-type: none"> - Fire routes and guidance are displayed on maps in classrooms and corridors. It is important that you make yourself familiar with these. - Fire extinguishers and break glass points are located in corridors and the hall. The main fire assembly point is on the school playground. If the route is blocked, the assembly point is on the car park. - Identify Fire Marshalls are the headteacher and deputy head teachers. - In the case of a fire, the main priority is evacuating everyone from the building. If you are with a group of children, it is your responsibility to evacuate these safely.
<p>General workplace safety standards</p> <ul style="list-style-type: none"> - Everyone on the premises has a responsibility for their own safety and that of others. - Outside doors should be closed when staff leave classrooms. - Smoking is not allowed on the premises. - Mobile phones must not be used in areas where children are working. If a phone needs to be used, this should be in the staffroom or an office. - Staff and visitors should be signed in and visitors badges worn. Strangers on the premises should be challenged. - Any hazards should be reported to in the accident book in the staffroom. - Staff should always have hot drinks in cups with sealed lids when working in areas with children.
<p>Manual Handling</p> <ul style="list-style-type: none"> - Risk assessments and advice on manual handling and working at height are available in the safeguarding file in the staffroom. It is important that this guidance is followed.
<p>Electrical Safety</p> <ul style="list-style-type: none"> - Staff should not be bringing electrical items into school unless they have been PAT tested and its use authorised by a member of the leadership team. - School equipment is tested every other year. - If defective electrical equipment is identified, this should be isolated immediately and a senior member of staff informed.
<p>Working at Height</p> <ul style="list-style-type: none"> - Any requirement for working at height should be outlined along with any measures that are required to be undertaken to minimise the risk from working at height. - Discuss the importance of risk assessment for working at height.
<p>Use of computers</p> <ul style="list-style-type: none"> - Workstation risk assessments are available in the staff health and safety handbook.

- If a member of staff is working on a computer for a regular,, prolonged period of time a personal risk assessment should be undertaken.

Training and Competency

- Dependant on the members of staffs role, additional training may be required. This should be discussed at the induction.

Employee Health

- Fitness for work – it is important that the headteacher is informed should there be any health issues which may be related to work or impact on your job s symptoms arise.

Sources of Information

- Health and safety handbook is available in the staffroom.