



Staff Handbook 2022/2023



Be All That You Can Be

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GENERAL INFORMATION

Riverside St Paul's Cray - Main Road, St. Paul's Cray, Orpington, Kent BR5 3HS - **Tel 01689 870519**

Riverside Beckenham - 2 Hayne Road, Beckenham, Kent BR3 4HY - **Tel 0208 639 0079**

Riverside West Wickham - Hawes Lane, West Wickham, Kent BR4 9AE - **Tel 0203 963 3590**

Riverside Phoenix – 40 Masons Hill, Bromley Kent BR2 9JG - **Tel 0203 837 1020**

Website www.riversideschool.org.uk

Email admin@riverside.bromley.sch.uk

Social Media Facebook: /weareriverside1 Twitter: @weareriverside1

Type of School LA maintained special school

Age range 3 -19 years

Chair of Governors George Christian

Headteacher Steve Solomons

Deputy Headteachers Charlotte Downs

Amy Price

Assistant Headteachers

Clare Collett

Daniella Costanza

Catherine (Katie Strutt)

Phase Leaders

Lucy Godley

Lauren Mullan

School Business Manager

Naomi Walters

Operations Manager

Tracy De Freitas

School Administrators

Sheena Jones

Tam Kellman

Stacey Murphy

Bernadette Ogg

Toni Power

Jane Rumsey

Klara Sevrankova

Rupal Shah

Vanessa Grant

Resources Administrator

TBC

School ICT Support

Stuart Lakin

School Caterers

Nourish Contract Catering

Facilities Manager

Raymond Little

Assistant Site Manager

Chris Kennedy

Lee Lambert

Site Manager (Beckenham)

Paul Hynam

Site Assistant (West Wickham)

Philip Silk

School Doctor

Dr Nitin Maheshwari

Nursing & Therapy Support Team

Bromley Healthcare

Welcome to Riverside School

Dear Colleague,

I am delighted to write a few words of introduction to our school. Riverside is a special school with a diverse pupil population: our 345 pupils have complex learning needs and we have many pupils with autism. We are located on three sites; St Paul's Cray, Beckenham, West Wickham and Bromley, in the London Borough of Bromley.

Pupil, family and staff engagement is extremely important to us and we endeavour to provide all of our children and young people with memorable experiences that will truly enrich their lives. We strive to involve the whole school community in making Riverside a safe, happy, forward-thinking and truly outstanding place for our pupils to learn. Our talented, multi-disciplinary staff team have high expectations of our pupils and we aim to provide the kind of special education which families want for their children. Our school benefits from impressive facilities on all sites, enabling us to offer a wide range of opportunities for learning both inside and outside the classroom. We have extensive links within the community, allowing our pupils the chance to work and play alongside mainstream peers as well as enjoy local community facilities.

We strive for nothing short of excellence in all that we do. We are never complacent about our achievements and are always looking for ways to improve our practice further. We are research-focussed, pupil and family-centred and we invest in our staff to ensure that we offer the very best educational provision for all our children and young people. We see our pupils' time at Riverside School as just the first part of their journey and we want them to leave us as confident, lifelong learners. We also want our pupils to remember their time with us with great fondness, with memories of life-enriching experiences and enduring relationships. We are a self-reflective and highly evaluative learning community and at Riverside School, nothing less than outstanding will do.

Our values underpin everything we do and make up the acronym

Aspirational
Resilience
Creativity
Humility
Integrity
Trust
Enthusiasm
Courage
Teamwork

Our vision is for every pupil to Be All That They Can Be and our mission is to provide:

A creative and inspiring curriculum which encourages risk-taking, promotes independence and provides memorable experiences that truly enrich their lives.

A teaching, learning and assessment framework that is profoundly personalised and reflects, measures and celebrates their strengths, achievements and progress over time.

A dedicated staff team who are fully empowered and equipped to ensure they have every possible opportunity to be all that they can be.

Welcome to the team.

Steve Solomons
Headteacher

Timing of the School Day

8:30 am Teaching Assistants start work (class-based)

9:00 am Pupils arrive

**Wherever possible, Teaching Assistants will have a 15 minute break during the morning.*

12:00 Lunch and Personal, Social and Health Education

**Teaching Assistants will have a 35 minute break between 12:00 – 1:30 pm*

1:30pm Afternoon lessons begin

3:30 pm Pupils leave school

4:00 pm Teaching Assistants finish work (class-based)

Teaching Assistants are employed for 36 hours per week. This comprises of 33 hours 20 minutes class-based time. After adding class-based time and paid break times together, 1 hour 25 minutes remain as additional time per week. Annually, the additional time covers 12 staff meetings and 1 parents' evening, with the remainder set aside for continuing professional development opportunities and to cover occasional late returns from trips.

**Staff have the right to one uninterrupted 20 minute rest break during their working day, if they work more than 6 hours a day. This could be a tea or lunch break.*



Staff Code of Conduct

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Statement of Intent

At Riverside School, our mission is simple – to enable each and every pupil to be all that they can be and we guarantee that for ALL our pupils, we will provide ...

A creative and inspiring curriculum which encourages risk-taking, promotes independence and provides memorable experiences that truly enrich their lives.

A teaching, learning and assessment framework that is profoundly personalised and reflects, measures and celebrates their strengths, achievements and progress over time.

A dedicated staff team who are fully empowered and equipped to ensure they have every possible opportunity to be all that they can be.

We expect our whole school community to be committed to this pledge and to ensure that pupils can be all that they can be by receiving the highest possible quality of teaching and learning within a positive and respectful environment.

Our staff should understand that their own behaviour and the manner in which they conduct themselves with their colleagues, pupils, parents and other stakeholders, sets an example.

The Governing Board of Riverside School recognises our staff act appropriately and treat each other with dignity and respect. However, we consider it important to clarify the expected standards.

This document forms part of a staff member's employment contract and failure to comply with it and with the associated school policies may result in disciplinary action being taken.

This document applies to all staff members who are:

- Employed by the school.

But this document does not apply to:

- Peripatetic staff members who are centrally employed or commissioned by the LA.
- School meals staff employed by Nourish Catering.
- Employees of external contractors and providers of services.

School Policies

1.1. This Code of Conduct should be read and adhered to in conjunction with the following school policies:

- Safeguarding Policy
- Health and Safety Policy
- GDPR Data Protection Policy
- Equal Opportunities Policy
- E-safety Policy
- Social Media Policy
- Attendance Policy
- Raising Concerns Policy
- Anti-bullying Policy

2. Appearance and dress

2.1.1. The expectations of the governing body are that staff members maintain a professional appearance by:

- Dressing in a manner that is appropriate to their role including sensible footwear with no open toe shoes.
- Please do not wear excessive jewellery, (including hoop earrings) which may create a potential for injury.
- Please ensure that your finger nails (real or otherwise) are kept to an appropriate length to avoid scratching or breaking.
- Please refrain from wearing hats inside the school building. It is fine to wear sun hats outside as needed.
- Please think about any potential choking hazards for yourself or our pupils e.g. scarves wrapped around necks in class, lanyards that do not have a release mechanism etc.
- Please consider the layers you are wearing and make sure that none of your clothes are see through to the skin.
- Please consider the length of your shorts/skirts and remember that it can be a very active and intimate role that is being carried out. For the same reason, please also think about the length of your tops – a belly top/crop top would not be suitable.
- Please make sure that your underwear is not on show and that spaghetti strap tops are not worn.
- Please think about any slogans that are on your clothing and make sure they are appropriate.

2.1.2. The reason for us to adhere to a dress code is to ensure that all staff are comfortable and look like they are wearing appropriate clothing for a school environment, to protect one another's modesty, to ensure that what we wear will support us to avoid any injury and to take into account the needs of our pupils.

2.1.3. Remember that they are role models for pupils and that their dress and appearance should reflect this.

2.1.4. Do not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders.

- 2.1.5. Damage to clothing, accessories or glasses will not be reimbursed by the school so please refrain from wearing items of high value, especially where there may be a risk of damage when supporting positive behavior of the pupils

3. Attendance

- 3.1.1. Our expectations are that staff members:
- 3.1.2. Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- 3.1.3. Make routine medical and dental appointments for themselves or family members outside of their working hours or during holidays, where possible.
- 3.1.4. Refer to the school's attendance policy on special leave if they need time off for any reason other than personal illness.
- 3.1.5. Follow the school's absence reporting procedure when they are absent from work due to illness or injury.

4. Professional behaviour and conduct

- 4.1. Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect.
- 4.2. Discrimination, bullying, harassment or intimidation, including physical and verbal abuse, will not be tolerated at the school.
- 4.3. Staff members must not misuse or misrepresent their position, qualifications or experience or bring the school into disrepute.
- 4.4. Staff members must inform their line manager if they are subject to a criminal conviction, caution, ban, police enquiry, investigation pending prosecution.
- 4.5. Staff must not give lifts to pupils in their own private vehicles unless accompanied or with prior written agreement by Headteacher and parents.

5. Safeguarding children

- 5.1. Our expectations are for staff members to:
 - 5.1.1. Act in an open and transparent way that would not lead to any suspicion about their actions or intent.
 - 5.1.2. Respect their duty to protect children and young people from harm and to maintain professional boundaries.
 - 5.1.3. Read and understand school policies on child protection and safeguarding, including their obligations to undertake a Disclosure and Barring Service (DBS) check.

6. Declaration of interests

- 6.1. Staff members are required to declare their interests where the group or organisation would be considered to be in conflict with the ethos of the school. Membership of a trade union or staff representative group would not need to be declared.
- 6.2. Staff members should also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities.
- 6.3. Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the school or trade union.
- 6.4. All staff should declare any potential pecuniary or conflicts of interest to the Headteacher in writing for inclusion on the Register of Business Interests.

7. Probity of records

- 7.1. The deliberate falsification of documents is not acceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.
- 7.2. Where a staff member has claimed any benefit, either directly or indirectly, or has failed to disclose their full earnings, this could be treated as gross misconduct and may be referred to the appropriate authorities.

8. Financial inducements

- 8.1. Staff members must:

- 8.1.1. Familiarise themselves and comply with the school's financial regulations.

- 8.1.2. Declare to the Headteacher, in writing, any gifts received, with the exception of:

- Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo. These items may be accepted.
- Gifts offered by parents or pupils to school staff to express their gratitude, but staff members should always refuse gifts of money.
- Hospitality in the shape of meals and drinks where it forms part of a normal business meeting, but offers to specific events should only be accepted after authorisation from the governing body.
- Authorised visits by employees to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business, which shall be at the school's expense.
- Not accept a personal gift, payment, or other incentive, from a business contact, which should be returned.

- Declare any gift that cannot be returned, to the Headteacher, who will decide how it will be used.

9. School contacts

- 9.1 Staff members shall not use school business contacts for acquiring materials or services at trade/discount prices for non-school activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

10. Health and safety

- 10.1. Staff members must:

- Be familiar with and adhere to the school's Health and Safety Policy and must ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them without any adjustment to its intended use.
- Comply with hygiene requirements.
- Comply with accident reporting requirements.
- Inform their line manager of any paid work which is undertaken elsewhere for compliance with Working Time Regulations.

11. Alcohol and illegal drugs

- 11.1. The taking of illegal drugs or alcohol during working hours or whilst on any school visits where pupils are present is unacceptable and will not be tolerated. Staff members are expected to attend work without being under the influence of alcohol or illegal drugs.
- 11.2. If alcohol or drug usage impacts on a staff member's performance, the school has the right to discuss the matter with the employee and take appropriate action.

12. School premises, equipment and communication

- 12.1. School premises, equipment and systems are available only for school-related activities and should not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Headteacher.
- 12.2. Illegal, inappropriate or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.
- 12.3. Employees receiving inappropriate communication or material or who are unsure about whether something he/ she proposes to do might breach this Policy, should seek advice from the Headteacher.
- 12.4. The school reserves the right to monitor e-mails, 'phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

- 12.5. Communication systems could be accessed if the school suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity.
- 12.6. Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Headteacher or School Business Manager. Breach of this confidentiality may be subject to disciplinary action.
- 12.7. School equipment that is used outside school premises, for example laptops, should be returned to the school when the employee leaves employment or if requested to do so by the Headteacher.

13. School networking websites

- 13.1. Employees must not access social networking sites for personal use during classes.
- 13.2. Employees must be familiar with and comply with the Schools E-safety policy.
- 13.3. Employees must act in the best interests of the school and not disclose personal data or information about any individual, including staff members, children and young people.
- 13.4. Staff members should not 'friend' pupils or pupils' family members on social networking sites.
- 13.5. Disciplinary action will be taken for misconduct including breach of confidentiality; or defamatory remarks made against any individual at the school; abuse of the internet, electronic mail or other communication systems which compromises the integrity of the school, places pupils at risk and leads to a break down in trust.

14. Data protection and Data breach

- 14.1. Staff members are required, under the Data Protection Act 2018, to collect, maintain and dispose of sensitive or personal data in a responsible manner.
- 14.2. Staff members should not disclose sensitive information about the school, its employees, or the local authority, to other parties, unless it gives rise to concerns about the safety or welfare of a pupil.
- 14.3. Staff members have the right to request access to data that is held about them and such requests should be made to the Headteacher.
- 14.4. The school will not share information about you with third parties without your consent unless the law allows us to. The information that will be shared will be detailed on a privacy notice as attached to this document (see Appendix 6). The school is required, by law, to pass on some of this personal data to:
 - Our local authority
 - The Department for Education
- 14.5. The GDPR places obligations on staff to report actual or suspected data breaches and all members of staff are required to familiarise themselves with policy and procedure. Training will be provided to all staff to enable them to carry out their obligations within this policy.

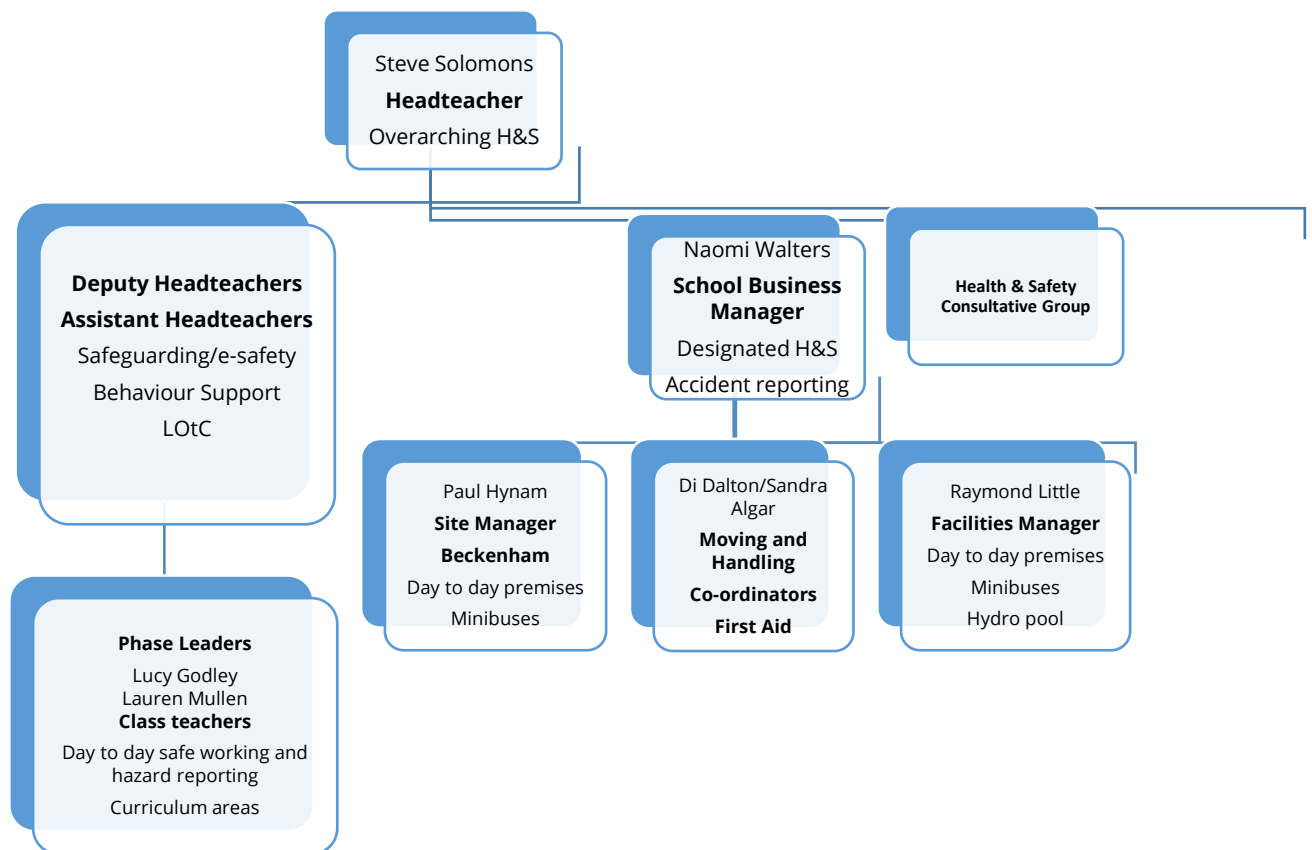
- 14.6 Staff should be aware the Freedom of Information requests can be made in writing by anyone and require a response in 20 days.
- 14.7 Staff should also be aware that Subject Access requests can be made for personal data verbally or in writing and require a response in a calendar month.
- 14.8 If you receive a request:
- Follow the Data Protection/Subject Access Request Policy.
 - Pass it to the relevant staff member (School Business Manager) /DPO under that policy.
 - Ensure you act quickly
 - If you are unsure if you have received a request best to ask to be sure.
- 14.9 Breach of this policy will be treated as a disciplinary offence which may result in disciplinary action under the School's Disciplinary Policy and Procedure up to and including summary dismissal depending on the seriousness of the breach.
- 14.10 A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data or special category data transmitted, stored or otherwise processed.
- 14.11 If you know or suspect that a personal data breach has occurred, do not attempt to investigate the matter. Contact the person designated as the key point of contact who is the School Business Manager or your DPO.
- 14.12 The school Data Protection Officer is:

Data Protection Officer:	Judicium
Address:	Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE
Email:	dataservices@judicium.com
Telephone:	0203 326 9174



Health and Safety Handbook

WHO TO GO TO WITH A HEALTH AND SAFETY CONCERN



H & S Responsibilities:

Headteacher – Overarching responsibility

School Business Manager

- Designated H & S Officer
- Training – Premises and H & S
- Accident review, investigation, monitoring and reporting
- Data Protection
- Premises overview & Maintenance contracts
- Risk Assessments – review and monitoring
- Expectant mothers review
- Absence monitoring
- Business continuity
- Fire Responsible person



Assistant Headteachers/Phase Leaders

- Safeguarding and E-safety
- Accident report investigation
- Behaviour review - Behaviour support and BSPs
- Curriculum areas – risk assessments and procedures including
- Food Technology - Food hygiene; safe use of cookers; safe use and storage of knives; allergies
- Hydro therapy pool – safe use; risk assessments
- Transport SPC
- LOTC monitoring and overview
- Day to day management of safe site and safe working
- Staff supervision levels and absence cover
- LoTC monitoring and overview
- Transport

Moving and Handling Co-ordinator

- Moving and handling training
- Pupil moving risk assessments
- First Aid boxes

PE / Sports responsible person

- Sports equipment – checking, maintenance and fault reporting
- Sport activities and events – risk assessments
- Pool evacuation training and advice

Facilities Manager

- Overall facilities and premises management at both sites
- Fire risk assessments; drills; testing; controls and signage
- Emergency lighting testing
- Water management including Legionella control

- Hydro therapy pool control
- Risk Assessments – premises; working at height; lone working
- Electrical testing – hard wire and PAT
- Lift maintenance
- Gas safety testing and boiler maintenance
- Minibus – safety checks; maintenance; driver and clamping training
- Cleaning/hygiene/waste disposal
- COSHH safety sheets and training
- Removal of hazards
- Asbestos
- Tree safety
- Fire Responsible person



Teachers/Therapists

- Day to day safe management of working area
- Reporting of faults
- Behaviour management
- Accident reporting
- Parental permissions
- Data Protection
- First Aid
- Moving and Handling
- Administration of feeds and medication
- Adherence to guidelines for trampoline; hydro therapy; transport
- LOTC
- Risk assessments for activities

Kitchen overview

- Deep cleaning
- EHO
- Equipment maintenance
- Gas safety
- Kitchen filters

Site Manager - Beckenham

- Day to day checks for safe site working
- Removal of hazards
- Maintenance
- Fault reporting or organising repairs
- Weekly fire bell tests and fire drills recording
- Cleaning/hygiene/COSHH control



Emergency Procedures

Fire

- Should you require special assistance in the event of fire, please contact the School Business Manager to arrange for a Personal Evacuation Plan (PEEP) to be drawn up.
- On arrival to an area, locate the general evacuation plan, fire action notice and familiarise yourself with the emergency exit and fire route.
- If you discover a fire do not attempt to tackle it, activate the nearest alarm call point and follow the fire routes to the designated muster point.
- In the event of alarm activation you should evacuate the building, do not stop to collect personal belongings. Line up with your class to enable the register to be checked to ensure everyone is out of the building.
- Visitors should make themselves known to a member of the office staff who will have a list of visitors in the building.
- Do not attempt to re-enter the building until you are advised it is safe to do so.
- Fire wardens will check that the building is empty but if you identify that anyone is missing, notify a member of the Leadership Team as soon as possible.
- The site manager or his deputy will be responsible for meeting the fire tender and directing them to the fire.

Flood

- In the event of a possible flood you will be advised by tannoy to evacuate the building
- Follow the normal fire procedures unless alternative instruction is given at the time.
- Arrangements have been made with local schools for temporary shelter whilst further arrangements can be made.

Bomb Alert/Security Attack

- In the event of a bomb scare or security attack, listen out for further advice from the school tannoy.
- Stay calm and evacuate the building if instructed following the fire evacuation procedures.
- In the event of lockdown, the message 'lockdown,lockdown,lockdown' will be sounded when possible
- Move to your nearest place of safety and follow the lockdown procedure appended to this document (see Appendix 4)

Serious injury/illness requiring emergency response

- Call 999 and notify the office that an ambulance has been called and where the casualty is.
- Commence CPR or administer first aid if appropriate or call for assistance whilst awaiting the emergency response. See urgent assistance below.
- Identify an adult who can accompany the casualty to hospital.
- Alert parents as to which hospital the ambulance will be going.
- Report the accident and complete an accident form as soon as possible to ensure necessary reporting can be completed to the HSE.

Hydro Pool Emergency

Before using the hydro pool, you should familiarise yourself with the emergency operating procedures displayed in the pool area (see Appendix 3).

First Aid

In the event of an accident, contact a first aider in school – a list of names will be displayed in both of the school offices and by the first aid boxes available. Follow the accident reporting procedure and protocol for informing parents. Please make a note of any supplies used so that first aid boxes can be restocked.

Urgent Assistance

In the event emergency support or medical assistance is required **dial 505** (representing SOS). This number will ring all phones in the office and should be used in line with the Urgent Assistance Protocol.

Essential Reading

This reference guide provides a brief introduction and should be read in conjunction with the staff handbook and school policies and protocols which are available in the staff room and on the school website www.riversideschool.org.uk.

Accident reporting

Please report significant accidents using a reporting form (AR3) available in the teacher share files. This should be completed as soon as possible after the accident using the reporting protocol and the protocol for informing parents of an accident. AR3s must be forwarded to Naomi Walters, School Business Manager, with details of action leading up to the incident and reflections on how recurrence can be avoided.

Administration of medication or enteral feeds in school

All medication or feeds should be recorded and administered in accordance with the Riverside School Policy which is available in the staffroom and on the school website. www.riversideschool.org.uk . It is important that a named individual is responsible at all times during the administration of a feed or medication and that all actions are recorded and witnessed by a second person. In the event of an adverse reaction or incorrect dosage, the nurses should be contacted immediately.



Animals in School

Prior to considering bringing any animals into school a full risk assessment must be completed and parental permissions should be obtained in case of concerns/allergies or potential religious/cultural conflict.

COSHH (Control of Substances Hazardous to Health)

Potentially hazardous substances should not be available in classrooms. Data sheets will be obtained and stored for cleaning products and particular items such as spray glue. Any potentially hazardous

items must be kept in locked storage cupboards and any concerns raised directly with the Site Manager.

Data Protection and security of data

Personal details should not be stored on devices that are taken out of school unless they are on an encrypted memory stick obtained from the school. Personal contact details must not be passed onto any person or organisation without the prior knowledge and approval of the person involved. Personal information used in school must be contained within password protected files and not be available in shared documents. Any information transferred electronically must be sent securely either password protected or using the Egress system. Any known or suspected data breach must be reported. Please familiarise yourself with the Data Protection(GDPR) and Data Breach policies available on our website. Any request for information under Freedom of Information or any Subject Access requests should be forwarded to the Headteacher and School Business Manager without delay.

Display Screen Equipment and safe computer usage

If your main job involves regular usage of display screen equipment (DSE), you should complete DSE training and an assessment of your workplace. This should be reviewed annually and any concerns raised. For more general users, please check that seating is stable and that access to equipment is not impeded so as to create the potential for strain or injury. Please report any concerns using the issues logging system.



E-safety

Please ensure you are familiar with Riverside School's E-Safety Policy and additional guidance issued. All staff must sign to agree to abide by Riverside's acceptable usage policy. Riverside e-mail accounts and not personal e-mails should be used for all school business. All pupils must be supervised when accessing the internet and any concerns or inappropriate content should be reported to the E-Safety Co-ordinator.

Educational Visits

Please see the LOTC guidance available in the educational visits shared folder. Approval for visits must be obtained with sufficient notice prior to any visit on the requisite forms and the visits checklist should be completed.

Electrical Appliances in School

Portable Appliance Testing is organised regularly. All items should be available for testing when notification of a check is given. No personal appliances should be brought into school for use. Trailing leads are a potential trip and fire hazard and should be avoided. Please report any concerns via the issues logging icon on your desktop

Food Hygiene

Any food prepared in school should be supervised by a member of staff who has completed the Food Hygiene training. Special care should be taken with potential allergies and no nuts are allowed in school. Food should not be reheated for pupils as food safety cannot be ensured.

Health and Safety Policy

Please familiarise yourself with Riverside School's Health and Safety Policy available in the staff room or on the school website. www.riversideschool.org.uk

Home/School transport

All classes need to ensure that staff are available to collect their pupils from home school transport in line with the school protocol. Any transport concerns should be raised with the Headteacher or Assistant Headteacher.



Hydro Pool

All staff should familiarise themselves with the normal hydro pool operating procedure and the emergency hydro pool operating procedures which are available in the staffroom and on our school website.

www.riversideschool.org.uk. Sufficient adults should be in the water to ensure safe supervision of pupils given their swimming ability and medical/ moving and handling support needs. A spotter must be poolside at all times when anyone is

in the water and must not be distracted by assisting with changing. 4 adults should be in the vicinity to be able to effect an emergency evacuation. Ensure that emergency exit routes are known and are unobstructed by equipment. At least one person using the pool must have completed the pool evacuation training.

Infection Control

All personal care should be undertaken using protective gloves and aprons provided and changing beds should be wiped down using disinfectant wipes. Thorough hand washing is essential after changing a pupil or assisting while a pupil is unwell. In the event of a spillage of bodily fluids, please use gloves, aprons and papers towels to contain and isolate the area as far as possible until it can be cleaned. Notify the Site Manager who will organise for the appropriate cleaning to be undertaken using dedicated or disposable equipment to avoid possible spread of infection.

Moving and Handling

All staff should undertake moving and handling training and should not undertake manual handling activities until such training has been completed. A moving and handling risk assessment should be undertaken for all pupils requiring this level of support. Guidance with this can be obtained from the Moving and Handling co-ordinator.

Photographs in School

Photographs should not be used unless parental permission has been obtained. If pictures are displayed, they should not include names so that a pupil can be identified. First names can be used within the context or narrative of a display but should not be connected to the photo. Surnames should not be used.

Raising Concerns

Please familiarise yourself with the Riverside School policy for Raising Concerns. This is available in the staffroom or on the school website www.riversideschool.org.uk. Concerns can arise for a variety of reasons including any form of wrongdoing or malpractice, (eg, alleged misconduct relating to improper practices or fraud, sexual or physical abuse of pupils, staff or visitors or breaches of Financial Regulations). Riverside School will not tolerate any harassment or victimisation of a person

raising a concern (including informal pressures), and will treat this as a serious disciplinary offence, which will be dealt with under the Disciplinary Rules and Procedure.

Risk Assessments

Risk assessments should be undertaken for any activity or use of equipment that could be potentially hazardous. The aim of the assessment is to identify risks and determine what actions (control measures) can be put in place to reduce the risks identified. Once the controls are actioned, the level of risks should be sufficiently reduced to an acceptable level. It is not possible or necessary to eliminate all risk and the residual risk of an activity would need to be considered against the potential benefit that could arise from the activity going ahead. Risk assessments are available in the teacher shared files or see Naomi Walters, School Business Manager, for further information.

Safeguarding

All staff receive safeguarding training and are encouraged to report any concerns to their line manager or the designated safeguarding lead (DSL), Clare Collet, Charlotte Downs, Catherine (Katie) Strutt (Beckenham) or deputy DSL Kerry Reed. Further details for how to record concerns are available within classes. All information relating to safeguarding should be stored securely and not discussed other than with the appropriate senior staff. All staff are required to have an up to date DBS check. If you are asked to provide documentation for an initial or re-check, please provide this promptly. Staff without valid DBS clearance will not be able to work in school.

Security

Please ensure that you have your staff pass with you at all times and do not allow pupils or visitors to use this. Visitor passes are issued and the reception contact, Toni Power (Riverside SPC), Bernadette Ogg (Riverside Beckenham) and Tam Kellman (Riverside West Wickham), should be notified of all visitors expected to enable passes to be prepared in advance. Please check before opening swipe controlled doors that there is not an unaccompanied pupil in the vicinity. If any visitors are seen in school not displaying a visitor badge, please do ask them who they are visiting and notify a member of the office accordingly.

Trampoline

Please ensure you follow the safety guidelines as displayed in the trampoline hall and appended to this document for use of the trampoline and that only one person uses the trampoline at any one time, unless as part of a supported rebound therapy session.

Volunteers and Work Experience

Please ensure you are familiar with the attached protocol. Volunteers/Work experience must not be left unsupervised with a pupil at any time.





Working at Height

You must be competent to use any form of step ladder and must ensure that you can maintain three points of contact at the working position for safety. At Riverside School any working at height should be undertaken by a member of the premises team. For short durations, suitable equipment can be used to put up displays. Such equipment would include kick steps. Please do not stand on chairs or other furniture to fix displays or reach objects stored at high level.



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Accident reporting and recording

All staff must be aware of Riddor – reporting of injuries, diseases and dangerous occurrences regulations. All significant accidents involving pupils, staff or visitors should be reported to the School Business Manager using an AR3 form. This form, which is available in the staff templates folder, should be completed electronically and e-mailed to naomi.walters@riverside.bromley.sch.uk who will investigate all accidents to see if action is needed to avoid recurrence. The accident book and forms shall be kept in the school office. Minor accidents/incidents requiring first aid should be recorded with treatment details. (See also section on First Aid.)

Alcohol and drugs

The abuse of alcohol or drugs is a safety and health hazard and if there is any suspicion that a member of staff or visitor is incapacitated, this must be reported to the Headteacher. Staff must not consume alcohol or be under the influence of alcohol or drugs whilst responsible for our children and young people.

Annual Education Review

Each pupil will have an annual education review. A report will be prepared for this review and sent to parents before the Review takes place. Parents are also asked if they would like to prepare a statement for the review. The review will usually take place in the school and include all adults who care and work with the child and where appropriate, the child will attend the review.

When the pupil is fourteen the annual education review will also include a transition review to discuss future work within the school and post school provision. This is revisited and updated at each subsequent review until the student leaves school.

Anti-Bullying Policy

Any form of bullying or harassment is unacceptable and will result in further action. Staff should familiarise themselves with the contents of the Anti-Bullying Policy which is available on the school website and in the staffroom. This policy is applicable to pupils and staff. See also **Equality**.

Behaviour Support and Positive Handling

A pupil's happiness and wellbeing should be managed with sensitivity and professionalism. Staff should constantly re-examine and reflect upon their own values, attitudes and behaviours in order to appreciate the messages that they are giving pupils. They also need to be familiar with clear guidelines and strategies e.g., Happiness Passports, to help maintain positive behaviour and discourage unwanted behaviour when it occurs. Behaviour incidents should be recorded on the class iPads using dedicated tracking software using guidance provided.

Staff should be familiar with the Behaviour for Learning Policy a copy of which is available in the staff room or on the school website.

Occasionally there may be a need to restrain a pupil. Training on behaviour support and restraint will be provided to staff and revisited periodically. ***Staff are trained in 'Team Teach', an internationally respected system used in education, care and other settings. The focus is on de-escalation skills and where absolutely necessary positive physical interventions.***

If staff are unsure about policy or procedures, they should consult the Headteacher or Assistant Headteacher. The decision to restrain must be taken with due regard to government legislation (specifically section 550A of the Education Act 1996). No child or young person should be restrained unless it is the only practicable means of securing the welfare of that child or any other child, and

there are exceptional circumstances. It must be reasonable, proportionate and necessary, using the minimum force for the shortest time needed to prevent harm.

Reasonable force may only be used by staff members in the following circumstances:

- To prevent pupils harming themselves or others.
- To prevent a pupil running away where you reasonably believe they will put themselves at serious risk.
- Where young people are committing a criminal offence
- Where engaging in any behavior would be prejudicial to safeguarding young people's health and safety, both when they are authorised to be on the establishment's premises and when they are engaged in authorised activities elsewhere.
- Where it is known or anticipated that a pupil's behaviour might require physical control or restraint, this will be specified on their Happiness Passport and agreed with the family. As appropriate, incidences involving restraint will be communicated with all interested parties (parents/carers, staff, pupils and other agencies if involved).

Following an incident where restraint has been used, staff involved must complete a school restraint form with all of the requisite information about the incident, sign, date and give this to the Line Leader as part of the de-brief discussion within 24 hours of the incident having taken place. The Line Leader will add the key information to the whole school Restraint record. As agreed, a member of staff, usually the pupil's teacher, must also inform the parents. Following an incident of restraint, the staff team and Phase Leaders should make a time to reflect on and discuss what happened and include: The events leading up to the incident; how the pupil's physical state, thoughts and feelings may have affected their behaviour; what the pupil was hoping to achieve by their behaviour; how they may react differently the next time the pupil presents similar difficulties and wherever practicable, discussion with the pupil, helping him or her to learn to regulate their emotions and respond to moments of anxiety appropriately.

Car Parking

The school has limited off road car parking. Staff may not park in the area at the front of the school. The car park is monitored via CCTV but all vehicles are parked at the owners' risk and the school will not be liable for any damage caused to vehicles using this area.

Collective Worship and School Assembly

All classes have a session each day for collective worship unless there is a whole school or departmental assembly.

Community Links

The school has strong links with St Mary's, St Barnabus and St George's Churches. There are also links with other local schools and nurseries and opportunities to develop further links would be welcomed. If you have any details or suggestions for developing links please discuss these with the School Business Manager.

Control of Infection

Staff must be aware of guidelines for reducing the risk of infectious diseases when dealing with bodily fluids. Risks assessments have been carried out and are available from the School Business Manager. Control measures include ensuring that any cuts/grazes are covered with waterproof dressings; wearing gloves and aprons; correct hand washing and use of alcohol gel if necessary. Staff should ensure that they have up to date vaccinations (please see below).

Guidelines for changing children with incontinence needs:

The privacy of pupils will be respected and each pupil handled sensitively at all times.

Staff will **wash their hands before** and **after** changing pupils and wear disposable gloves and aprons (if appropriate) at all times. The pupil should be isolated either on a changing trolley or within the toilet area that can be cleaned down after use.

The child shall be cleaned using warm water and conti-soft tissues. Baby oil or other creams recommended by parents/school nurse can be used. All soiled clothing will be contained in a sealed plastic bag to return home.

All other materials will be disposed of in sanitary bins.

The school nurse shall be consulted to help pupils and parents if there is a problem with incontinence. The changing bench shall be cleaned with disinfectant wipes after use.

Spillages of bodily fluids shall be cleared up as soon as possible, isolating the area to keep other people away from it. Disposable gloves and aprons should be worn. A mixed solution kept in controlled conditions by the site manager should be used to disinfect the area after covering with absorbent paper. All material should be disposed of in the sanitary bins.

Dress Code

Staff should dress comfortably and appropriately for the environment in line with the staff code of conduct and taking into account the diverse needs and behaviours displayed by the young people attending Riverside. Sensible shoes with enclosed toes should be worn by class based staff to avoid the risk of injury. See Section 2. [Appearance and Dress](#) for further information

E-safety/Acceptable Usage Policy

Staff should familiarise themselves with the contents of the E-safety policy as available in the staffroom and on the school website. In particular, staff are required to complete an acceptable usage form confirming they are aware of the policy. See Appendix 5.

Staff must keep pupil and staff information confidential and should not engage in any social networking site in such a way as could bring the school or other staff into disrepute. Such action could lead to investigation and possible proceedings under the staff disciplinary policy.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment and shall report to the school office any damaged electrical equipment or wiring. The Site Manager shall be responsible for arranging repairs to said equipment. Portable Equipment Testing shall take place annually. Any electrical items brought into school must be reported to the Site Manager for testing prior to use.

The use of multi-adaptors is to be avoided as is the use of extension leads unless they are fully unwound and correctly protected. The school also encourages staff and pupils to conserve energy at all times.

All appliances should be switched off and unplugged before going home at night.

Emergency Procedures

An Emergency action plan has been agreed that is available in the staff room. In the event of a bomb scare, evacuation should follow the fire evacuation procedures and an announcement will be made on the tannoy system.

Equality

Riverside school is an equal opportunities employer. Behaviour displayed by staff to be against the spirit of equal opportunities whether for reasons of age, disability, ethnic origin, gender, religion or sexual orientation will be unacceptable and should be brought to the attention of the Headteacher. Below is our statement of policy. (See also Anti Bullying Policy).

In accordance with our mission statement, we pledge to respect the equal human rights of all our pupils and to educate them about equality.

We will also respect the equal rights of our staff and other members of the school community.

In particular we will comply with the Equality Act 2010 and exercise our Public Sector Equality Duty to support decision making and deliver policies and services which are efficient and effective, accessible to all; and which meet different people's needs.

The aim of this policy is to communicate the commitment of Riverside School Governors and Senior Leadership Team to the promotion of equality of opportunity at Riverside School for its pupils, parents, staff and visitors.

It is our policy to provide equality to all, irrespective of:

- *Disability*
- *Age*
- *Gender reassignment*
- *Marital or civil partnership status*
- *Pregnancy and maternity*
- *Religious belief or political opinion*
- *Race (including colour, nationality, ethnic or national origins)*
- *Sex (Gender)*
- *Sexual orientation*

We are opposed to all forms of unlawful and unfair discrimination. All pupils, parents/carers, job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds.

No prejudice should prevent pupils, staff and parents from having access to a range of opportunity within the school and beyond.

Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

Fire Procedures

There are detailed instructions in every classroom and office about the nearest fire exit point and signs indicating those exit points. Each classroom has an assembly point. Please familiarise yourself with the evacuation details for your classroom and the nearest call point should you discover a fire.

In the event of an alarm, please assist your pupils to evacuate; do not stop to collect personal possessions. The Headteacher, Assistant Headteacher or Fire Officer will give permission for pupils and staff to re-enter the building. The school has a fire safety risk assessment which is available in the school office. Fire wardens are appointed to provide support in an evacuation situation.

There will be a fire drill at least once a year which will be recorded by the site manager/caretaker. Testing of the alarm bells will be undertaken on a regular basis.

First Aid

There are First Aid boxes or packs in every classroom, resource rooms, medical room and a number of other rooms around the school sites.

If pupils require First Aid following a minor accident or injury they should be taken to the nearest first aider who will administer first aid (you may wish to phone first to check they are there and available). Staff first aiders need to be cognisant of the fact that there may be items in a box/pack that should not be used on pupils eg. plasters or wipes.

Class teachers must contact parents when first aid is administered giving a brief description of the events leading to the accident/injury in line with the Protocol for Informing Families of Injuries Sustained by Pupils at School.

First Aiders must note any treatment given with date and time in a dedicated book and keep this securely, so that it can be referred to when a separate accident form (AR3) is required.

If you are interested in being a first aider please contact Naomi Walters, School Business Manager.

First Aiders must replenish the first aid box/pack if required.

If staff require First Aid:

- Seek the nearest first aider and ask for assistance.

In all other circumstances that are not deemed to be minor accident or injury:

- Phone and seek assistance and advice from the Nursing Team (where available).
- If deemed to be an emergency requiring immediate ambulance assistance, phone for an ambulance (stating we are a special school, full address, and nature of injury) and notify the office and Nursing Team with details.

If a pupil has an epileptic seizure, the appropriate procedure should be followed for that pupil as determined by the nursing team. Staff should stay with the pupil and reassure them whilst the seizure occurs and during recovery afterwards.

Each pupil will have a different response to their epilepsy. Notes will be kept in the classroom and with the nursing team. Consult the school nurse after a seizure to ensure it is appropriately recorded and that parents are informed.

Food and Food Hygiene

The school is a **nut free zone** as we may have pupils and staff who have severe allergic reaction (anaphylaxis). Where required, epipens are kept in the class where the pupils are based and staff will be trained to administer them.

Staff must wash their hands before and after handling food. Pupils must wash their hands before lunch and staff assisting more than one pupil at lunchtime should wash their hands in between working with the two children.

A number of staff have undertaken food hygiene training and staff regularly involved with food preparation should request such training.

Health & Safety

All staff in school have a personal responsibility for the health and safety of themselves, their colleagues, pupils and visitors. Our pupils are especially vulnerable and staff need to be constantly alert for possible sources of danger.

It is also the duty of every member of staff to report any unsafe conditions to the Headteacher or School Business Manager. Please report issues using the issues logging system available on class desktops via the teacher's logon.

Each member of staff has a responsibility for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

All staff have some health and safety responsibility and will be expected to have knowledge on what to do if an accident or incident occurs, know the fire and first aid procedures and understand the basics of infection control and manual handling. A copy of the Health and Safety policy is kept in the staffroom and all staff should be familiar with it.

A Health and Safety consultative group meets monthly to discuss current issues, members of this group are: Steve Solomons; Naomi Walters; Di Dalton; Sandra Algar; Raymond Little and Trina Ward.

Home School Transport

Home school transport is arranged by the Local Authority. If any child leaves the school during the school day please write their name on the board by the front door. If you are organising class activities which mean your pupils will not be using transport home, please write class names on the board and if possible let drivers know the day before so that they can rearrange new drop off times for the remaining children on their bus.

All classroom staff should be available to escort their class pupils from the buses at 9am. All buses are numbered and a list of pupils on each bus supplied. A tannoy/announcement will list the first buses to collect at the end of the school day and pupils should be accompanied promptly to their buses/taxis. Staff should check that children are safely positioned in the bus, that wheelchair clamps are in place and that loose items of equipment are secure. If there are any problems the member of staff should inform the Headteacher. Wheelchair clamps should come into school with the children so that they are available for school journeys. Booster seats should also be brought into school where appropriate.

The school will provide each bus with information about each pupil, stating any significant features about that child which would be relevant for the time spent on the bus. No child shall be allowed to eat on the bus.

Homework

Homework is set for those pupils who are able to benefit from it. The wishes of parents are an important consideration. Ideas for learning at home are included within each child's PLP.

Hydrotherapy Pool

There are normal operating procedures and an emergency action plan in place. Staff must familiarise themselves with the requirements of these procedures before using the hydrotherapy pool.

If a Child Is Unwell

If you are concerned about the health of a child, please consult the school nurse or, in their absence, the Phase Leader/Assistant Headteacher. The school nurse will assess, then make arrangements for the child and telephone parents if the child needs to be collected.

Inclusion Activities

Inclusion activities take place with a number of Primary and Secondary Schools and Colleges. We continue to take part in Bromley integrated sports events. All links are personalised to the pupils' needs.

Key Support

In order to make family support equitable across the pupil population at Riverside, the school has a system of 'Key Support' which involves staff working in partnership to support all our families. A feature of this is a named Teaching Assistant (TA) for each pupil, who parents can contact for guidance and support in relation to any issue as and when they arise. This support is offered in addition to the normal regular contact with the class teacher.

The aims behind Key Support are to:

- Respond flexibly to pupil's and family's needs.
- Improve co-ordination between agencies that families are involved with.
- Focus and prioritise support and provide clear points of action so that things get done when they should.
- Provide families with optional support when and where they need it.

Key Support should not affect normal contact with class teachers, but does provide a named person within each class team for more routine avenues of communication and to help with liaison with other professionals: Speech and Language Team, Physiotherapists, Occupational Therapists, Consultants, Transition Team, Disabled Children's Social Work Team, Nurses, etc.

Many of our families are very good at getting the services they need and/or only need support at certain times. Key Support is completely flexible and optional so that TAs can be contacted if and when needed.

Learning Outside the Classroom - educational visits or regular timetabled activities

Learning outside the classroom does not have to involve leaving the school grounds where additional learning activities are to be encouraged.

Teachers planning an educational visit should complete a LOtC (pink) form (found in 'Teaching staff – Educational visits – LOtC ') 2 weeks in advance of a proposed visit, submitting this to the Educational Visits Co-ordinator (EVC) for approval. Once approved, permission request and funding details (if appropriate) can be sent to parents. Approval is required for regular activities (weekly sports and shopping) but can be photocopied and updated once initial approval has been received.

Risk assessments are required before pupils can be taken off site. The ratio of staff to pupils must be included on the LOfC form and will be considered in conjunction with risks assessments before approval is given.

This form gives details of the children and staff who are not in school, stating the times of departure and return. This form is used for fire drills and emergencies to check the numbers of staff and pupils in school. Visit details are also recorded on the school's electronic diary.

Please remember to advise other classes and professionals if the absence of staff or pupils on a visit affects planned activities. Please also remember to advise the kitchen in advance if lunch time arrangements will be affected.

Links with Families

We consider contact with families to be a vital part of the work at Riverside School. Home school notebooks are a key means of communication but, as time to write the notebook on a daily basis may be limited, teachers may wish to discuss with parents items to be included. Items of a personal or confidential nature should not be included in these books and the Headteacher should be consulted over these items. Whenever possible, pupils should be expected to look after their own notebooks and not rely on the escort to carry them. See also Key Support above.

Medication

Every class teacher and teaching assistant should be familiar with the medical needs of each pupil in their groups. A list of pupils who take medication will be kept in the medical room. Medication will be given by the school nurse or trained member of education staff. Support and training is available to enable staff to develop their medical competencies in this area.

If the child is out of school on an educational visit, medicines will be administered by the class teacher or responsible adult according to authorisations detailed. The drug cupboard will be kept locked at all times. Medication given to pupils shall be recorded on a drug chart list kept in the medical room. If the child has an anaphylactic reaction the classroom staff must have epipens within close reach at all times.

Minibuses

The school has several minibuses which can be booked by classes using the timetable which is kept by the Site Manager. All drivers must have been confirmed as eligible to drive by the School Business Manager, have undertaken a medical and completed the in-house MIDAS training. Booking of minibuses is via the LOfC form and any queries relating to them are handled by the Site Manager.

Children traveling in wheelchairs need to be securely clamped down to the minibus floors. If you are not confident that a child is secured safely, please seek assistance from another member of staff. Training in the use of clamps can be delivered by the Site Manager. Guidance on the maximum number of wheelchairs that can be used in each minibus must be adhered to. Booster seats will be used in accordance with height regulations.

Please do not leave minibuses where they may obstruct the transport at the end of the afternoon. Please remember to display blue badges correctly and comply with parking restrictions. Parking tickets will be the responsibility of the driver concerned. If a minibus is damaged in any way, inform the Site Manager or Business Manager.

Moving and Handling

Staff are required to handle and move equipment and some of our pupils many times a day and all staff are required to complete their moving and handling training before assisting with the

movement of physically dependent pupils. Injuries can occur if moving and handling procedures are not followed and it is important that each move is achieved with the minimum of effort to staff while moving the object safely or giving the pupil a safe and comfortable transition.

Staff handling and moving pupils who are physically dependent should follow the principles given in their moving and handling training, adhere to pupil risk assessments and consider the safest way to complete each move. Hoists and other moving and handling equipment are available for use and, for many of our pupils, hoists should be used for all transfers.

Individual risk assessments give details of how each pupil should be moved and the size and types of equipment to be used with that pupil.

Staff should ask for the risk assessment to be reviewed if there is a change in the pupil's needs or equipment used or if they feel the pupil should be moved in a different way. Moving and Handling Training is delivered in school and staff should be aware of the Moving and Handling Policy available on the school website. The Assistant Headteacher oversees the delivery, completion and adherence to moving and handling training and individual risk assessments.

Moving and Handling training at Riverside School is based on the principles of biomechanics and staff working in an ergonomically efficient way. Staff should remember the following principles when moving equipment or transferring a pupil:-

- To use the centre of gravity
- To keep a stable base of support
- To keep external levers short

Before each move consider:-

- The task e.g. where do you want to move the object or pupil from and to
- The load e.g. information about how heavy the object is or if a pupil has any particular considerations such as a gastrostomy tube, body brace or has seizures
- The environment e.g. is it a small space, hot, cold, slippery etc
- Individual Capability

The following general guidance should also be adhered to:

- Clear and dry floor surface
- Sensible clothing; flat shoes
- Finger nails kept short to avoid scratching or breaking
- Minimum jewellery to avoid scratching
- Equipment with wheels should be moved to the handling point
- Assess your own ability to complete the move

Staff should always ask an Assistant Headteacher if they have any questions or require further training in any procedure they do not feel confident in completing.

Occupational Therapy

The therapist will liaise with class teachers to provide assistance with individual pupils' needs. There is a book kept in the physiotherapist's room where staff can record concerns for the attention of the therapist.

Parents, Staff and Friends Association of Riverside School

Every parent and member of staff is a member of the Association. We also welcome anybody from the community who wants to be part of the Committee. The Committee meets approximately once

a term and any member of staff is welcome to attend the meetings. The Association organises meetings of interest to parents, fund raising activities and support for other parents.

Personal Injury and Possessions

The behaviour of some of our pupils can sometimes be unpredictable and challenging and some pupils do not have full control of their bodily movements. There is an increased risk of accident or incident that may lead to personal injury.

Through the London Borough of Bromley, the School has Employers Liability insurance which covers legal liability in respect of the death or bodily injury only of any employee of the school or the Council, including any member of the school staff. Once again, all the same people are indemnified personally in the event of a claim being directed against them.

Staff are advised to consider their own personal injury position as this insurance does not cover them other than for 'significant' injury arising from negligence. The school will not accept liability for claims arising from personal injury or damage to personal property.

Personal possessions should not be left unattended. Valuable items can be locked away in school lockers or in the school office. The school will not accept liability for loss or damage to personal possessions brought onto the premises or taken on school outings.

Personal Learning Plans (PLPs)

These will be discussed, agreed and presented to parents twice a year. PLPs will be regularly reviewed in order to track progress effectively.

Physiotherapy

The school physiotherapist will devise care plans for individual pupils, advise on motor programmes for pupils and arrange orthotic provision for pupils. If staff have any requests for the physiotherapy department there is a book kept in the physiotherapist's room where any requests/concerns can be recorded.

Playground Supervision

External play equipment should only be used when supervised. Staff should check equipment before use for any apparent defects and for contamination by animals. Any defects should be reported to the Site Manager.

Staff must ensure the safety of pupils and must be vigilant when supervising in the playground, positioning themselves in the playground to allow for maximum supervision. No children should be sent to or left in the playground unsupervised.

Raising Concerns

Staff concerns should initially be raised through the normal line management structure but staff should also be aware of the Raising Concerns policy which is available in the staff room and the school website. Staff should be aware that they are able to raise concerns about any form of wrongdoing or malpractice in the knowledge that these will be taken seriously and investigated thoroughly.

Safeguarding

If you have any concerns about safeguarding issues please talk to the Designated Safeguarding Lead (DSL) Clare Collett, Charlotte Downs, Catherine (Katie) Strutt, or Lauren Mullan. If a pupil talks to you or discloses a safeguarding issue, please record, sign and date the conversation verbatim and tell the pupil that you will have to share the information with the DSL.

The school's full Safeguarding Policy and procedures are available in the staff room and on the school website. A copy of the procedure for raising concerns relating to safeguarding is appended to this handbook (see Appendix 1). Staff should also familiarise themselves with the contents of the school policy on raising concerns. (See Raising Concerns)

Safety during Curriculum Activities

Staff should be aware of the Health and Safety policy provisions particularly relating to Science, PE, Cookery and DT. A copy of the Health and Safety Policy is available in the staff room.

Staff taking children out of the school grounds should be sure that risk assessments have been completed before taking pupils off site (see **Learning Outside the Classroom**). Staff should also bear in mind the following points:

- 1) Children's physical safety must be given priority over all other considerations.
- 2) The behaviour of our children cannot always be predicted. Staff must keep each child in view, no child should be left to trail behind where they cannot be observed by staff, especially when near a road.
- 3) Please remember individual medication requirements for pupils.

Safety Rules for Staff

- 1) Pupils should never be left unsupervised (unless agreed with parents as part of an independence training programme.)
- 2) If faced with a difficult parent in the classroom, staff should ask them to see the Headteacher. If they refuse someone should be sent to fetch the Headteacher.
- 3) Pupils are not allowed to use the staple gun; guillotine; glue guns.
- 4) Craft tools must not be left unattended and must only be used by pupil under close supervision.
- 5) Heavy items of equipment should not be moved by pupils unless an adult is supervising.
- 6) The playground gates should be kept secured
- 7) No access shall be allowed to the school other than by registered swipe card or by the issue of a visitor pass from main reception.
- 8) No children should be sent to or left in the playground unsupervised. Staff should position themselves around the playground to allow for maximum supervision.
- 9) Staff supervising the playground should remain vigilant at all times. Staff should position themselves around the playground to allow for maximum supervision.
- 10) Pupils and staff must not carry cups of hot/cold drinks around the school.
- 11) All behaviours must be supported in line with the rules, principles and procedures of the school.

School Diary

Please check the school diary for events taking place in school and to keep up to date with scheduled meetings that may affect you.

<http://www.riversideschool.org.uk/page/?title=Calendar+of+Events&pid=175>

Ensure that any appointments or activities you are involved in are recorded in the school diary and notified to our Receptionist.

School Fund

Any monies collected for outings/activities etc must be passed to the school office for recording in the school fund. Before confirming that a trip will take place it is important that all costs are identified so that a parental contribution can be requested. If the level of contribution does not cover the majority of the cost, a decision must be taken on whether the trip should proceed.

A request for re-imbursement should be made on the purple form available from the school office but pre-authorisation is required for all expenditure over £10. Smaller requests will only be considered if the expenditure is reasonable and for the purposes of supporting curriculum delivery. All claims for re-imbursement must be accompanied by a valid VAT receipt. Amounts payable over £5 will be paid by cheque.

School Meals and Lunchtime Arrangements

Lunches are provided by Nourish Contract Catering for pupils and staff on request. Dinner money should be sent to the school office. Any concerns about the catering arrangements should be referred to the School Business Manager.

Lunches are served in the halls with three sittings. Midday meals supervisors provide additional staffing at lunchtimes to support with some classes and lead on playground activities. If you have any concerns about any of your pupils during the lunch period please refer the matter to the Assistant Headteacher who will consult other specialists.

School Resources

Stationery is kept in the stock cupboard near the school office. Please use items required but advise the office if any supply is running low.

An interactive whiteboard is installed in each classroom and a mobile overhead projector is available in the technicians' room. Teaching staff will have access to laptop computers. All equipment of value must be security marked and recorded in the asset register kept by the ICT technician. No equipment should be removed from school premises without prior approval and recording of the loan. Staff should be aware that items used outside school premises such as laptops and iPads may not be covered by the school insurance and that claims against personal insurance may be made in the event of loss or damage to school equipment.

Photocopiers are available in school. Please keep personal use to a minimum.

Paper tissues, paper towels and spillage rolls are supplied. Please do not use papers towels or anti-wipes for cleaning or spillages; plastic gloves, aprons and medical supplies are kept by the school nurse. Mugs and thermos flasks are kept in the resource cupboard for parent events.

Swimming aids are allocated to classes or kept in the pool area and buoyancy jackets will be stored securely in a cupboard in the pool area.

Security

Entrance to the school is carefully controlled and monitored. All staff will be issued with a card entry pass/fob. Visitors will be required to sign in and receive a temporary pass. It is staff responsibility to have this with them at all times for use to enter and exit the building. A charge will be made for lost passes to cover the cost of producing a replacement. Staff are also responsible for ensuring that passes are not lent to pupils or other staff and to notify the office of any lost passes so that they can be cancelled.

The procedure for clearing the school and setting the alarms are controlled by the Headteacher, School Business Manager or the Site Manager.

All items of significant value will be security marked and recorded in the school asset register. Users of dangerous or high value items shall be responsible for securing them on completion of use.

There are combination padlocks around school grounds. The code number may change, please ask in the office or check with the Site Manager.

No-one should be on site without a visitor pass and staff should be aware of unidentified people around the school and be prepared to challenge them or report their presence to the Headteacher/School Business Manager.

Short Break provision

The school currently provides the Saturday and holiday clubs for children with complex needs and autistic spectrum disorders. This is operated under contract for Bromley Borough. Assessment is carried out by the Disabled Children's Social Work and Short Break Team.

Smoking

Riverside school is a non-smoking environment. In line with policy and legislation, staff wishing to smoke during break times must do so outside the school site. Staff are requested to use the designated area at the side of and away from the school rather than on the footpath at the front of the school.

Speech and Language Therapy

A member of the Speech and Language Therapy team will see children for assessment, to give advice on communication, language development and feeding for Reception to Year 7. In addition, some children may have group or individual therapy sessions. Children in Year 8 – 14 can be referred to the School Speech and Language Therapy Advice Clinic if there are queries about their communication, language and feeding. Therapists will work alongside teachers in the classroom to offer advice and support.

Sports and Swimming Facilities

St.Paul's Cray centre has hydro-pool facilities. The Secondary Phase also uses Darrick Wood Swimming Pool. Beckenham centre has some use of Beckenham Spa facilities. Local schools and adult centres use the school hydrotherapy facilities.

Staff Absence

Please refer to the staff attendance policy which is available in the staff room and on the school website. If you are not well enough to come to school, please ring the appropriate school office **before 7:30 am**. This will enable cover to be arranged if appropriate. Please do not send messages in with other members of staff. Please ring the school **each day** unless another arrangement has been reached with the Headteacher or School Business Manager.

Self-Certification Form - You will need to fill in a self-certification form when you have been absent for more than three calendar days (including Saturday and Sunday). If you return to work within a week, fill in the self-certification form when you get back and hand it into the office. If your sickness is likely to be for more than 7 days, ask at the office for a form to cover the first 7 days and get a doctor's certificate from the 8th day. Remember that weekends are included when working out how long you have been sick, so being sick on Friday and still sick on Monday counts as four days. Teachers only: Saturdays and Sundays do not count towards either occupational or statutory sick pay.

A Return to Work form may be required following a period of sickness absence.

Staff absence can cause problems with continuity of care for pupils and can place additional stress on other staff. Absence is closely monitored and staff will be required to meet with the Headteacher or School Business Manager after any absence. Procedures for managing absence through ill health are followed and referrals are made to the Occupational Health doctor when appropriate.

Staff Meetings

There will be three whole staff meetings per half term and these will take place after school between 4pm and 5pm. Teachers will attend a weekly meeting between 3:45pm and 5pm on Wednesdays. A schedule of meetings will be published and displayed in the staff room. Staff will be informed of any additional staff meetings and given notice of at least one month prior to any meeting.

The Assistant Headteacher will liaise with the school nurse and therapists on a regular basis.

Staff Room and Library

The staff room is located on the second floor above the Secondary Classrooms at Riverside St Paul's Cray, at the end of the corridor at Riverside Beckenham and at the back of Riverside West Wickham and opposite the classrooms at Riverside Phoenix. Hot and cold drink making facilities are available where you can bring in and make your preferred beverage. A microwave and toaster are also available at SPC, West Wickham and Beckenham (there is a no toaster policy at Riverside Phoenix). There is also a water dispenser available in the staff room. Teaching staff who have non-contact time may like to work in this room or in the training room or an unoccupied office.

We try to keep up to date books and periodicals, but if you need a book for your work please give details to the Headteacher or School Business Manager and it will be obtained if possible.

Staff wellbeing

Staff wellbeing is very important and wellbeing sessions are run either before or after school hours on Thursdays. Information to support wellbeing is circulated regularly by email or leaflet. If you have any items you would like more information on or you would like to share with other staff please email staffmatters@riverside.bromley.sch.uk.

Students & Work Experience Placements

The school is asked to support students from local schools and colleges of Higher Education who need placements in a special needs school. Applications are made via the school website. The Assistant Headteacher will assess the relevance of the application before accepting the placement. The Assistant Headteacher will then arrange a suitable placement within a class base. The class teacher will support the student and organise their work. If a class teacher is concerned about the student, the Assistant Headteacher should be consulted. Students should never be left alone with pupils or allowed to take pupils out of the school building by themselves. The appended protocol should be observed at all times See Appendix 2.

Teaching Assistants' responsibilities

Each Teaching Assistant (TA) has a job description. The class or group teacher is responsible for organising their work during the school day. Class teachers should arrange a convenient time each week to meet with all members of staff within the group.

Some TAs have specific responsibilities and work with a number of class groups under the direction of the teacher with responsibility for that subject area e.g. ICT; Expressive Arts.

If individual TAs wish to raise any questions/concerns, these should be done with their class teacher. In certain circumstances, it may be appropriate to raise these with the Leader of Learning in the first instance. Should the issue remain unresolved (once the teacher and leader have been consulted) then the Assistant Head or Headteacher should be consulted.

Teaching Staff responsibilities

Each teacher has personal job description and areas of individual responsibility. Class teachers are responsible for the safety and supervision of every child in their class, except when that child is the responsibility of another teacher. Teachers are responsible for the performance appraisal of their Teaching Assistants.

Telephones

Please ensure that your mobile 'phone is switched off during work times. If there is an emergency you can be contacted via the school office. Please give the school number for this purpose. **No staff should use their phone where any pupil is present, in school corridors or public areas within the school. Use of cameras on mobile phones to take images of pupils is prohibited.**

There is a telephone in most rooms and staff are able to make work related calls from them. Please keep personal calls to a minimum at appropriate times only. A listing of all calls is received and any overuse may be investigated.

Use of the Internet

The school has email facilities a website www.riversideschool.org.uk and Facebook/Twitter accounts (@weareriverside1). A staff secure area is available on our website and can be used for reference purposes. Any suggestions for additional items to be posted onto the website or requests for access should be passed to the Operations Manager, Tracy De Freitas.

Staff must ensure that sites accessed have appropriate content and that pupils are not left unsupervised if accessing the internet.

Staff are able to use search engines for personal use but must ensure that they are not accessing inappropriate sites or downloading offensive material or sites which may endanger the integrity of the computer system. Staff must not download software that they are unsure of and should consult a technical advisor before installing software.

Personal use of computers should be restricted to a reasonable level at appropriate times and be in line with the school's acceptable usage policy.

Vaccinations

Staff have a responsibility to ensure that their vaccinations are up to date to reduce the risks of infection. In addition to diphtheria, polio and tetanus (usually delivered in a single vaccination) MMR and Hep. B and COVID-19 vaccinations are recommended.

Visitors

The school welcomes visitors. Every visitor is required to sign-in when they arrive at school, wear a visitors badge at all times and sign out when they leave the premises. Members of staff should inform the Headteacher and School Office if they are expecting visitors or if special events are taking place in school. The school office will ensure that all arrangements are recorded in the school diary.

Volunteers

The school welcomes volunteers who can bring additional expertise into the school. Any regular volunteer work should be for agreed specified periods and for specified areas of work. Applications are made via the school website. The Assistant Headteacher will assess any applications and invite the volunteer into the school for a discussion. References would be taken up and DBS requirements satisfied before any volunteer could start work. The volunteer would work under the direction of a class teacher or member of the leadership team. Volunteers should never be left alone with pupils or allowed to take pupils out of the school building by themselves. If there are any concerns about a volunteer the Assistant Head should be consulted. The appended protocol should be observed at all times. Confidentiality about the pupils must be observed at all times.

Wood Lodge Independent Living Centre

KS4/5 use the LA centre at Wood Lodge, Chislehurst. The Wood Lodge co-ordinator oversees the school's use of the centre, with class teachers organising their allocated visits. The centre is used, during the day and overnight, to develop independence with regard to life skills. Staff who work additional hours are paid overtime.

Work & Community Experience

Work and community experience is arranged for some pupils in KS4/5. Most often placements are fully supported by a member of staff, who will 'shadow' a pupil and offer appropriate support. Occasionally, pupils are able to complete a period of work experience independently, with regular visits from a member of staff. The appended protocol should be observed at all times.

RIVERSIDE SCHOOL

Procedure for raising concerns about children in relation to safeguarding.

Designated Safeguarding Leads : Clare Collett - Lead DSL
 Charlotte Downs & Amy Price – DSL Primary
 Katie Strutt – DSL Beckenham
 Lauren Mullan – DSL West Wickham

What to do if you're worried a child is being abused....

Don't sit on your concerns! Remember you have a statutory duty to share those concerns.

1. Speak to the designated safeguarding lead (DSL) in confidence/with anonymity if you wish.
 - However, you may wish to discuss concerns first with your immediate line manager. This may be a teacher or your Phase Leader.
 - Once you have alerted a line manager of your concerns (and these have been passed on to Clare, Steve or Charlotte), they will keep you/relevant people abreast of developments/action taken.
 - You will be advised of any action you need to take yourself, for example, keeping records.
 - Information about safeguarding procedures will be on a need to know basis, in order to protect confidentiality.
2. The DSL will decide how to proceed. This is likely to be to:
 - a) maintain informal observation to monitor the situation or
 - b) begin written records of observations/conversations.
3. If a) relevant parties may report further suspicions. If b) the DSL will suggest a formal system for record keeping. In this instance it may be that information is on a 'need to know' basis (eg. may only involve the class team). The matter should be kept strictly confidential from those persons who do not have any involvement in the matter. Records should be kept centrally in one place with the DSL and not duplicated.
4. Any dialogue with parents should be discussed with the DSL **before** making contact. Ideally, parents should be kept informed, but there may be circumstances where this is not appropriate and Social Services will often advise on this.
5. Dialogue with Social Services by the DSL is the next step, either at informal or formal referral level. There may be occasions where informal advice is sought which leads to Social Services insisting on a formal referral.
6. Verbal and/or standard referral form (if verbal this is followed up in writing within 48 hours).

Notes on Record Keeping

- Records should be made at the time of the incident/observation and not less than 24 hours afterwards.
- Records must be dated, timed and signed.
- They must be accurate.
- They must be factual and descriptive (who said/did what?).
- They must not make assumptions.
- It may be OK to state an opinion in some instances, but this must go with information that forms the basis of the opinion.
- 'Gut reactions' may be OK in certain instances – record as gut reaction and the reasons given.
- The source of information should be stated. Hearsay is permissible if it is recorded as such.

- The intended action should be stated, however minimal.
- It should be stated if the information was shared with anyone.
- Photographs of injuries/marks are not permissible. Injuries/marks that are cause for concern can be indicated on a body map.

At all times the confidential nature of the concerns are paramount

Protocol for Work Experience Placements and Volunteers

The following points must be adhered to at all times:

- Work Experience placements and volunteers are not to engage in intimate care routines with the pupils under any circumstances. This applies to all placements.
- All Work Experience placements and volunteers must be within sight of a permanent member of staff at all times.
- Work Experience placements and volunteers must not be treated as a member of staff under any circumstances.
- Work Experience placements and volunteers must not work 1:1 with a pupil in an enclosed area, for example in a room with the door shut with no obvious means of seeing into the room (such as a pane of glass in the door). Their interaction with the pupils must be supervised at all times.
- Work Experience placements and volunteers must not be involved in any manual handling routines, including hoisting. However, they may observe and, where appropriate under the correct guidance and supervision from trained members of staff, may assist.
- Work Experience placements must not engage in planned restrictive physical interventions with pupils.
- Work Experience placements and volunteers must be made aware of behaviour management strategies and Happiness Passports where relevant to the placement. A full copy of the school's Behaviour Management Policy can be found at www.riversideschool.org.uk
- Work Experience placements and volunteers will receive a welcome pack consisting of a Keeping Children Safe in Education form, this protocol and a map of the school. Their placement provider, namely the class they are allocated to, will take the lead as appropriate in familiarising them with the working environment.
- All work experience placements and volunteers must wear a visitors' badge that is visible at all times.
- All work experience placements and volunteers must familiarise themselves with fire routes and emergency procedures.
- Work experience placements and volunteers must not publish any details and/or comments about their school experience, including photographs and images on social networking sites eg Facebook, Twitter and any other form of electronic communication.
- Mobile phones and other personally-owned devices brought into school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of such devices.
- Mobile phones should not be used during lessons or formal school times and should be switched off during these times.
- No images or videos should be taken on personal mobile devices.
- Timing of school day for placement – 08:30 am to 15:30 pm with breaks organised in conjunction with the class teacher.
- Work Experience placements & volunteers can bring own packed lunch or can order a school meal or sandwich via the school office. This must be paid for at the time of ordering and costs £2.70 per day.
- Dress code – comfortable, appropriate clothing. No open toed shoes should be worn and shoulders must be covered.
- Jewellery should be kept to a minimum and be discreet.
- A copy of the school's policies including; Health and Safety Policy, Safeguarding Policy and Behaviour Management policy can be found on the school website www.riversideschool.org.uk
- Our public liability and Employers liability is covered under the following Policy:



Hydropool Emergency Operating Procedures

In the event of an emergency situation, the office should be called using ext. 505 to tannoy for assistance saying Urgent M assistance required at the hydro therapy pool. Staff should ensure the safety of the child they are working with. Additional staff who have completed Pool evacuation training will respond and staff from the nurses' room will attend. Staff will go directly to the pool area and follow the procedure below.

- 1 • If there are not three adults in the pool, the first additional adults to respond should enter the pool and assist the teacher/teaching assistant in stabilising/supporting the pupil.
- 2 • Pool spotter gets rescue board and places it on the edge of poolside.
- 3 • Staff in pool position pupil parallel with, but not touching pool wall. Any other pupils/users should be removed from the pool to clear the access if necessary.
- 4 • Teacher/teaching assistant remains at head end of pupil to support learner's head and airway. Other staff in pool position themselves accordingly.
- 5 • One poolside assistant push board hard down into the water, pointing downwards, angled slightly towards pupil, allowing it to float up under learner.
- 6 • Ensure learner is squarely on the rescue board and then members of staff in and out of the pool fasten safety straps with learner's arm in and straps joined colour to colour match.
- 7 • On command of the person at the head end, pool staff turn rescue board 90° to position it across pool, keeping head end closest to wall. The board is placed on the pool rail. Teacher/teaching assistant remains at head end.
- 8 • Other members of staff in pool position themselves at either side of lower half of board, with both hands positioned in handholds where comfortable.
- 9 • On command of the person at the foot end, staff at lower end of board push board down (hard) using hand nearest foot end.
- 10 • Head end of board should lift out of water sufficiently to allow it to rest on pool side. Slide board halfway out of water then turn through 90° to rest on poolside.
- 11 • Transfer to changing bed if possible or if required, commence CPR, remove pupil's swimwear and dry them as much as possible.

Those not involved in the above should bring dry towels to poolside and ensure the exit and poolside is free from obstacles. Other staff will then inform reception that emergency services have been called and wait at the school entrance to direct the emergency services to the pool area.



Lockdown Procedure

Management and Control	
Nominated person	Responsibility
Headteacher	Initial contact with the emergency services
Assistant Headteachers	Liaison with parents
Teacher (on a rotating basis)	Pupil control

Signals	
Signal for lockdown	Tannoy announcement – LOCKDOWN, LOCKDOWN, LOCKDOWN
Signal for all-clear	Tannoy announcement – ALL CLEAR, ALL CLEAR

Lockdown	
Specified assembly room	Closest place of safety OR Performing Arts Hall – Riverside SPC Main Hall – Riverside Beckenham
Entrance points	Nearest access point for safe space OR SPC- accessed via dance studio or secondary lobby Beckenham – accessed via main corridor
Communication arrangements	<ul style="list-style-type: none"> Two-way radios Telephones/Mobile phones Instant messaging / email
Notes	Closest place of safety may be the nearest classroom

Lockdown Procedure				
Step	Initial response	Check	Time	Signed
1.	Ensure all pupils are inside the specified assembly room.	<input type="checkbox"/>		
2.	Secure all entrance points to the specified assembly room.	<input type="checkbox"/>		
3.	Dial 999 for each emergency service that the incident requires.	<input type="checkbox"/>		
4.	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> Block access points. Sit on the floor, under tables or against the wall. Keep out of sight and draw curtains to avoid detection. Turn off lights. Stay away from windows and doors. 	<input type="checkbox"/>		
5.	Ensure that all pupils and staff members inside the safe space/specified assembly room are aware of an exit point in case an intruder manages to gain access or the assembly room becomes unsafe.	<input type="checkbox"/>		
6.	Check for missing or injured staff members and pupils if it is safe to do so.	<input type="checkbox"/>		
7.	Remain inside the safe space/specified assembly room until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		

IN THE RARE EVENT OF
a firearms or weapons attack

RUN HIDE TELL



RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE. It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL the police by calling 999.

Please sign and return to Tracy De Freitas

Acceptable Use Policy (AUP): Staff agreement form
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Covers use of digital technologies in school or accessed remotely: i.e. **email, Internet, intranet and network resources**, learning platform, software, **equipment and systems**.

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not reveal any personal password(s) to anyone.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.
- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved, secure email system(s) for any school business which is currently staffmail unless approved by the Head Teacher or School Business Manager.
- I will only use the approved school email, school MLE or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / e safety co-ordinator.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus, firewall and other ICT 'defence' systems.
- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.
- If applicable, I will use the school's Learning Platform in accordance with school / and London Grid for Learning advice.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role, and will not in any way bring the school or colleagues into disrepute by inappropriate postings on social networking sites.
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.
- I will ensure that any equipment taken out of school on loan other than during school visits will be my responsibility and should loss/damage occur liability will be covered by personal insurances.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management

system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.

- I will embed the school's e-safety curriculum into my teaching.
- I will only use LA systems in accordance with any corporate policies.
- I understand that all Internet usage and e-mails can be logged and this information could be made available to my manager on request.
- I understand that failure to comply with this agreement could lead to disciplinary action.

User Signature

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.

I agree to abide by all the points above.

I wish to have an email account; be connected to the Intranet & Internet; be able to use the school's ICT resources and systems.

Signature Date

Full Name (printed)

Job title

School

Authorised Signature - School Business Manager

I approve this user to be set-up.

Signature Date

Full Name (printed)

Privacy Notice for Riverside School

Riverside School is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during and after your work relationship with us, in accordance with the General Data Protection Regulation (GDPR).

It applies to all current and former employees, workers, Governors and contractors.

Who Collects This Information

Riverside School is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about you.

We are required under data protection legislation to notify you of the information contained in this privacy notice. This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Data Protection Principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

The Categories of Information That We Collect, Process, Hold and Share

We may collect, store and use the following categories of personal information about you: -

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses;
- Emergency contact information such as names, relationship, phone numbers and email addresses;
- Information collected during the recruitment process that we retain during your employment including references, proof of right to work in the UK, application form, CV, qualifications;
- Employment contract information such as start dates, hours worked, post, roles;
- Education and training details;
- Details of salary and benefits including payment details, payroll records, tax status information, national insurance number, pension and benefits information;
- Details of any dependants;
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;
- Information in your sickness and absence records such as number of absences and reasons(including sensitive personal information regarding your physical and/or mental health);
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- Criminal records information as required by law to enable you to work with children;
- Your trade union membership;
- Information on grievances raised by or involving you;
- Information on conduct and/or other disciplinary issues involving you;

- Details of your appraisals, performance reviews and capability issues;
- Details of your time and attendance records;
- Information about the use of our IT, communications and other systems, and other monitoring information;
- Details of your use of business-related social media;
- Images of staff captured by the School's CCTV system;
- Your use of public social media (only in very limited circumstances, to check specific risks for specific functions within the School, you will be notified separately if this is to occur); and
- Details in references about you that we give to others.

How We Collect This Information

- We may collect this information from you, your personnel records, the Home Office, pension administrators, your doctors, from medical and occupational health professionals we engage, the DBS, your trade union, other employees, other professionals we may engage (e.g. to advise us generally), automated monitoring of our websites and other technical systems such as our computer networks and connections, CCTV and access control systems, remote access systems, email and instant messaging systems, intranet and internet facilities.

How We Use Your Information

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances: -

- Where we need to perform the contract we have entered into with you;
- Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation);
- Where it is needed in the public interest or for official purposes;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.

We need all the categories of information in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations. Please note that we may process your information without your knowledge or consent, where this is required or permitted by law.

The situations in which we will process your personal information are listed below: -

- To determine recruitment and selection decisions on prospective employees;
- In order to carry out effective performance of the employees contract of employment and to maintain employment records;
- To comply with regulatory requirements and good employment practice;
- To carry out vetting and screening of applicants and current staff in accordance with regulatory and legislative requirements;
- Enable the development of a comprehensive picture of the workforce and how it is deployed and managed;
- To enable management and planning of the workforce, including accounting and auditing;
- Personnel management including retention, sickness and attendance;
- Performance reviews, managing performance and determining performance requirements;
- In order to manage internal policy and procedure;
- Human resources administration including pensions, payroll and benefits;
- To determine qualifications for a particular job or task, including decisions about promotions;
- Evidence for possible disciplinary or grievance processes;
- Complying with legal obligations;
- To monitor and manage staff access to our systems and facilities in order to protect our networks, the personal data of our employees and for the purposes of safeguarding;

- To monitor and protect the security of our network and information, including preventing unauthorised access to our computer network and communications systems and preventing malicious software distribution;
- Education, training and development activities;
- To monitor compliance with equal opportunities legislation;
- To answer questions from insurers in respect of any insurance policies which relate to you;
- Determinations about continued employment or engagement;
- Arrangements for the termination of the working relationship;
- Dealing with post-termination arrangements;
- Health and safety obligations;
- Prevention and detection of fraud or other criminal offences; and
- To defend the School in respect of any investigation or court proceedings and to comply with any court or tribunal order for disclosure.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

How We Use Particularly Sensitive Information

Sensitive personal information (as defined under the GDPR as “special category data”) require higher levels of protection and further justification for collecting, storing and using this type of personal information. We may process this data in the following circumstances: -

- In limited circumstances, with your explicit written consent;
- Where we need to carry out our legal obligations in line with our data protection policy;
- Where it is needed in the public interest, such as for equal opportunities monitoring (or in relation to our pension scheme);
- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards. Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent.

We will use this information in the following ways: -

- Collecting information relating to leave of absence, which may include sickness absence or family related leave;
- To comply with employment and other laws;
- Collecting information about your physical or mental health, or disability status, to ensure your health and welfare in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to manage sickness absence and to administer benefits;
- Collecting information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.
- To record trade union membership information to pay trade union premiums and to comply with employment law obligations.

Criminal Convictions

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

Where appropriate we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of working for us.

Automated Decision Making

Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision making in the following circumstances: -

- Where we have notified you of the decision and given you 21 days to request a reconsideration;
- Where it is necessary to perform the contract with you and appropriate measures are put in place to safeguard your rights; or
- In limited circumstances, with your explicit written consent and where appropriate measures are in place to safeguard your rights.

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

Sharing Data

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so. These include the following: -

- the Department for Education (DfE);
- Ofsted;
- Prospective Employers;
- Welfare services (such as social services);
- Law enforcement officials such as police, HMRC;
- LADO;
- Training providers;
- Professional advisors such as lawyers and consultants;
- Support services (including HR support, insurance, IT support, information security, pensions and payroll);
- The Local Authority;
- Occupational Health;
- DBS; and
- Recruitment and supply agencies.

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

Retention Periods

Except as otherwise permitted or required by applicable law or regulation, the School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

To determine the appropriate retention period for personal data, the School considers the amount, nature, and sensitivity of personal data, the potential risk of harm from unauthorised use or

disclosure of personal data, the purposes for processing the personal data, whether we can fulfil the purposes of processing by other means and any applicable legal requirements.

The School typically retains personal data for 6 years subject to any exceptional circumstances or to comply with laws or regulations that require a specific retention period.

Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. Details of these measures are available in our GDPR Policy.

Third parties will only process your personal information on our instructions and where they have agreed to treat information confidentially and to keep it secure.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Your Rights of Access, Correction, Erasure and Restriction

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances by law you have the right to: -

- Access your personal information (commonly known as a “subject access request”). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. However we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively we may refuse to comply with the request in such circumstances.
- Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.
- Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.
- Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.
- To object to processing in certain circumstances (for example for direct marketing purposes).
- To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact Naomi Walters in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to Withdraw Consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Naomi Walters. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

How to Raise a Concern

We hope that Naomi Walters can resolve any query you raise about our use of your information in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by Naomi Walters, then you can contact the DPO on the details below: -

DPO Name: Judicium Consulting Ltd

DPO Address: Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE

DPO Email: dataservices@judicium.com DPO Telephone: 020 3326 9174

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues.

Changes to This Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.



Be All That You Can Be