



First Day Essential Guidelines – Looking After our Boys and Ourselves

Welcome to the William Henry Smith School. We ask that you take time on your first day to read this information which is a brief outline of some of the essential good practises you must follow from day one. You will also be given your full induction booklet which is to be completed within 4 weeks from your start date.

Supporting Students:

- Know the whereabouts of all students at all times and question if we see a student walking around unsupervised.
- Ensure we are positioned next to students in assembly and that we place students in seats where we know they are more likely to succeed; engaging with and reminding students of our expectations.
- Staff and students to take coats off in assembly and class.
- Support the students who are not engaging in assembly and are effecting the behaviour of others.
- Whilst out during the day, it is not expected that we will have a break.
- Supervise students to assembly, support from assembly to class, from house to class at lunch time and from class to house at 3.30; after break time care staff should support students to class.
- On the playground... students should, line up and quietly and we stand in and amongst encouraging students to be respectful and quiet.
- Any accidents/injuries must be reported and recorded in SID.
- During a fire alarm students should, line up and stand quietly and we stand in and amongst encouraging students to be respectful and quiet.
- We do not take students to our homes or our family and friends homes.
- Break time-students should be guided to walk to their lessons; care staff to assist.
- Language-offensive or inappropriate language must be challenged by all staff.
- We must not smoke whilst with students, this includes the use of e cigarettes, and the whole site is a no smoking environment.

Supporting Students:

- 3.30 p.m. assembly hall handover-students should be expected to be seated and wait quietly to be dismissed.
- Communication-we are all responsible for passing on information (verbal and through SID) to reflect points relating to behaviour.
- When working with students we must not arrange to meet or plan to meet with unauthorised public.
- Praise the behaviour we want to see more of.
Praise students doing the right thing more than criticising those who are doing the wrong thing (parallel praise).
- Stay calm



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- Role model good practise at all times, i.e. table manners, language and dress for example.
- We do not take students in our own vehicle without permission (SLT).
- We do not use our own vehicles for school business without permission of Sonia Stewart.
- We must not drive our own vehicle for work purposes without business insurance.
- We must not let unauthorised personnel in vehicles.
- You must not drive the school mini bus unless MIDAS trained by the school.
- It is your responsibility via Westfield Health to ensure sights tests are up to date.
- You must report any health conditions which may affect your ability/suitability to work with our students.

Safeguarding Essential Training:

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. You **MUST** undertake an online safeguarding and prevent training courses prior to your start date and present the certificates to HR on your first day. This is a condition of your employment and you will be unable to start work with us without the necessary Safeguarding training.

Missing/Absenting:

Guidance for staff when a child absents from school detailed in the school's policy, along with the missing and absent protocol. Please ensure you are familiar with these practises.

Recording Events:

At the end of the school day at 3.30pm, you may be directed to the ICT suite to input information on to SID (School's database). There will be a member of staff there to help. When in doubt ask your line manager.

Mobile Phones:

In order to maintain our protocol and good practice around safeguarding, we are expected **not** to carry our own personal mobile phones during working hours. In all cases these should be secured in offices/lockers. Several phones have been allocated to Learning Groups and reception keep a supply which can be booked out on a daily basis or are available for emergency situations.

Dress Code:

It is important that you present a professional image, having regard to appearance and standards of dress. It is a requirement of the school that you wear clothes and footwear that are appropriate for the work that you perform and which present a neat and clean appearance.

The school's dress code is smart/casual during school hours. Unacceptable articles of clothing for employees are listed below, but are not limited to, any type of denim, combat style trousers, sports clothes including trainers, casual T-shirts or vests, shorts or open footwear. T-shirts with inappropriate slogans or logos, revealing, ripped or frayed clothing are also not permitted. You are asked not to wear expensive items of jewellery including watches and expensive items of clothing to school, but to dress appropriately for your duties, bearing in mind the physical nature of many student activities.



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The requirement of particular faiths to wear specific types of clothing or to dress modestly will be respected providing the item of clothing does not pose a hazard to health & safety of employees, does not contravene any reasonable and legitimate requirement of the school and does not have a negative impact on any other person.

Not acceptable

- Denim
- Combat trousers/shorts
- Sports clothing including:
- Trainers/flip flops
- Hooded tops
- Casual t-shirts/vests/shorts
- Shirts with inappropriate slogans or logos
- Revealing, ripped or frayed clothing

Acceptable

- Tailored shorts in warmer weather with appropriate footwear
- Open toed shoes or sandals at our own risk.
- Student's shirts must be tucked in; shoes polished and boys should wear correct fitting uniform. Jumpers over the shoulders are permitted.

Alcohol and Substance Abuse:

Alcohol and substance misuse can have a detrimental effect upon your health, and can adversely influence your work performance and your relationships with colleagues and customers. It can result in reduced efficiency and increased absenteeism.

The School has a duty towards and is concerned about the health and welfare of all employees. It is therefore School policy to:

- promote a responsible attitude to the consumption of alcohol amongst employees
- offer assistance to those employees who require it
- treat alcohol and substance abuse as a health problem and arrange for employees to seek professional assistance.

The School will treat any absence due to alcohol and substance abuse in the same way as sickness absence on condition that you obtain professional treatment and maintain regular contact with the appropriate Occupational Health Department. The School will treat all relevant discussions in strict confidence.

Personal Property:

No liability is accepted for the loss of, or damage to, personal property brought on to the premises. You are requested not to bring personal items of value on to the premises and, in particular, not to leave any items overnight.



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Security:

Please ensure you keep your key and swipe card separate at all times and report losses of these immediately.

Health & Safety and Risk Assessments:

Health & safety is your own responsibility, details of policies and procedures must be read as part of your induction and you must comply with the Schools Health & Safety arrangements.

You must not lead any offsite or onsite activities unless risk assessed and approved by Caroline Booth or Barry Campbell.

I confirm that I have read and understood the First Day Essential Guidelines and have received my Employee Handbook which I will complete within 4 weeks from this date. (To be sign and returned to the HR Manager on your first day)

Name	
Signature	
Job Title	
Date	