**ALL SAINTS’ CHURCH OF ENGLAND PRIMARY SCHOOL**

**STAFF POLICIES AND DOCUMENTS – ANNUAL UPDATE AUTUMN TERM 2021**

**NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **To comply with DfE statutory requirements** and as part of our annual staff information update, copies of important policies and documents are now available for you to read on the Staff Secure Area of the school website **www.allsaints.peterborough.sch.uk**.

Once on the website go to **School Information** then to **Staff Secure Area** at the bottom of the list on the left. You will then need to enter the **login allsaints and the password 25-12.** **It is your responsibility to be aware of these policies** which relate to working in our school.

1. We are required to give you paper copies of some of the documents/policies together with the slip below for you to confirm receipt and your compliance. **Please email this slip to Audrey Davies in the school office as soon as possible**.

1. Paper copies of **all** school policies are held in a file in the a folder on the bookcase in the staffroom and this is available for all staff to access at any time. Please contact Audrey in the school office if you have any queries or need any further information.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Policy/Document** | **Action Required by You** | **Please Initial** |
| 1.  1a. | DfE Keeping Children Safe in Education 2021 – Part 1  DFE Keeping Children Safe in Education 2021 – Full Document | Please read and tick to confirm receipt  Extra reading if chosen |  |
| 2. | Guidance for safer working practice for those working with children and young people in education settings May 2019 | Please read and tick to confirm receipt |  |
| 3  3a.. | Safeguarding and Child Protection Policy September 2020  Cambridge and Peterborough Safeguarding Protection Policy COVID 19 – Annex A | Please read and tick to confirm receipt  Please read and tick to confirm receipt |  |
| 4. | Staff Code Of Conduct October 2020 | Please read and tick to confirm receipt |  |
| 5. | Register Of Business Interests 2020 - 2021 | Please read then complete and return attached form |  |
| 6. | Staff Internal Financial Procedures 2020 | Please read and tick to confirm receipt |  |
| 7. | Staff Discretionary Leave of Absence Policy 2019 | Please read and tick to confirm receipt |  |
| 8. | Whistleblowing Policy & Procedure Nov 16 | No Changes Signed 2018 | X |
| 9. | Disciplinary Rules For Employees December 2021 | Please read and tick to confirm receipt |  |
| 10. | Equality & Diversity Policy For School Staff Jul 18 | No Changes Signed 2018 | X |
| 11. | Health & Safety Policy July 2020 | Please read and tick to confirm receipt |  |
| 12. | Whole School Pay Policy Sep 20-21 | No Changes Signed 2019/20 | X |
| 13. | Gifts & Hospitality Policy 2020 | Please read and tick to confirm receipt |  |
| 14. | Prevent Training Booklet Apr 17 | No Changes Signed 2018 | X |
| 15. | Whole School IT Policy | Please read and tick to confirm receipt |  |

**I confirm that I have read and understood the policies initialled above.**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ALL SAINTS’ CHURCH OF ENGLAND PRIMARY SCHOOL**

**REGISTER OF BUSINESS INTERESTS**

1. Under the **Financing of Maintained Schools (England) Regulations 2003 (SI 2003/453) Regulation 29 and Schedule 3 (16)**, schools are required to maintain a register of any business interests of governors, staff and their immediate family members. This is to demonstrate that governors and staff will not benefit personally from the decisions which they make or are involved in.

1. Governors have an obligation to avoid any conflict between their private and business interests (and of their immediate family members) and those of the Governing Body of which they are a member.

1. Staff also have an obligation to avoid any conflict between any of their business interests (and of their immediate family members) when making decisions on the purchase of school resources or services.

1. By asking governors and staff to declare any business or pecuniary interests, it will help to avoid any question about influences or motives. All committee and full Governing Body meetings will have an agenda item giving the opportunity to declare any business or pecuniary interests at the start of every meeting.

1. Please complete the form overleaf and return it to the School Office **as soon as possible**. If you have no interests to declare, please submit a nil return.

1. Examples of interests which must be declared (either on the pro-forma overleaf or at meetings):

* 1. A governor is an employee of a catering firm which has a contract with the school.

* 1. A governor’s husband runs a window-cleaning company which is tendering for a contract with the school.

* 1. A member of the SMT is a shareholder of a local stationery supplier.

* 1. A governor’s son is a salesman for a computer software company which sells to school.

* 1. A staff governor stands to potentially benefit from a vacancy following the promotion of another member of staff.

1. **If you have any query about whether to declare an interest, please speak to Audrey Davies. All enquiries will be treated in the strictest confidence.**

1. **If your circumstances change and you have a new declarable interest, you must contact the School Business Manager /Clerk to Governors, as soon as possible.**

**ALL SAINTS’ CHURCH OF ENGLAND PRIMARY SCHOOL**

**REGISTER OF BUSINESS INTERESTS**

**ACADEMIC YEAR 2021/2022**

|  |  |
| --- | --- |
| **NAME:** |  |
| **POSITION:** | **GOVERNOR, TEACHER, SUPPORT STAFF MEMBER**    **(Please delete as necessary)** |
| **DETAILS OF YOUR**  **BUSINESS INTERESTS:**    (Please state “NIL” if you  have no business interests) |  |
| **DETAILS OF ANY**  **BUSINESS INTERESTS OF AN IMMEDIATE FAMILY MEMBER:**    (Please state “NIL” if there are have no business interests) |  |
| **SIGNED:** |  |
| **DATE:** |  |

**STAFF RULES FOR ACCEPTABLE IT USE**

# Professional Conduct

* **Any** content posted online (in or out of working hours) or emails sent will be professional, responsible and up hold the good reputation of the school.
* Guidance on Social Media conduct should be adhered to as stated in the E Safety and Acceptable Use of IT Policy and read in conjunction with the Code of Conduct Policy.

# Data protection

* I **must not** disclose my password or login name to anyone, other than the persons responsible for running and maintaining the system
* I **must not** allow any student to use my personal login on any of the IT systems for **ANY** reason.
* Pupils **must not** be allowed to use Staff ICT equipment
* I **must** take every reasonable precaution to secure any data or equipment removed from the school premises
* I understand that the School can and will monitor any data on the network to ensure policy compliance, and to aid in resolving networking issues
* Guidance on Social Media conduct should be adhered to as stated in the E Safety guidance Policy

# Student protection

* I am aware of all guidelines to conceal student identities when publishing to the public domain
* Students must be supervised at all times when using IT equipment
* When arranging use of IT facilities I will ensure that a staff member is able to monitor pupils at all times
* I have read and understand my role regarding acceptable use and my role in enforcing it
* I will escalate noncompliance by students in accordance with school policy
* I will report any child safeguarding concerns, regarding the use of IT, in accordance with the schools Safeguarding policy.

# Reporting incidents

* I will inform a member of the network management staff in writing immediately of any websites accessible from within school I feel are unsuitable in any way for student consumption
* I understand my part in maintaining the accuracy of the filtering system
* I will inform a member of the network management staff in writing immediately of abuse of any IT system(s) - software and hardware - providing the location and names where possible
* I will inform a member of the network management staff in writing immediately of any inappropriate content suspected to be on the IT system(s). This may be contained in email, documents, pictures etc.
* I will report any breaches, or attempted breaches, in security to a member of the network management staff in writing immediately

# Software, hardware, copyright and licensing

* I will not attempt to install any software or hardware onto school equipment without permission from network management staff
* Before purchasing any hardware or software I will consult a member of the network management staff to check compatibility, license compliance and discuss any other implications that the purchase may have
* Staff laptops and other IT equipment belonging to the school remain the property of the school even when taken off site, and as such must not be used for personal purposes
* I will respect copyright and make sure I do not use any information breaching copyright law
* Under no circumstances must any software from potentially illegal sources be installed
* I will not engage in activities that waste technical support time and resources

**I have read and understood the E Safety and Acceptable Use of IT Policy, and I agree to abide by the Rules for Acceptable Use of IT given above.**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**