

Walton & Lees Hill CE Primary School



Staff/Volunteer Handbook 2025-2026

This document supplements the policies and procedures that we have in place.

It is the responsibility of every member of staff or volunteer to be aware of and follow the policies and procedures of the school at all times.

Absences

(refer to attendance policy)

If a child is absent from school it is imperative that parental contact is made as soon as possible. Families are asked report an absence by calling school or leave a message on the answer machine, giving their name and the reason for the absence so that all children can be accounted for every day.

If a member of staff is unable to attend school, due to illness, the headteacher should be informed, by landline telephone (016977 47107 or 07886188187), as soon as possible (before 8am if possible). Please remember that text messages are unreliable in the area.

A 'return to work' meeting, with the head teacher should be arranged before recommencing work.

Occasionally, it is inevitable to need time of work for a hospital appointment etc. You may request time off for such a need, by asking the head teacher and reasonable requests will be accommodated wherever possible.

Access to school out of hours

(refer to lone working policy)

School is a private building and considerable regulations exist regarding its use outside of school hours. It is essential that we work within the guidelines at all times. If you are in any doubt, speak to the head teacher. Teaching staff, the cleaner in charge (Kathryn), Louise Lyons are key holders. The access code is changed regularly; it must not be divulged to any other person. Copies of keys must not be made.

Staff may come into school out of hours, in order to plan/prepare work for school/prepare the classroom/resources but must work within the lone working policy guidelines. In essence –The head teacher (or senior teacher if the head is unavailable) must be informed of your intention to go into school out of hours, and if you are going in alone someone else should know where you are and what time to expect you to return. No-one should use a ladder whilst alone.

Telephone/messages

The office is manned part-time so there may be occasions where other staff are needed to answer the phone. When answering please state the full name of the school. Please answer the phone if you are able to. Phone messages – if taking a message, please write it down the message, including the time date and name of caller and your name and pass it on to the appropriate person.

If the answer machine is flashing, please listen to the message, note the message and report this to the relevant person.

It is expected that staff may need to make / receive calls to school in case of an emergency, because the mobile signal is poor. Staff mobile phones can be used to take photographs of learning experiences to be shared on our school social media page and Tapestry. Once they have been shared, they should be deleted from devices. Mobile phones should not be about your person around children including in the playground and outdoor areas, if not being used to capture learning experiences.

Vigilance

Our children are precious to us, and to their parents/carers. Watch out for potential accidents and potential friction and take appropriate action to anticipate/defuse a situation. Speak to staff if you have any niggles or minor concerns. Please remember that what happens in school must remain confidential and must not be discussed outside of school, especially within our small community. We have a duty of care to all the children in our care.

Staff

Mrs Lynn Rooney – Headteacher, KS2 lead, DSL

Mrs Fiona Stobbart – EYFS & KS1 lead, SENCO, DDSL

Mr Calvin Howson – EYFS and KS1 teacher

Mrs Julie Batey – EYFS teaching assistant

Mrs Mandy Stobart—EYFS Teaching assistant

Miss Rebecca McAuley—KS1 Teaching assistant

Mrs Louise Lyons – Office Manager

Miss Bethany Robinson – Administrator, Midday supervisor, Clerk to governors

Mrs Mary Blair– School Cook

Mrs Kathryn Schofield – Cleaner in charge

Some staff work part-time and this should be respected. If there are any urgent matters within the school day, these can be discussed with Mrs Rooney, she will decide if it is appropriate to contact another member of staff.

If you are working in a part of the building that is out of earshot of a phone, have a mobile or cordless handset with you. Keep the outside doors locked.

Exercise extreme caution should you have an unexpected visitor. Ensure windows and doors are secure and set the alarm before leaving the premises. Report your departure to the head teacher.

After school

After school is a very important time for staff to be preparing resources, attending meetings, making phone calls, meeting parents etc.

It is the responsibility of the teaching staff (and teaching assistants) to ensure that all the children are ready to leave via their classroom at 3.25pm. Children are reunited with their appropriate adult. Children can only walk home with consent from a parent. Children still waiting after 3.35pm should join club or read in their classroom and a parent should be contacted. The outside door must be locked to ensure children do not leave school alone.

Before leaving the classroom the teacher in charge should ensure that the room is acceptable and ready to be cleaned. Windows and doors must be closed/locked and all computers shut down, and lights are off, where relevant. Computers must be switched off at the mains. Leaving access to the server and the information on it is professionally negligent, security and confidentiality must be maintained at all times.

Before school

Teaching staff are expected to arrive at school by 8.15am and teaching assistants by 8.30am. Teachers must be in the classrooms by 8.30am. Children enter their own classrooms on arrival. If you travel to school with another member of staff, please ensure that member of staff is able to arrive at school for their required start time.

Dress Code

Smart but practical, giving consideration to the nature of your role. Jeans are not appropriate.

Child Protection- basic procedures

(see policy)

The designated person for child protection at Walton & Lees Hill CE Primary School is the Designated Safeguarding Lead; Mrs Lynn Rooney. Mrs Fiona Stobbart is the Deputy Designated Safeguarding Lead.

Protect pupils Protect yourself If in doubt – ask

Always refer – never investigate

If marks, bruising, behaviour or hearsay leads you to suspect that a child is being abused then...

Tell Mrs Rooney as soon as possible

Do not ask the child about the situation yourself

Write down the facts of the situation as you experienced them and give a copy to Mrs Rooney.

Ensure you maintain confidentiality.

If a child makes a disclosure to you about physical abuse, sexual abuse or neglect then...

Never agree to keep secrets, even if the pupil is adamant

Listen carefully to the pupil

Do not interrogate the child

Use questions for clarification but avoid the use of closed or leading questions.

Once the child has finished speaking and is able to return to class you must contact Mrs Rooney without delay. If Mrs Rooney is not in school, contact via mobile phone.

Write down the facts of the situation as you experienced them and give a copy to Mrs Rooney (in her absence, the senior member of staff) Ensure you maintain confidentiality

If you suspect or receive information about any adult who may be abusing pupils then Notify Mrs Lynn Rooney or Mrs Fiona Stobbart, without delay.

Write down the facts as you know them and give a copy to Mrs Rooney.

Registers

Registers are completed on Scholar Pack and a paper copy is kept, in case of fire alarm being activated. It is the class teacher's responsibility to complete both the paper and electronic version of the register twice daily. Any issues should be reported to the office. Registers should be returned to the locked cupboard in the office at the end of the day.

Smoking

Our school and its premises are a no smoking area. Smoking or vaping is not permitted anywhere on site.

Snacks and lunch

Fruit is provided for all children daily. Children are encouraged to bring in a water bottle from home to fill in school.

School dinners are cooked on site. Menus are displayed on the school website. If adults require a lunch please give as much notice as possible, however, where possible an extra meal can be made.

Staffroom/office

Please keep the staffroom and offices tidy and welcoming. Confidential items must not be left out. Items in the office may be sensitive and therefore treated as strictly private and confidential to the head.

If the door is propped open or ajar then it is okay to enter; if the door is closed, please knock and wait, or come back later.

Please try to keep all areas of school clean, tidy and fit for purpose.

Toilet

The children should always tell a member of staff when they need to go to the toilet. The infant toilets are adjacent to the classroom. The junior toilets are next to the hall. If a junior child needs to use the toilet during lesson time they need to be reminded of what to do in an emergency. During lunchtime, if a child needs to use the toilet, they are to use the disabled toilet. A staff toilet is situated next to the junior boy's toilets.

Health and safety

Refer to Health and Safety Policy

We all have a duty of care to report, to the headteacher, any issues that cause concern, with regard to health and safety. This includes potential for accidents and near misses.

All accidents must be reported in the accident books. Adults and children have separate books (locked in the register cupboard); form P25 should be completed for injuries to adults. For children, a copy of the accident log must be sent home, all head injuries must be reported to the parent/carer verbally. Any injury where medical advice is suggested requires communication with county within 24 hours.

Letters/text messages from school

All letters from school should go on letter headed paper and must be shown to the head teacher before sending via e-mail. Please put a copy in the letters home file. Letters to individual families/children - a copy should be kept in the children's file.

Text messages/Facebook messages can be sent to individuals or groups - once again inform the headteacher before doing so.

Parking

Staff should park their car in the car-park whenever possible and visitors directed to do the same, leaving the road outside school clear for the school bus and parents dropping off.

Photocopying

When a ream of paper is opened, the entire contents should be used to fill the machine.

Please consider the most economical way of printing your material. The photocopier has an eco setting to save on toner. Please copy in black and white, wherever possible, as this is much cheaper than colour copies.

Please only use colour copies if they are going to be displayed or if the content requires colour. Only copy the number of copies that you need. However, if copies are left please consider using these for scrap/draft paper.

Digital images

Digital images of children must only be taken on school equipment or a mobile device with the Headteacher's permission. Images may only be shared on social media on the school's pages. Images may not be transferred to staff's own equipment or shared with a third party without consent from parents/carers. We have media consent forms for all children, some of whom DO NOT give consent.

Child Handling

Do not put yourself at risk of false accusations.

Physical injury

An injured child may need first aid/comforting in an appropriate manner.

If a child is injured take them to a first aider/alert a first aider. All permanent members of staff are first aid trained.

First aiders – if an injury is covered by clothes ask the child's permission to have a look, if the child refuses offer to contact parents/carers; unless serious injury is suspected.

Upset/distressed

If a child is upset or distressed offer comfort through words and physical reassurances, such as holding the child's hand or placing an arm around their shoulder.

Needing support to get changed

Hold clothes so that the child can put them on easily or help them to start putting on an item and let them finish, encourage them to be as independent as possible. Keep physical contact to a minimum.

Private conversations

A member of staff should not instigate private contact with a school pupil out of school hours, however well intentioned.

Clubs

These may be subject to change throughout the school year. Ask the Head Teacher for updates on these.

Collective Worship

(refer to Collective worship policy)

Children are encouraged to line up quietly before going into collective worship. We follow a half term Christian Value theme, using Roots and Fruits as a resource. Worship is planned half termly. The plan is circulated to staff and put on display in school.

Every lunchtime each child takes part in a prayer or a reading before they eat.

Confidentiality (refer also to policy)

Please make sure that you represent our school in a professional manner. Issues in school must not be discussed outside of school, especially within our small, close knit community. If you are asked to discuss school issues by a parent or other adult, outside of school you must remain professional and retain confidentiality; refer the parent to the head teacher, do not enter a discussion, and remind them of your professional duty to all children.

Diary

The main school calendar is on Scholarpack. All school events/meetings/visitors must be entered in the Calendar and please make relevant staff aware of diary entries which may affect them.

Displays and learning environments

High quality, vibrant displays are an excellent way to celebrate children's work and initiate ideas. Displays should be changed regularly. All Staff are responsible for changing displays in school.

Classrooms and learning resources should be organised to encourage a positive learning environment and help to encourage our children to be organised too.

Equipment and storage

Any school resources should only be taken out of school for school purposes, and must be cleared by the head teacher. Equipment travelling from school to home and back again, must be kept to a minimum.

The boiler room must not be used for storage, except for heavy clay or sand, which must be stored on the upper landing.

Locked cupboard in the loft is only to be used for Christmas decorations.

Please keep all other cupboards and draws tidy. Resources used by the children should be stored safely and labelled appropriately.

Resources needed for lessons should be ready and organised prior to the lesson.

At the end of the session morning/afternoon please ensure that teaching areas are ready for the next session and that surfaces are tidy/clear.

Fire/evacuation from school

All fire exits must be kept clear at all times.

School must be cleared of children and staff quietly and sensibly. Staff are encouraged to count the children as they leave so that all children can be accounted for as the building is evacuated. Children and staff are to leave school, by the nearest fire exit and make their way to the fire assembly point (just inside the beige gate). The teacher for each class needs to bring the paper register with them. Children are to line up in year groups and the register called.

The fire file (stored behind the brown door) and a phone/mobile should be taken outside if practicably safe to do so.

The fire marshall/head teacher/teacher in charge is to decide if the emergency services need to be called.

In the event of a real fire, the children will be taken to Lees Hill Green, as a place of safety. The member of staff who called the emergency services will wear a high-visibility jacket and remain outside school.

Entry into/exit from School

Before school

All staff members are key holders. Please keep keys safe at all times.

All visitors and volunteers are asked to enter school via the front door and sign in and out. They will be admitted in to school by a member of staff and escorted to the appropriate area.

Children enter school by 8.55am, using the external door to their classroom. After entry staff must ensure that all doors and gates are shut and or locked as appropriate.

Doors must not be left unlocked unless a member of staff is present. If the classrooms are left unattended; for example, at lunchtime, then the external doors must be locked to prevent anyone accessing school.

Late arrivals

If any child is not in school, it is the class teacher's responsibility to alert the office/the head teacher so that contact can be made with parents to ensure children's safety.

Visitors

All visitors should use the intercom. If known to school, the visitor should be admitted into the lobby, where they should sign in using our visitor book and be issued with a lanyard and admitted into school by a member of staff.

If the visitor is not known to school, they should give their names and state the purpose of their visit via the intercom. If appropriate, they should be admitted into the lobby and signed in by a member of staff, issued with a lanyard and escorted to the appropriate part of school.

ALL visitors must sign out, using their time of departure, in the visitor book and return their lanyard.

If an unwanted visitor arrives the hand-bell should be used to alert staff. Staff then may need to call 999.

Educational Visits

Trips are encouraged to add to the rich learning environment that we offer. They need to be planned in good time to allow for transport to be arranged, parental consent sought and risk assessments written and approved. All trips are the responsibility of the teacher leading the visit, although advice and help can be given by other members of staff, including the EVC (Mrs Stobbart / Mrs Rooney).

All visits must go through EVOLVE prior to the trip taking place.

Please ensure that you carry a fully charged mobile phone when on an educational visit and that other staff members are pre-programmed. Any adult volunteers on a visit, need to complete ICE details on a prepared template. These will be shredded after each visit.

End of the day

The last person to leave school must do a final check that all windows and doors are closed properly/locked. There are 6 external doors. Check that the heating is set appropriately for the next day and that all computers and the photocopier are switched off. Set the alarm, close the internal door from the junior class and make sure that the external door is locked.

Home-time arrangements

Any changes to regular arrangements should be written on the whiteboard in the staffroom and communicated to the relevant class teacher.

Parents/carers may only change arrangements for their own children; if a parent/carer says they are picking up someone else's child, this must be confirmed by that child's parent/carer.

After a prayer, children leave the premises via their external classroom door led by a member of staff.

Hot drinks

Staff must use safety cups where children are present. Staff on duty at playtimes may take a covered drink outside.