



**PensMeadowSchool**

*Living, Growing, Learning*

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# STAFF CODE OF CONDUCT

To be read in conjunction with the latest version of 'Guidance for safer working practice for those working with children and young people in education settings'

Reviewed and issued January 2026

## Expectations

All staff working at Pens Meadow **must** comply with the expectations of this Code of Conduct.

Any adults employed, or undertaking voluntary or student placement at school **must follow all policies and procedures including all Risk Assessments.**

Policies are stored on TEAMS and a hard copy can be found in the head teachers office. You are welcome to view any such policy.

By working at Pens Meadow, you undertake to follow all policies and procedures of the school, including risk assessments.

It is your responsibility to ensure you attend all mandatory training and any additional training which has been identified as relevant.

It is your responsibility to ensure you understand school procedures.

You must seek clarity or further support and training if you are unsure. If you have any queries or concerns, it is your responsibility to raise this with the appropriate person as soon as possible.

Policies and procedures change and develop over time. It is essential that you are familiar with current procedures.

Failure to act in accordance with current Pens Meadow policies and procedures could result in disciplinary action being taken.

At Pens Meadow we recognise that mistakes can be made and sometimes we fall short of expectations.

By working at Pens Meadow, we accept we are each responsible for our own actions. This includes acknowledging when mistakes are made, taking responsibility for these mistakes, and fully participating in any remedial actions to ensure mistakes are not repeated.

## Content

<b>EXPECTATIONS.....</b>	<b>1</b>
<b>CONTENT .....</b>	<b>2</b>
<b>MANDATORY TRAINING .....</b>	<b>3</b>
<b>REQUIRED READING.....</b>	<b>3</b>
<b>COMPLIANCE DOCUMENTS .....</b>	<b>4</b>
<b>CONTACT DETAILS.....</b>	<b>5</b>
<b>ABOUT OUR SCHOOL.....</b>	<b>6</b>
<b>PENS MEADOW CODE OF CONDUCT .....</b>	<b>7</b>
<b>SAFEGUARDING .....</b>	<b>8</b>
<b>GENERAL HOUSEKEEPING.....</b>	<b>10</b>
<b>OUR PROVISION.....</b>	<b>16</b>
<b>STAFF COMMUNICATION .....</b>	<b>20</b>
<b>PUPIL DISCUSSIONS PROGRESS AND ACHIEVEMENT.....</b>	<b>23</b>
<b>SCHOOL RESOURCES .....</b>	<b>24</b>
<b>CPD AND APPRAISAL .....</b>	<b>25</b>
<b>ADDITIONAL NOTES FOR STUDENTS AND VOLUNTEERS.....</b>	<b>26</b>

## **Mandatory Training**

There is a programme of training delivered both through induction and annually. Attendance is mandatory. If training falls outside normal shift patterns staff will be paid to attend.

Training includes: For all staff:

Safeguarding

For staff who have regular contact with children:

Safer People Moving and Handling

Behaviour for Life and Learning

Managing Medical Conditions

Asthma, Anaphylaxis, Epilepsy, Dysphagia

Curriculum

Provision

Phonics

Kinetic Letters

Evidence for Learning

There may be additional training dependent on role e.g.

Food Hygiene

First Aid

## **Required Reading**

Safeguarding Policy

Whistleblowing Policy

Keeping Children Safe in Education Sept 2025—Part 1 plus Annex A

Behaviour for Life and Learning Policy

Managing Medical Conditions in School

Intimate Care Policy

Curriculum Policy

Provision Policy

Educational Visits Policy

Online Safety / Social Media Policy

Risk Assessments

Fire Evacuation Procedure  
Absence Management Procedures  
Course Attendance/Leave Request Form  
Staff Emergency Details Update Form  
Code of Conduct  
Roles and Responsibilities  
Managing Allegations Against Staff or Volunteers

### **Compliance Documents**

Declaration of Business Interests  
Staff Acceptable User Agreement;  
Rules for Responsible Internet Use  
Safer Working Practice Declaration Form

## Contact Details

Pens Meadow School, Tiled House Lane, Pensnett, Brierley Hill, DY5 4LN

**Tel:** 01384 987222

**Website:** <http://www.pens-meadow.dudley.sch.uk/>

**Email:** [info@pens-meadow.dudley.sch.uk](mailto:info@pens-meadow.dudley.sch.uk)

**Head teacher:** Mrs Marie Hunter

**Deputy Headteacher:** Mr Michal Pawlowicz

**School Business Manager:** Mrs Alison Austin

**Assistant Head teacher:** Mrs Tania Timmins

**Assistant Headteacher:** Mrs Esther Richmond

All staff employed at Pens Meadow and any adults undertaking voluntary placement at school **must comply with all school policies and procedures.**

Failure to act in accordance with Pens Meadow policies and procedures could result in disciplinary action being taken.

**Pre 16 School Day for pupils: 8.45—3.00**

**Post 16 School Day for pupils: 9.00—3.15**

## About Our School

Pens Meadow is a Special School which caters for up to 140 pupils from the ages of four to nineteen. All pupils have an Education Health Care plan with a primary need of cognition and learning and significant needs in at least two of the areas of communication and social interaction, social and emotional health and physical and sensory needs. Many pupils also have autism and the school is organised in a way which enables staff to meet the needs of pupils effectively. Pens Meadow moved from a dual site provision to one location in December 2025. The Pre 16 and Post 16 buildings are separate and staff can be directed to work in any area of school. We have a school nursery for up to 15 3-4 year old pupils; Mini Meadow. Pupils are placed at nursery separately, it does not give automatic continuation into school, but staff follow all policies and procedures of the main school, in addition to specified nursery regulations.

### Our Mission, Vision and Values

We aim to work in partnership with all our stakeholders to create an environment where pupils with complex needs are supported to achieve their full potential. We enable our pupils to be active participants in school, at home and in the wider community.

Our success is demonstrated by the results of our Living, Growing, Learning ethos that relates to all pupils and staff.

#### *Living*

Our encouragement will stimulate full engagement in school life

We will ensure that partnerships with all stakeholders help us to achieve our goals

#### *Growing*

We will develop confident and valued members of our community

Our pastoral care, guidance and support will be recognised as outstanding

#### *Learning*

We will deliver personalised provision for all our learners within a total communication environment

All our pupils and staff will have high expectations for themselves and others

### Code of Conduct

I will always try my best...

To understand that everyone is different but we are all equal

To communicate in my own way and have my choices valued

To control my actions

To look after my school and take pride in my community

To work hard and allow others to do the same

To take time to listen and understand

## Pens Meadow Code of Conduct

At Pens Meadow we work hard to ensure that all of our pupils have the opportunity to learn in a positive environment. This includes encouraging all our young people to follow our school code of conduct, which applies to pupils and adults alike.

**All staff** are required to act in accordance with our school mission vision and values.

This means that at Pens Meadow, we expect all staff to work in a professional manner, placing the pupils' best interests, dignity and wellbeing at the centre of the work we do.

Staff should ensure that all information regarding pupils' and their families is treated in a confidential manner and not discussed openly in classrooms and corridors.

No conversations or actions should take place that could be interpreted as unprofessional, or which could cause offence to others.

If **any member of staff** observes, or hears anything which they believe falls short of professional standards, it is your responsibility, wherever possible, to challenge this directly.

If direct challenge is not appropriate immediately, it is your responsibility to follow this up as soon as possible after the event. If you wish to, please seek advice or support from a senior member of staff. In most instances, situations can be resolved informally, between the concerned staff, with support if required.

We will follow appropriate school policies and procedures, if this approach does not resolve issues.

It is everyone's responsibility to make the headteacher aware if an adult working in or on behalf of the school may:

- Have behaved in a way that has harmed a child, or may have harmed a child and / or
- Possibly committed a criminal offence against, or related to a child and / or
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children and / or
- Behaved in a way that indicates they may not be suitable to work with children.

In these situations, the Headteacher will contact LADO in line with the Safeguarding Policy.

The Safeguarding Policy outlines actions that may be taken in such a situation, based on statutory guidance from Keeping Children Safe in Education (latest version). This enables the school to maintain the culture of openness, trust and transparency, keeping our pupils and students' safety and wellbeing a paramount consideration.

## Safeguarding

Safeguarding is the responsibility of everyone who comes into contact with pupils at Pens Meadow School. Staff are particularly well placed to observe outward signs of abuse, changes in children's behaviour or their failure to develop. We need, therefore, to be alert to the possibility of abuse occurring, aware of the procedures to be followed and have the confidence to follow those procedures.

Should you have any concerns about the pupils that you are working with then please see the schools Designated Lead Person for Safeguarding

**At Pens Meadow the Designated Lead Person is Michal Pawlowicz.**

**The Deputy DSL's are Marie Hunter, Alison Austin and Esther Richmond.**

**The nominated governor is Paul Leyshon.**

All contracted staff will receive regular Safeguarding updates.

Please refer to the schools Safeguarding policy for more information.

## Pupil Medication and Illness

Many of the pupils at Pens Meadow School have complex medical needs. These pupils are supported by our School Nursing team. We also employ staff with responsibility for meeting health needs in classes where this is needed. All pupils have a Health Care Plan and staff must ensure that they are familiar with the details contained within these. Please refer to the 'Administration of Medication' policy for more information. There are specific guidelines for managing medication which must be followed.

## Intimate Care

All pupils have an intimate care plan.

Pupils are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes, bathing or undertaking any form of personal care. There are occasions where there will be need for an appropriate level of supervision in order to safeguard pupils and/or satisfy health and safety considerations, for example when hoisting or showering. This supervision should be appropriate to the needs and age of the pupil concerned and sensitive to the potential for embarrassment. **Intimate care routines should only be carried out by persons in paid employment.**

### Confidentiality and Safeguarding

Pens Meadow School is committed to safeguarding and promoting the welfare of all pupils both within the school environment and outside.

### Confidentiality and Data Protection

In order to undertake responsibilities effectively staff will have access to confidential information about pupils. In some circumstances staff may be given highly sensitive or private information about pupils or their families. This must never be used casually in conversation or shared with any person other than on a need-to-know basis. If a member of staff is in any doubt about whether to share information or keep it confidential they should seek guidance from a senior member of staff immediately.

### Photography and Videoing

Photographs and videos play a very beneficial part in school and enable classes to record achievement and demonstrate progress. Pens Meadow School always requests permission from parents and a database is kept highlighting pupils for whom we do not have such permissions. Please ensure you are aware of the pupils within the class who are not allowed to have photographs or videos taken. Any such photographs or videos **must not** be used for personal purposes. **Under no circumstances must personal mobile telephones be used to take photographs or videos. Photographs must be downloaded from school cameras/iPads daily and then deleted from the device.**

### Personal Mobile Telephones

Pens Meadow is a mobile technology free zone. Personal mobile telephones must not be used by staff or visitors in classrooms or areas within school accessed by pupils. They must only be used during designated break/lunch times.

### Social Media/Networking

All staff should ensure that the use of social networking:

Does not bring the school into disrepute

Does not bring the teacher into disrepute

Does not expose the school to legal liability

Reflects 'safer Internet' practices

Minimises risks associated with the personal use of social media

Reflects the school's standard of behaviour and staff code of conduct

*Please refer to the schools Online Safety/Social Media Policy for more information.*

## General Housekeeping

### Timekeeping

All staff are contracted to shift patterns. You must arrive, sign in and be in your designated place ready to begin your shift promptly. Timetabled sessions and scheduled events must take place in accordance with times stated. You should not leave your post until after your shift has finished, before signing out.

### Breaks

All staff receive rest breaks in accordance with their shift pattern. These will be decided by the member of staff leading the session and are determined by pupil timetables. Drink making facilities are available in the staffroom for you to access. Staff are expected to support pupils break/lunchtime at all other times. Please ensure that you return from your break within the scheduled time as this can affect other colleagues break time and pupils' learning time.

### Parking

Pens Meadow School has its own car park (down below Sports Hall) with adequate space for all staff. Please keep clear of school minibuses and any double yellow lines. Please do not park in the visitor car park at the front of the school site.

### Smoking

Both school sites are Smoke Free. Smoking is only allowed on unpaid breaks. Anyone wishing to smoke on their unpaid break will need to leave the premises and site completely, removing their staff lanyard. Please be aware of the impression that may be given to visitors.

**Please dispose of all waste material appropriately.**

School work experience students **are not** permitted to smoke during their placement at either site.

### Weekly Meetings

Several weekly meetings are held before pupils arrive. Please arrive promptly to each meeting and remember that any dialogue should be conducted in a professional manner. Staff should not interrupt a meeting once it has started, unless in the case of an emergency. More details can be found in the 'Pupil Discussions' section of this handbook.

## Dress Code

Please ensure that you are dressed appropriately for the role that you are going to play within school. Smart, casual wear is most appropriate and sportswear during PE sessions. The following are **not** suitable and should not be worn: denim of any colour or fabric resembling denim including jeggings, ripped items, those with large slogans or spaghetti strap/low cut tops/dresses

Closed toe shoes **must** be worn. Due to the nature of our pupils, non-slip shoes are recommended. Crocs are not approved footwear.

Jewellery should be kept to a minimum and should be removed during any personal care routines. Tattoos should be covered where possible. Fingernails should be neatly trimmed to avoid risk of injury. Long hair should be tied back when on shift.

You may be required to support during a swimming session so please bring your kit daily.

It is not appropriate to be chewing gum whilst on shift.

### Allergies and Anaphylaxis

A number of pupils and staff have allergies which may require the use of antihistamine or an auto adrenaline injector (epi – pen) if they are exposed to allergens. For pupils, known allergies are detailed on their clipboard information. For this reason all staff and pupils are asked to refrain from bringing nuts or products containing nuts into school. This includes products used in skin or haircare containing, for example, almond oil or coconut oil.

### Signing in and out Procedures

Please sign in and out of school on arrival and departure. The signing in book can be found in reception at both sites. Permanent staff, and supply staff need to sign the sheets on the entrance hatch. This forms part of our fire safety procedure and must be adhered to at all times. Sheets are monitored regularly by SLT.

Staff must wear a **green** identification lanyard, students and volunteers a **blue** lanyard. Parent/ Carers, governors and visitors are provided with a **red** lanyard which must be worn.

### DBS/Emergency Contacts

On your first day at Pens Meadow please ensure that you have your DBS certificate, photographic identification and relevant paperwork checked by the office staff. As part of schools safeguarding procedures, you will also be asked to complete a Self-Suitability declaration form.

Please have next of kin and emergency contact details available at this time. **All of this information will be kept in the strictest of confidence**

## Absence Procedure

Permanent staff are issued with a memo detailing the absence procedure, and a card with the QR code on.

All employees of the school are required to report their absence by submitting an Absence/Return to Work reporting form before 7:30am on the first day of the absence, and by 3pm on each subsequent day of the absence; to either inform us about your return to work or your continuing absence.

If an employee has a Fit to Work note, they only need to complete this form on the first and last day of their absence.

The details of your absence will **only be shared only with Senior Leadership Team** to allow appropriate recording of your absence and determine if your absence will be paid or unpaid, in line with school policy.

This form can be accessed via link: <https://forms.office.com/r/HnvnJtFuJJ> or by scanning the QR Code on their mobile device.



All other staff should notify their agency or college provider and where appropriate Pens Meadow School **after 8am on 01384 987222**.

## School Security

Entrance in and out of school is carefully controlled and monitored. All staff and visitors are required to sign in and out. No one should be on site without permission and staff should be aware of unidentified people around the school and be prepared to challenge them or report their presence to a member of the SLT. Please ensure all outside gates are closed behind you. All staff are issued with an access fob which should be worn at all times whilst on site. If the fob is lost, this must be reported to SLT immediately. There will be a charge for replacement

## Pupil Transport Routines

Each class should identify staff who should be in position to receive children from transport escorts or parents at the beginning of the day. Staff should also be ready promptly at the end of the day to support transport routines. Interactions with transport and parents should be kept to a minimum at arrival and departure times; if conversations need to be held, the parents should be asked to park and wait until this can happen or make a different

arrangement. Staff are responsible for checking that transport staff are wearing hi vis vests when out of the vehicle and have a correct, in date, ID badge displayed. If this is not the case, this must be brought to the attention of the transport coordinator immediately. Staff are responsible for ensuring all pupils are secured onto the vehicle. If transport request a signature from staff this must be provided after all pupils are safely secured onto the vehicle, by the staff member who has observed this. Signatures must not be provided for any other times.

### School Closure

In the event of school closure, Pens Meadow School will place the information on the school website and facebook.

### Working Hours

Pre 16 staff working hours for staff on 32.5 hours or regular agency contract are:

Monday, Wednesday, Thursday, Friday 8.30—3.15

Tuesday CPD meeting 8.30—4.15

Post 16 staff working hours for staff on 32.5 hours or regular agency contract are:

Monday, Wednesday, Thursday, Friday 8.45—3.30

Tuesday CPD meeting 8.45—4.30

Attendance at Parent's evening is required and included in the time allocations.

Staff with additional hours contracts, work these hours plus their additional time as agreed by SLT

**Agency staff must work the times detailed above.**

**Regular agency staff must attend staff meetings.**

### Admin Office Requests

Any requests for keys, walkie talkies and other such items should be made outside of teaching time wherever possible and kept to a minimum. The admin team have morning deadlines to adhere to. For all other requests you would like admin to action, please email the info mailbox giving as much notice as possible.

### Telephones

There are various telephones around school for you to use to contact parents and carers, not just the telephones in each admin office. You will find one in every office and the medical rooms at both sites. In addition, there is a telephone in the staff room, meeting room and food tech room at Post 16.

### Living, Growing, Learning Certificates

These need to be emailed to the office in accordance with your allocated time. Please ensure you have a monitoring system to ensure every child in your class is getting recognition over time, not the same one's repeatedly every week.

### Emergency Contact Details

It is your responsibility to ensure the information we have on record is up to date in case of an emergency. Please let Alison and the admin office know of any changes to your personal details. Admin will update Arbor and Alison will update PIMS. If you change your details yourself on ESS, this doesn't automatically change them in PIMS or Arbot.

### ICT Requests and Reporting Faults / Order Requests

Please ask office staff about procedures. This should be used to report any ICT/maintenance/site issues.

### Janitorial and Stationery Requests

Please request these on the relevant clipboards around school. Please do not use the stationery clipboard to request items to order. This is for items in stock only.

### Minibus Booking

This is on display on the transport boards.

The info mailbox is [info@pens-meadow.dudley.sch.uk](mailto:info@pens-meadow.dudley.sch.uk)

## Class Overview

Pens Meadow is organised in the following way:

**Mini Meadow:** Nursery 1, Nursery 2

**Lower School:**

Green Class, Pink Class Reception – Year 2 Early Development Pathway

Orange Class Year 2– Year 4 Engagement Pathway

Purple Class Year 3 – Year 6 Engagement Pathway

Rainbow Class Year 3 —Year 6 Holistic Pathway

Copper Class Year 1 – Year 6 Engagement Pathway

**Upper School:**

Lime Class Year 4 – Year 6 Sensory / Semi Formal Pathway

Lilac Class Year 7 – Year 8 Sensory Pathway

Red Class Year 7 – Year 9 Engagement Pathway

Blue Class Year 7—Year 8 Semi Formal Pathway

Yellow Class Year 8—Year 10 Semi Formal Pathway

**Post 16:**

Oak, Elm, Maple, Birch Year 9 – Year 14 Mixed Pathways

It is important that all members of staff familiarise themselves with the class timetables and rotas for that day. It is also a requirement that you see the lesson planning to ensure that you are clear about the learning objectives; outcomes for pupils; and what will be expected.

### Pupil Overview

All pupils at Pens Meadow School have a clipboard containing personal information. This includes an '**All About Me**' document. This contains information regarding communication, mobility, medical needs, sensory issues, eating and drinking issues and at times, behaviour. All staff must be familiar with this and use it to inform their practice.

Where additional behaviour support is needed, pupils will also have **Behaviour Support Strategies (BSS)**. A BSS will clearly document potential triggers for behaviour and the expected response from staff. At Pens Meadow we do not use physical restraint to support behaviour. Seclusion is used in agreement with parents and supporting agencies and only when a pupil's behaviour represents **a risk of significant harm**. This is clearly documented on the BSS and all time spent in seclusion is detailed and shared with SLT and parents.

**You must ensure that you read these documents thoroughly and ask any questions about aspects that you are unsure of.**

## Our Provision

Pens Meadow School offers a broad, relevant and motivating provision for all our pupils. The outcomes from Education, Health and Care Plans (EHCP) lie at the heart of everything we do. Our clear curriculum vision, which focuses on mental health wellbeing, complements the holistic development for all pupils.

As our pupils function developmentally from the very earliest stages to aspects of Entry Level 1, their learning is personalised to prepare them to become as independent as they possibly can be.

Each pupil at Pens Meadow School has an Individual Education Plan (IEP). Targets are set and reviewed every term to monitor pupils' progress towards their EHCP outcomes. The curriculum is tailored to educational needs, and is a research based conceptualised curriculum. Comprehensive curriculum documentation is provided for all staff and regular training is delivered

Emphasis is placed upon the development of social and communication needs through our Total Communication approach.

A sequenced and contextualised curriculum allows pupils to develop core skills in English and Maths. A great emphasis is placed on development of phonics skills and reading, including reading for pleasure. Computing skills play an integral role in this. Each pupil has opportunities to put learning into contextualised practice.

Our provision is enhanced by regular and tailored educational visits, classroom visitors and whole school assemblies.

Pupils' progress and attainment are assessed regularly and routinely to ensure rigour and challenge. External Accreditation is used where appropriate.

Students accessing the Post 16 provision at Pens Meadow School begin their journey with us with varied educational backgrounds. Some students will have started their school life at Pens Meadow, whilst others will be joining us from other local providers.

The majority of students at Post 16 work at pre-entry and entry levels on arrival and our aim during the time students spend with us is to equip them with the skills and experiences they need in preparation for the next stage in their adult life.

This provision consists of three days of core skills development and two focusing on preparation for work as well as leisure opportunities. This provides them with access to work experience and taking part in innovative challenges.

The provision at Pens Meadow School prepares all learners in every stage to become independent citizens.

## Communication, Interaction and Learning

The development of communication skills for all learners at Pens Meadow is an integral part of the curriculum. The school operates a 'Total Communication' environment and this incorporates a range of communication strategies.

**All staff must wear their communication lanyard at all times.** Where this is not practical at certain times, please discuss alternatives with one of our communication HLTA's.

Adults working with pupils should be aware of the pupils preferred method of communication, ensure that it is accessible and that regular opportunities are provided for pupils to communicate and interact.

Many of our pupils benefit from the use of simple, clear language and extra processing time. Be patient and give them sufficient time to complete a task. Please do not complete pupils work for them but support them in accessing their own learning.

## Educational Visits

At Pens Meadow we value the contribution that educational visits can make to a pupils learning experience. All classes take part in regular community access visits. This gives pupils the opportunity to develop their social and communication skills in a variety of settings. Pupils also take part in curriculum visits alongside other visits such as soft play and swimming.

When planning a visit staff must ensure that they address the following:

- Parental permission should be gained for any non-community visits
- Staff involved with the visit must adhere to the guidance in the Educational Visits Policy
- A generic class community visit risk assessment is completed at the beginning of each academic year by the teacher responsible for the group. Any additional visits need a separate risk assessment. These are completed through the online 'evolve' system
- A 'visit out risk assessment' form needs to be completed for each visit. Staff should ensure that they have adequate capacity on allocated transport and adequate staffing to meet safety requirements. All forms need to be signed by all staff undertaking the visit and countersigned by a member of SLT. This must then be pinned to the board in / by the office.
- Each minibus is allocated a school mobile phone and parking pass. Staff must ensure that they collect these and return them at the end of the visit. The driver must sign for these and ensure they are returned to the office.

## Risk Assessments

Risk assessments enable members of staff to make a judgement of the associated risks attached to pupils, environments and activities. No activity is free from risk, be it risk of injury or risk of financial loss. The process of assessing risks aims to reduce these risks as far as reasonably practicable. It is prudent to produce risk assessments collaboratively, so that a checking process is in place. Once a risk assessment has been carried out, staff must read, understand and follow it before carrying out an activity or accessing a location. This is part of their duty of care.

At Pens Meadow School various types of risk assessment are carried out and monitored. All classes have a risk assessment folder containing these documents.

### *School based risk assessments*

Pens Meadow has three main categories of school-based risk assessments, pupil specific, behaviour specific and location specific. Pupil specific risk assessments are completed for pupils based on individual needs, e.g. moving and handling, visually or hearing impaired, and ASD. Behaviour specific relate to potential challenging behaviours that pose a risk of injury to self or others. Location specific relate to the different areas and environments around school.

### *Evolve*

This provides a simple risk assessment framework, for all who wish to teach outside of the classroom environment. This tool is used in conjunction with IEP and BSS assessments for individual students.

No visit is undertaken without completing a specific risk assessment.

### *Safer People Moving and Handling*

In order to minimise the risk when moving and handling pupils, Pens Meadow School trains and follows the principles of 'ROSPA Safer People Moving and Handling'. This includes the safe lifting of pupils and the use of hoists. Staff must ensure that they are dressed appropriately for when carrying out any moving and handling duties including appropriate footwear.

## Staff Communication

### Morning Briefing

Briefing is held at 8.30am at Pre 16 and 8.45am at Post 16 on a Monday and Friday morning in the dining hall. Staff who are unable to attend briefing must read the briefing notes at the earliest possible opportunity and sign to say they have been read. These are stored in the staffroom and on TEAMS. Staff may access the school diary at any other time. This can be found in reception.

### Email

Information is often sent via school email. Please check your school email account frequently.

### Communication with Parents

All pupils have a nominated keyworker. This is a member of the class team and is the person responsible for maintaining contact with parents and other agencies.

### Face to Face

We consider links with parents to be a vital part of the work that we do at Pens Meadow. We operate an open-door policy, and this is supported by our Family Outreach Team. Any face-to-face conversations are recorded on CPOMS.

### Home to School Diaries

All pupils have a home to school diary. These will be completed by class staff in accordance with guidance. We encourage parents to communicate regularly through the diary.

### Telephone Conversations

At times, staff may choose to telephone parents to discuss particular issues or concerns. Likewise, parents may choose to telephone school. Any telephone conversation must be recorded on CPOMS.

## CPOMS – Good Practice Guide

The school uses CPOMS to maintain an appropriate record of important information, communication with families and other professionals as well as to record safeguarding concerns relating to our pupils only. Any concerns about staff members or their actions must be reported in accordance with relevant school policies and Core SLT will maintain a record of these, should it be necessary.

All contracted staff as well as regular, long term supply staff, have the access required to record a CPOMS incident and receive notifications via email, when this is appropriate. Supply staff or volunteers are able to record an incident using an iPad available in a school's reception.

Every contracted staff member will receive training on how to use CPOMS during their safeguarding induction. Below is a reminder of expectations.

### What do we record?

- Communication Log – conversations with, or messages sent to, or received from, parents. Records need to be kept to ensure a full picture is held and all involved agencies are provided with appropriate information.
- Background Information – information about the child's environment or change in circumstances
- Home Issues – information about child's home situation, family issues that should be shared with other staff
- Medical Issues – any information that relates to child's health must be shared with medical staff
- Physiotherapy - any information related to the physical needs of a pupil that require physiotherapy input.
- Safeguarding – following discussion with DSL, factual record of the concerns

You should tick all categories that apply to the specific incident.

When recording an incident, you must complete the action you have taken.

### How do we record information?

- Be factual - use child's or other person's language if necessary
- Be brief
- Check spelling
- Within the record please only use the first name of the individual child that you make a record for, if there are other children or adults involved, please use their initials
- Once you have finished typing double check that there are no mistakes and nothing within the record could be misinterpreted
- Make sure that what you have written, is exactly what you needed to record.
- **ALWAYS speak to DSL before recording any safeguarding concerns**

Who should we inform (tag) about incidents?

CPOMS allows you to notify members of staff about the incident you are recording. You should only alert members of staff on a need-to-know basis. In addition to this:

- Headteacher and Deputy Headteacher receive notification of all incidents
- Designated Safeguarding Leads are notified about Safeguarding Issues
- Nurses are notified about Medical Issues

If you have any questions about CPOMS please contact the Deputy Headteacher and he will be happy to help

## Pupil Discussions Progress and Achievement

### Parents Evening

Parents have the opportunity to meet formally with their child's teacher and class team twice per academic year. These meetings are run in Autumn and Spring Terms.

### Annual Reviews / Reviews of EHCPs

Annual reviews are held once per academic year. During the review, the appropriateness of the current provision and placement will be discussed. The class teacher (or keyworker) will highlight particular targets and discuss any behaviour strategies employed. Parents and other professionals involved will be invited to contribute a report and /or make comment.

### Team Around the Child (TAC) / Behaviour for Life and Learning Meetings

TAC / BfLL meetings are held weekly for each phase. These meetings give class teams the opportunity to share any information or concerns they have about particular pupils and to devise strategies to overcome them. They are chaired by Family Support or another Senior Leader. Pupil Clipboards and TAC / BfLL Folders must be brought to these meetings. Staff should attend these meetings on a rota basis

### Personal Education Plan (PEP)

All Children Looked After (CLA) who attend Pens Meadow have a Personal Education Plan. These are reviewed termly.

### Individual Education Plans (IEP's)

IEP targets are set for each pupil within school. These targets address a pupils 'barriers to learning' and offer strategies on how class teams can support a pupil in overcoming them. They are derived from EHCP outcomes and are set and reviewed termly, or when achieved if this is sooner.

### Annual Reports

All pupils receive an annual school report in the summer term. This report documents a pupils experience and progress within each area of learning including progress towards EHCP outcomes.

## School Resources

### Stationery

Please follow the system as explained by the admin team

Please note that staff are not permitted to purchase any products that fall under COSHH rules. These must be ordered centrally to ensure Material Safety Data Sheet is appropriately recorded.

All other purchases must be requested on an online form. It can be found on TEAMS/Staff/General.

### Photocopier

A photocopier is available for use and is stored opposite reception at Pre 16 and in the resource room at Post 16. All permanent members of staff will be given photocopier access.

### Curriculum and Provision Resources

A variety of subject specific and curriculum resources are stored around both sites. It is important you familiarise yourselves with the location and contents of these rooms

### Staff Acceptable User Agreement

At Pens Meadow we value the contribution that ICT, the internet and technological devices can make to a pupils' learning. We trust that staff will use the ICT facilities sensibly, professionally, lawfully, consistent with their duties, with respect for their colleagues and in accordance with the 'Online Safety' policy.

## CPD and Appraisal

Pens Meadow School fully recognises the challenges of working in special education and looks to support staff in equipping them with the relevant skills to meet the needs of pupils within school.

Whole school staff meetings are held on a Tuesday evening from 3.15pm until 4.15pm at Pre 16 and 3.30pm until 4.30pm at Post 16. A comprehensive programme of training is scheduled to address school development and pupil priorities.

Regular agency staff are required to attend staff meetings and additional training as identified.

Pens Meadow also has a number of in-house trainers in areas including curriculum subjects communication, moving and handling and behaviour support.

All staff take part in the performance management cycle and targets are set based on personal development and whole school improvement priorities.

If you have any concerns, or are unsure about anything relating to your job description, roles or responsibilities within school it is essential you address these immediately.

Once a concern, or training need has been identified, by you, or your manager, it is your responsibility to engage fully with any support or training offered.

## Additional Notes for Students and Volunteers

Thank you for volunteering your time and enthusiasm to Pens Meadow School and its children and staff. Volunteers and students have a very important role to play in bringing a range of skills and experience that can enhance and promote the learning opportunities that we offer to our pupils.

As part of your induction into school you will have been given a copy of several documents including the schools Safeguarding policy. Please ensure that you fully understand and follow the information given, alongside the 'dos and don'ts' list below.

It is important for pupils to see all adults in school as positive role models.

You are not expected to make judgments or comments about pupils' abilities or behaviour. Any personal questions or queries should be made directly to a member of the school's teaching staff or SLT.

Your help will bring you into close contact with staff and pupils. Much of what you see in school is confidential, so please do not talk about things outside of school.

Please **do not** pick up our pupils or attempt to support behaviour challenges. All school staff are trained in Safer People Moving and Handling and Behaviour for Life and Learning support.

Students and volunteers are **not** allowed to support Pens Meadow pupils with personal hygiene routines.

All personal belongings (bags, valuables and medications) **must** be locked away securely (a member of staff will help you with this).

Mobile phones, personal cameras and recording devices **must** be locked away, out of the reach of children during school hours and **must never be** used to take photographs of pupils, whether in school or out on a school trip or other event.

If you require the completion of any documentation by school staff, please give it to us **before** the end of your placement.

As a matter of courtesy please share any diary or other recorded information with class staff. This will ensure that all information is accurate.

Please ask us if you are unsure about anything or require further information.

We hope that you enjoy your time at Pens Meadow School.