



Charlton Park Academy

Staff Handbook



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Welcome to Charlton Park Academy

Charlton Park Academy is a Special Academy for students with complex, low incidence special educational needs. We are a well-established and very experienced local provider of quality specialised education provision and cater for young people with complex conditions.

We originated as part of the Open Air School movement in the early 1900's, designed to support young people with medical difficulties whilst growing up in London. We have taken an important part in the successful development of many young people, families and staff over the years. We continuously aim for higher standards of education and care for our young people. We aim to improve our support for families, in this era of austerity; as well as working together with our extended community so we can achieve greater outcomes.

Charlton Park Academy has a residential provision on site, Rainbow House, which provides accommodation and care for up to ten special needs young people aged 11-19. It operates Monday to Friday during term time only.

We have friendly and experienced staff who are familiar with working with a wide range of young people with special educational needs - most of our staff have specialist qualifications and experience. We train and mentor all our staff continuously to improve upon our standards of provision.

We are still developing our excellent facilities and together with families and partnerships, we have achieved some fabulous outcomes for our young people and many return to share their news and successes. We want to support now and in the future, all our young people, parents/carers to develop and transform their lives and assist them in becoming happy and fulfilled both as adults and citizens and who are able to pursue their interests and dreams.

Who's Who

Principal and DSL: Mark Dale-Emberton

Senior Vice Principal, Head of School and DSL: Niall Fallon

Assistant Principal (KS3) and SENCO: Rachel Dunlop

Assistant Principal (KS4): Deb Collard

Assistant Principal (KS5): Jo Zarb

Chair of Governors and Safeguarding Governor: Graham Harknett

Vice Chair of Governors: Lynda Hage

School Counsellor, Parent Liaison Officer and DSL: Sara Johnson

A – Z of information

Admissions

Admissions to CPA are for pupils with EHCPs which must state that levels of attainment on entry are in line with low incident special needs. Attainment levels must be at pre-national levels of attainment at Year 6 (P1-P8) for priority placement and in that order.

Accident Reporting and Recording

All staff must be aware of RIDDOR – reporting of injuries, diseases and dangerous occurrences regulations. All accidents involving students, staff or visitors should be reported on Behaviour Watch – an online reporting system. The Accident policy is stored in Sharepoint.

In Rainbow House, please report to the Head of Care initially, and then complete a report on Behaviour Watch.

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, visitor or student is incapacitated, this must be reported to school management immediately.

Staff must not consume alcohol or be under the influence of alcohol or drugs whilst responsible for our children and young people. No student, staff or visitor may smoke within the academy grounds or buildings.

Go to Sharepoint to read the complete Substance Misuse Policy.

Art Enrichment

Art Enrichment is an opportunity for self-expression without the need for verbal communication. We make two-dimensional and three-dimensional artwork, using a range of materials such as clay, paints, polystyrene, sand and cardboard.

The sessions allow time for each student to explore these materials and to discover creative ways of interacting with their sensory qualities. Sometimes this leads to a finished artwork like a sculpture or painting and at other times the creativity takes place in the exploratory process itself.

Behaviour Management and Positive Physical Interventions

Where a student has behaviour that challenges a Positive Behaviour Support Plan will be written. This uses functional analysis to identify the reasons and functions of the behaviour. Strategies to support the students, including any positive physical intervention are recorded in this document. It is the responsibility of the teacher to keep this up to date and all staff working with the students need to read and sign that it has been read.

Charlton Park Academy uses an online system called Behaviour Watch as a means of recording and monitoring students' behaviours. All staff have a log in and we have a team of trained support staff to assist with supporting staff training and development. It is unlikely that students attending our residential provision would have behaviour plans or risk assessments in place, but staff will be informed on The Approach Method which is used to support students in school with behavioural difficulties.

Avoidance, de-escalation, providing positive options and communication are essential skills to be used prior to a physical intervention. These are the principles underpinning the Approach training that all academy staff members have received and will be updated annually.

Please refer to the following policies on Sharepoint for further information: Behaviour Policy, Positive Handling Policy, Calm Room Policy, Anti-Bullying Policy, Anti-Racism Policy.

Car Parking

Car parking is available in local streets and next to the academy in Charlton Park. Staff are asked not to park in the bays 13-25 and only use bays 1-12 and 26-38 in Charlton Park. Overnight staff can bring their cars onsite after all other school transport has left for the day. Please be aware you park here at your own risk. To gain access after-hours for Rainbow House, please call through to their office or use the intercom at the small gate entrance to the school.

CENMAC

CENMAC is a unique, London-based support service offering assessments, reviews and loans of equipment to help pupils with a disability access the curriculum using assistive technology. CENMAC offers early intervention, training and support to staff to increase their confidence and knowledge.

CENMAC's offices are located within Charlton Park Academy in the upstairs offices. Each year CENMAC and Charlton Park Academy jointly run an event called Communication Works.

If you would like more information about CENMAC you can speak to one of their staff, ask one of the schools' ICT and Communication Team or visit their website www.cenmac.com

Child Protection/Safeguarding

Everyone working in our school shares an objective to help keep children and young people stay safe by contributing to:

- providing a safe environment for children and young people to learn and develop in our school setting, and
- identifying children and young people who are suffering or likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting.

All concerns of possible child abuse must always be given the highest priority and referred immediately to the Designated Safeguarding Lead (DSL). The DSL will then decide an appropriate course of action based on the 'Keeping Children Safe in Education' document.

Communication

Most students attending Charlton Park Academy benefit from some sort of support with their communication and literacy skills. This may include visual support, signing, PECS, switching, photos, objects of reference or voice output device. We have developed a communication team to ensure we have an academy community which embeds total communication right across the Academy and within Rainbow House.

This team includes specialist communication support assistants and the Speech and language therapists. A communication file is available with extensive information about total communication. This needs to be read by all staff.

Go to Sharepoint to meet the team, find out more, download referral forms and find out about methods used.

Community Links

Charlton Park Academy has strong links with many organisations both locally, regionally and nationally. It has links with academies and colleges and is always looking for opportunities to develop partnerships which are mutually beneficial. If you have suggestions for developing links, please discuss them with your line manager.

Complaints

Most issues raised by parents/carers, the community or students, are concerns rather than complaints. Charlton Park Academy is committed to taking concerns seriously, at the earliest stage, in the hope of keeping the number of formal complaints to a minimum and without needing formal procedures.

However, depending on the nature of the complaint, you may wish or be asked to follow the Academy's formal complaints procedure. For the academy to be able to investigate a complaint, it needs to be made within one year of the incident occurring. If a complaint is older than a year it will not be investigated.

The prime aim of Charlton Park Academy's policy is to resolve the complaint as fairly and speedily as possible. Formal complaints will be dealt with in a sensitive, impartial and confidential manner. Malicious complaints may incur appropriate action by the Academy.

Go to Sharepoint to view the full Complaints Policy and Procedure.

Continuing Professional Development

All staff have an entitlement to equality of access to high-quality induction and continuing professional development. All members of the academy community will have opportunities through performance management, appraisal and through other mechanisms to discuss their professional development needs.

All new staff are required to complete a period of induction. During this time additional training and CPD opportunities will be highlighted.

INSET days and training during directed time is planned to ensure all mandatory training is completed, outcomes from performance management and through other discussion. If you require additional training, please speak to your performance manager in the first instance.

Control of Infection including supporting students with personal care

The Academy Infection Control Policy identifies the need for staff to be vigilant in hygiene practice in their daily routine. Staff are required to report any known infectious disease that they are carrying or a student in their care their line manager.

Staff must be aware of the guidelines for reducing the risk of infectious diseases when dealing with student personal and intimate care. Staff are required to know how to eliminate and dispose of bodily fluids using academy waste control procedures.

- First Aid control measures ensure that any cuts/grazes are covered with waterproof dressings; Protective gloves and aprons are provided to ensure barriers
- to infection are in place. Any first aid needs to be recorded in the book held in the office.
- Hand washing procedures are displayed on all sink areas.
- Staff should ensure that they have up to date vaccinations (please see section below).
- The privacy of students will be respected and handled sensitively at all times offering personal choice in care provided when possible.
- Staff will wash their hands before and after changing each student.
- The student shall be cleaned using wipes provided.
- Creams are only applied on medical direction.

- All soiled clothing will be contained in sealed plastic bag to return home.
- All gloves and aprons will be disposed of after each students' needs are met.
- All other soiled materials will be disposed of in bins provided.
- Changing trolleys must be cleaned after each student using the hand sprays provided.
- Cleaning sprays must be stored securely away from student once the procedures are completed.
- The medical team will be consulted with any issue raised during personal care procedures.
- Parent/carers in liaison with the medical team will be informed of any health issues raised during personal care procedures.
- Any safeguarding issues identified during personal care procedures are to be reported immediately to the designated safeguarding officer or principal. Body maps to be completed if required.
- 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.

Any issues or concerns must be reported to your line manager as soon as identified.

Counselling

The role of counselling at Charlton Park Academy significantly helps students with issues such as self-esteem, confidence, resolving conflicts, mental health, relationships (peers/family), loss/bereavement, trauma, and anger management.

Counselling consists of helping students look at ways of changing behaviours, which in turn can help resolve conflicts within interpersonal relationships, as well as empowering and enabling students to pursue developmental milestones. Helping teenagers communicate and express their wishes and feelings can be generated by using art and play materials as an alternative approach to facilitate communication. At Charlton Park Academy, we recognise there are many different students with different needs, therefore we work collaboratively with each student to discover their potential, which is used to enhance self-expression.

Some of the approaches used are child-centred psychotherapy, narrative therapy (reconstructing a student's story) as well as cognitive behavioural therapy. As each student is different with different needs, they will be assessed for suitability of media and activities for achieving individual goals.

Young people with additional needs often need time to enable learning and require extra resources and support to achieve their potential. Students need an opportunity to be listened too and to have their thoughts and feelings reflected to them within an empathic, safe, and contained environment.

Students comment that they enjoy their one-to-one therapy sessions, where they have been able to confidentially talk about issues that are causing anxiety and stress with a trusting other – which has significantly improved their mental health and wellbeing.

COVID-19 and PPE

In consultation with its H and S advisors, CPA has undertaken a whole school risk assessment based on government regulations and guidelines. Procedures are in place to ensure all safety are in place and adhered to. The RA is updated regularly in line with new guidance.

Curriculum

At Charlton Park Academy we aim to provide every student with the life skills they need to become independent and confident learners through each stage of their life's journey.

We aim to ensure that our students' personal aspirations can be achieved as we support and equip them in preparation for adulthood, providing each student with the necessary skills to be able to successfully navigate their world.

We focus on developing skills in:

- Communication and interaction
- Staying safe
- Preparation and options for adult life and developing individual independence.
- Cognition and learning
- Social and emotional, mental health and well-being
- Community participation and learning outside the classroom.
- Physical and sensory development.

As our students develop within these skills, we recognise that what has been learned must be relevant to the young person and applicable to their wider world. Opportunity will be provided for the functional application of these skills supporting transference into their homes, their community, work, and adult life.

We aim to ensure that through reflective and collaborative practice with parents/carers and specialist providers, the best possible outcomes for all students' are achieved.

Our carefully planned Curriculum Pathways will ensure this continual growth within the school environment and beyond.

Data Protection and GDPR

The General Data Protection Regulation (GDPR) ensures a balance between an individual's rights to privacy and the lawful processing of personal data undertaken by organisations in the course of their business. It aims to protect the rights of individuals about whom data is obtained, stored, processed or supplied and requires that organisations take appropriate security measures against unauthorised access, alteration, disclosure or destruction of personal data.

The Academy will protect and maintain a balance between data protection rights in accordance with the GDPR. The Academy's Data Protection Policy sets out how we handle the personal data of our pupils, parents, suppliers, employees, workers and other third parties.

All members of staff are required to familiarise themselves with its content and comply with the provisions contained in

it. Breach of this policy will be treated as a disciplinary offence which may result in disciplinary action under the Academy's Disciplinary Policy and Procedure up to and including summary dismissal depending on the seriousness of the breach.

Dealing with Disclosures of Abuse

If a child chooses to tell a member of staff about possible abuse, there are a number of things that should be carried out to support the child:

1. Stay calm and be available to listen
2. Inform the child early on that you cannot keep secrets and that you may have to pass this information on to the DSL, but it will remain confidential.
3. Listen with the utmost care to what the child is saying.
4. Do not ask any leading questions throughout the discussion.
5. Ask if you can make some notes to ensure you use the students' exact terminology.
6. Keep a full written record - date, time, of what the child said etc.
7. Immediately inform the DSL and if unavailable one of the other DSL's as listed. All concerns should be reported using My Concern. This is an online system for reporting and recording all actions linked to a concern. You will be given guidance on using this through the induction process and regular safeguarding training led by the DSL

What to do if you are concerned about a child

Try to sort out in your mind why you are worried, based on:

- What you have seen
- What you have heard from others
- What has been said to you directly

Try to be as clear as you can about why you are worried but do not be afraid to listen to your instinct that something just does not seem to be right.

Consult with the DSL regarding your concerns and agree a way forward which may include recording your concerns on My Concern form or working with the DSL to make a referral to Social Services.

Disciplinary and Grievance

In any organisation it is necessary to have a minimum number of rules in the interests of both the employer and the employee.

Rules, illustrated in the Academy's Disciplinary Policy and Procedure, set standards of performance and behaviour whilst the procedures are designed to help promote fairness and consistency in the treatment of individuals. It is the aim of the rules and procedures to emphasise and encourage improvement in the conduct of individuals where they are failing to meet the required standard. All members of staff are required to familiarise themselves with the Policy's' content and comply with the provisions contained in it.

Every reasonable effort will be made to ensure that any action taken under the procedure will be fair and all employees will be given the opportunity to state his or her case and appeal against any decision he or she considers to be unjust.

Drama Therapy

Drama Therapy is available for students to support their emotional well-being and encourages development in communication, turn-taking, listening, creative expression and play, body awareness, self-esteem and developing relationships with peers. It can be a group or individual therapy. It is not necessary to be good at drama as sessions can involve many ways of accessing a person's creativity. Every session is different, growing each week in a way that acknowledges and supports the individual or group.

Dress Code

Charlton Park Academy expects all staff to be appropriately dressed for work plus be safe for working with children. In a professional business environment, employees should consider what is expected and remain suitably dressed. Dress code guidelines need to be read, understood and observed by ALL staff so that it is appropriate within an educational environment well as respecting the needs of students, parents and other staff.

To view the full Dress Code, including a list of items that should not be worn, please read the Charlton Park Academy Dress Code in Sharepoint.

E - Safety/Acceptable Usage Policy

Staff must read and familiarize themselves with the contents of the E-Safety and Acceptable Use Policy. As part of your induction all staff are requested to sign the E-Safety and Acceptable Use Agreement form to confirm their awareness of the policy contents.

Students at Charlton Park Academy and Rainbow House are potentially one of the most vulnerable groups when it comes to e safety. All staff at Charlton Park Academy and Rainbow House will be aware that we are all role models to students in using the Internet safely and appropriately. We want to keep an open policy to sites such as 'You Tube' and social networking sites, as we are aware of their teaching potential and accessibility for our students. Computer skills are vital to access life-long learning and employment, ICT is an essential life- skill. We encourage students, parents/carers to become 'friends/contacts ' to their own networking sites, not to give out their personal email address or should not use any personal mobile devices, camera to record student images.

Go to Sharepoint to view the full E-Safety and Acceptable Use Policy.

Education Health Care Plan/Statement

All students at Charlton Park Academy have an Education Health Care Plan (EHCP) so it is a statutory requirement for all students to have an Annual

Review of EHCP. Reviews are held throughout the academic year, sequenced by year group, with almost all meetings being

held during the academy day. Parents, students and staff from CPA always have the opportunity to contribute, including being invited to the meeting. Every child is invited to share their Wiki at these meetings. Other professionals and agencies with an involvement are also invited and are welcome to submit a report. A Greenwich Local Authority SEN Officer is always invited.

The Chair will have lead responsibility for compiling the Annual Review Report following the meeting, for which the statutory circulation timescale is also two weeks. In some instances, an Interim Review of the EHCP may be held, which is additional to the annual review meeting. There may also be internal new-intake reviews for Year 7 (and other) students during their first term. At transition stages, the Annual Review, includes a Transition Review, which leads to a Transition Plan, which should then be annually updated. Transition Reviews are in Year 9 in preparation for moving from KS3 to KS4, and Year 11 in preparation for moving into either the Charlton Park Academy Sixth Form or another provision.

Educational Visits/Trips

Trips out and activities are designed to be experiences that are not normally available and that reinforce the National Curriculum in a practical way as well as developing the independence and self-worth of all students. These may focus on more social opportunities.

Risk Assessments for visits and activities should be applied and approved for a minimum of two weeks in advance of the trip (forms found on Sharepoint).

Key points for all trips:

- Staff must complete an educational visit form using our online system. Evolve this will be quality assured and must be signed off by a member of the SLT before the trip can commence.
- All visits must have clearly identified aims and objectives.
- All visits must have an approved leader who is an appropriate member of staff.
- All visits must provide evidence of a prepared written risk assessment.
- Visit leaders must carry copies of all supporting documentation on the visit, e.g. emergency contacts, names and group details (medical etc.).
- A copy of trip risk assessments must be filed in the office and must contain all supporting documentation.
- Parents complete a permissions form to agree to activities

Emergency Procedures

In the event of an emergency, the fire evacuation procedure will be followed with assigned senior staff taking the lead.

When no return to the building is possible, the academy Emergency Plan will be actioned by senior managers.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment and report to their line manager or the academy 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 academy must be reported to the Premises 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 academy encourages staff and students to conserve energy. All appliances should be switched off and unplugged before going home at night.

Equality

Charlton Park Academy and Rainbow House is an equal opportunities employer. Behaviour displayed by staff to be against the spirit of equal opportunities and diversity 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 Principal.

Extended Curriculum including lunchtime and after Academy clubs

Charlton Park Academy encourages all students to be actively involved in extracurricular activities. Programmes run both during lunchtime and after Academy and cater for a variety of interests. Externally run clubs also take place that students of Charlton Park Academy are able to access.

Finance

Charlton Park Academy adheres to the duties and obligations set out in the ESFA Academies Financial Handbook. If you have any queries relating to finance, please raise them with your line manager.

Fire Procedures

The Academy has a detailed Fire Procedure stored on Sharepoint and in the Reception office for further information.

Fire alarm call points are distributed throughout the academy with fire exit and assembly procedures identified. The fire alarm

is tested each Wednesday morning at 08.45 when there is no need to evacuate the building unless the alarm fails to stop.

If the fire alarm sounds, the whole academy will evacuate. The academy policy identifies a whole academy practice evacuation every academy term. Identified staff have specific roles to action on evacuation. Such events are documented and stored and recorded. Staff are required to be familiar with the evacuation

details for your classroom and the nearest call point should you discover a fire.

In the event of an alarm sounding, staff are required to assist students to evacuate via the conservatory exit, unless there is a fire, to an outside area and assemble at the identified point. Do not stop to collect personal possessions.

The Premises Manager or Fire Brigade will give permission for students and staff to return to the building once an all clear signal has been given by the fire controller (Premises staff).

The academy has a Fire Risk Assessment, updated annually, which is available on Sharepoint.

First Aid

There are First Aid boxes located throughout the academy.

- Food and Food Hygiene
- Preparation/Cooking

It is realised that some children may not be able to eat certain foods due to:

- food allergies
- food disorders that limit the types of food eaten
- religious or other reasons
- being vegetarian

A food tasting permission letter will be completed by all parents to cover these eventualities.

Food and Food Hygiene

Cleaning procedures before and after food activities:

- All tables must be washed down using clean J-cloths and 'Dettol' both before and after food activities.
- Hands need to be washed before the activity commences with warm water and hand wash crème. Particular attention must be paid to the cleaning of fingernails.

The Food Activity Dress Code must be observed:

- Long hair must be tied back.
- Watches and rings must be removed.
- Food preparation aprons must be worn.

We follow the Safer Food Better business pack. All staff are to have food hygiene certificate. Students are encouraged to take part in food preparation to support independence.

During food preparation sessions:

- There will be no licking of fingers or spoons.
- There will be no wandering around.
- coughing and sneezing are to be avoided if possible.
- If a person leaves the food preparation area, hands will be washed on their return.
- A separate chopping board will be used for the preparation of raw meat.

All staff must ensure that food equipment is only used:

- When children are closely supervised.
- For food purposes.

Staff regularly undertake food hygiene training and staff regularly involved with food preparation should request such training.

General Assistance (support for staff failing to meet a standard)

Staff experiencing difficulties When a member of staff is experiencing difficulties, support and guidance will be provided through the appraisal process. Where it is clear that a professional member of staff's personal circumstances are leading to difficulties at work, appropriate support will be offered at the earliest opportunity.

If long-term sickness absence appears to have been triggered by the commencement of monitoring or a formal capability procedure, the case will be dealt with in accordance with the school's absence policy and will be referred to the occupational health service who will assess the member of staff's health and fitness for continued employment and whether either continuing with informal monitoring or formal procedures is deemed to be appropriate.

If the appraiser identifies through the appraisal process or through other sources of information, parental complaints for example, that the difficulties experienced by a staff member are such that, if not rectified could lead to the capability procedure, the appraiser will, as part of the appraisal process, meet the member of staff to:

- give clear written feedback to the staff member about the nature and seriousness of the concerns;
- give the staff member the opportunity to comment on and discuss the concerns;
- give the staff member at least five working days' notice that a meeting will be held to discuss targets for improvement alongside a programme of support and remind the staff member that they have the right to be accompanied by a work colleague or trade union representative at any future meetings where capability will be discussed;
- agree and establish, in consultation with the staff member, an action plan with support that will help to remedy specific concerns;
- make clear, how progress will be monitored and when it will be reviewed;
- explain the implications and process if no, or insufficient, improvement is made.

The staff member's progress will continue to be monitored as part of the appraisal process and a reasonable time given for performance to improve. During this monitoring period, the staff member will be given regular feedback on progress and arrangements will be made to modify the support programme if appropriate.

Governors

Charlton Park Academy has an active and engaged Governing Body, which takes a keen interest in the academy achieving the best for all its stakeholders. If you have any queries or issues you would like to raise with the Governing Body, please contact the Principal Registrar.

Health & Safety

Charlton Park Academy is committed to the health, safety and wellbeing of all staff, students and other users of the academy. Staff are responsible for their own health and safety arrangements in relation to other staff, students, and other persons in their working environment.

They are expected to take reasonable care of their own health and safety by minimising risk to themselves and others in their care. They are to be accountable for students placed in their care by carrying out their duties in a safe, professional and caring manner. The academy's Health and Safety Group meet at regular intervals to represent staff and students in safety management.

Each member of staff has a responsibility to identify their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. Academy training includes First Aid, fire procedures, moving and handling, behaviour management. Staff are expected to follow the procedures delivered. All staff need to have knowledge of accident and incident procedures including first aid reporting.

They need to ensure they are aware of the fire exit routes in their area of work and how to support students leaving the premises in an emergency. The academy has an Infection Control Policy, which contains which diseases must be reported to management, The academy's Manual Handling Policy requires all staff involved in the moving of students with disabilities and inanimate loads as part of their regular duties to receive training. Staff are required to follow the guidelines given.

A copy of the full Health and Safety Policy is stored in Sharepoint.

Homework

Homework is set for those students 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 in their Individual Education Plans

If a Child is Unwell

If a student is unwell, an appropriate member of staff will inform parents/carers. When a student is taken to hospital in an emergency, a staff member will attend until a parent/carer arrives. The class teacher or other responsible staff member will contact the parent/carer to collect the student.

The parent/carer will be advised of follow up procedures including time limits for returning to the academy for specific infections.

Information Communication Technology

The academy has a Windows network and cloud-based service through Office 365 We use an extensive range of software to support learning and also have access to online educational sites, which are also provided for home use. All classes have at least two computers, a whiteboard, iPads and Mac Computer. In Rainbow House there is also an extensive range of equipment including an iPad for each bedroom.

If you have any technical issues or difficulties with ICT equipment, please contact ICT Department via email or if you are unable to access your email then he can be found in the server room. If it is help you need with assisted technology or high-tech communication device, then you can contact the Communication Team via email if out of hours.

Links with Families

We consider contact with families to be a vital part of the work at Charlton Park Academy. Home/Academy contact books 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 Principal should be consulted over these items. Academy contact books are also used for communication between the academy and Rainbow House staff. Handover sheets are copied for parents/carers. Whenever possible, students should be expected to look after their own notebooks and not rely on the escort to carry them.

Please also see Person-Centred Planning.

Meals

Staff are required to support students while eating and drinking if required and must be trained.

Medication

All teachers, LSA's and Rainbow House care staff are to be familiar with the medical needs of each student in the class that they are working in, including any allergies that they may have. They should ensure that they had read the care plans provided by the Oxleas Nursing Team if the student has one. The care plans are to be always available within class for reference, and staff should know where these are kept.

Teachers and permanent staff at CPA are expected to complete the online training for the Medication Management system to ensure that they can access medication details if required about the students. Following this, teachers and LSA's will be trained to carry out specific medical procedures in liaison with the academy or Oxleas medical team.

All class staff are expected to attend yearly updates for the medical training for Asthma, Epilepsy, Anaphylaxis and any other medical procedures that they are trained in. This usually takes place in September each year. Senior leadership team should be

alerted if a student in the class will not have their medical needs met e.g. due to staff absence

Trained teachers and LSA's administer the student's medication each day and should ensure that it is given on time as per the instructions on the medication management system. They should ensure that medication that comes into school or that is sent home is added to or disposed of on the medication system. Any controlled drugs should be recorded into the controlled drugs sheets.

All medication is to be stored in the red medication lockers. Nothing else should be stored in these. If the medication needs to be taken out on a trip or to another room with a student, then an orange bag should be used and a member of staff allocated to look after the medication until it is returned to the medication locker.

Rainbow House will have a nurse on duty when required. Separate medication for each student is kept for when attending. Handover is given daily, in the morning and afternoon by the Rainbow House team.

Minibuses

A fleet of Academy minibuses are managed by the Academy's Premises team. Buses can be booked for educational visits by contacting Premises either by email or a face to face contact. All drivers must have produced a clean current driving licence and completed the Greenwich driving test before assuming responsibility for driving the academy's minibus.

Children travelling 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 for another member of staff. Training in the use of clamps can be delivered by the Premises team. All other student must be securely harnessed or belted while travelling according to their needs. Buses may not be left by the loading bank at the end of the academy day to enable the transport provider buses access to the car park.

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 Premises Manager.

Moving and Handling

Staff are required to handle and move students and objects/ loads/equipment as part of their daily duties.

All staff are required to receive moving and handling training to be competent in assisting with the movement of physically dependent students. Injuries can occur if moving and handling procedures and student assessments are not followed.

Staff who are not in receipt of such training are supervised by trained staff while awaiting the training. Following assessments, moving and handling training identifies the most safe and effective method of moving students as part of their daily life needs. Hoists, slings and other moving and handling equipment

is provided by the academy and is located in strategic areas of the building.

The vast majority if not all our secondary aged students are too heavy to be manually lifted and are therefore transferred using hoist and sling. All students have individual moving and handling assessments.

Occupational Therapy is available to those students who are identified as requiring this provision, either on their Statement or through teacher/family referral. The therapist will liaise with class teachers to provide assistance with individual students' needs and set up appropriate programmes. If you would like to make an appointment to meet with the OT, please liaise with your line manager.

Staff are required to follow these guidelines and report any issues or difficulties to the health and safety manager or premises manager for equipment issues.

Staff should ask for the risk assessment to be reviewed if there is a change in the student's needs or equipment used. Moving and Handling Training is delivered in the academy and staff should be aware of the Moving and Handling Policy available on Sharepoint.

Moving and Handling training at Charlton Park Academy and Rainbow House is based on the principles of biomechanics and staff working in an ergonomically efficient way. Considerations such as a gastrostomy tube, body brace or other medical aids or disorders e.g. seizures when moving and handling any student. Staff should use the guidelines delivered in the training to keep themselves and students safe.

All such issues will have been assessed by the academy physio or OT to support the moving and handling assessment.

Music Therapy

Any student can be referred for music therapy which is offered in three formats - assessment, weekly 1-1 individual sessions, weekly group sessions. Referrals can be made at any time and are prioritised by level of emotional, social or behavioural need. The process of prioritization is undertaken by the Music Therapy team.

If you feel a student would benefit from Music Therapy, please complete a Therapy Referral form on Sharepoint.

Nursing Team

The School Nursing Team supports all the health needs of young people whilst in school. This can include attending to emergency situations, carrying out observations and the administering medication on a regular and emergency basis.

In addition, the team provides support and training to staff in looking after young people in their class. The Team will attend meetings within the school for children with known health needs and we work closely with all of the school staff to encourage health, wellbeing and good practice across the school. The team also attend both Annual Health Reviews and Dietetic Reviews. As a team, the nurses work to support whole family, school and classroom environment.

Occupational Therapy

Occupational Therapy (OT) is available to those students who are identified as requiring this provision, either on their EHCP/ Statement or through teacher/family referral. The therapist will liaise with class teachers to provide assistance with individual students' needs and set up appropriate programmes. If you would like to make an appointment to meet with the OT, please liaise with your line manager.

Parents/Carer Support Group

At Charlton Park Academy our support group aims to encourage and support a positive home and school relationship. Therefore, parents/carers' feedback on what they require from this group is important to us. We hold regular talks, advice workshops, art and craft courses plus informal sessions. This has been beneficial and successful in building friendships and encouraging communication between home and school.

Parent Support

At Charlton Park Academy we offer support to families 1 to 1 appointments, telephone advice, community appointments, meetings with support agencies as well as multi-agency meetings in the school. We have a parent support service that offers direct support with referrals to agencies such as local authorities and charitable organisations. We also offer practical help with form filling, benefits, and welfare. Emotional support is also given to families who are experiencing difficulties and challenges - we aim to reduce issues and risks and work with agencies within the wider community. We also run parent sessions and coffee mornings - both informal and some that involve information sharing, working alongside CAMHS and Royal Borough of Greenwich.

Performance Management

The Principal is responsible for the performance management of all teachers and support staff in the academy. Responsibility may be delegated to senior leaders who will moderate a sample of the performance management objectives set to check that the agreed plans are consistently weighted between employees who have similar levels of responsibility, and that the plans comply with the Academy's Appraisal Policy.

As part of the process, an appraisal meeting will review the employee's current job and to evaluate the impact, their performance and their future plans. The meeting will also be an opportunity to discuss how the employee can contribute to the wider work of the academy and to agree and set a number, typically three, objectives.

The appraisal process and the supporting documentation will be treated with strict confidentiality at all times. Only those who need access to such information will be granted access to enable them to discharge their responsibilities as directed by the academy. The governing body will monitor the operation of the appraisal system and review it at appropriate intervals.

The appraisal process is a collaborative process, allowing for celebration, aspirational thought and to address concerns.

In its oversight of the appraisal system, the Governing Body is committed to ensuring consistency of treatment and fairness and to stay within the prevailing legal framework applicable to all employers; for example, the Equality Act 2010, the Employment Rights Act 1996, the Part-Time Workers Regulations 2000, the Fixed Term Employees Regulations 2002 and the Data Protection Act 1998.

Person-centred planning and Individual online Wikis

Person-centred planning (PCP) is a set of approaches designed to assist children and adults to plan their life and support systems. It is most often used as a life planning model to enable individuals with disabilities or those requiring support to increase their personal self-determination and improve their own independence.

We have now integrated this as part of our curriculum. In these sessions we will be working on developing skills and the ability to communicate what is important to each student. We will ensure students have real personalisation to learning and be able to leave with skills to allow as much independence as possible.

Person-centred planning can use a variety of tools and we use online media sites called Wikis to support all students. If you would like more information, go to Sharepoint.

Wikis can store video, photographs, files and are used to share progress and achievements with home. www.rixwiki.org

Playground/Garden Supervision

Staff must ensure the safety of students and must be vigilant when supervising in the playground/garden, positioning themselves in the playground/garden for maximum supervision. It is the responsibility of all staff to ensure students are safe and external play equipment should only be used when supervised. Staff should check equipment before use for any apparent defects. Any defects should be reported to the Premises Manager.

No students should be sent to or left in the playground/ garden unsupervised. The last person to leave the playground/garden must lock the gate.

Personal Injury and Possessions

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

Charlton Park Academy has Employers' Liability insurance, which covers legal liability in respect of the death or bodily injury only of any employee of the academy.

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 Academy 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 the academy lockers or in the academy office. Charlton Park Academy will not accept liability for loss or damage to personal possessions brought onto the premises or taken on academy outings.

Personalised Learning Plans

All students have a personalised learning plan. This is written and updated termly and includes learning intentions and learning activities, linked to EHCP outcomes. There is a focus on communication and literacy, independence and living skills and other individualised programmes and learning opportunities as identified as important for the individual student.

Physiotherapy

Physiotherapy is available to those students who are identified as requiring this provision, either on their statement or through teacher/family referral. The therapist will liaise with class teachers to provide assistance with individual students needs and set up appropriate programmes. The physiotherapy programmes link into the students MOVE programme when appropriate. If you would like to make an appointment to meet the Physiotherapist, please liaise with your line manager.

Rainbow House (Mulberry Tree House, April 2021)

1. Rainbow House Statement of Purpose
After multi-agency assessment/identification, Rainbow House aims to provide a high-quality local respite solution for students and their families with high levels of need, thus keeping children and young people educated and accommodated locally within their communities.
2. Admissions
To request a place at Rainbow House, Parents/Carers, Staff, Social Services and Local Authorities should write to the [WHO?], stating a reason for the request and how many nights they would like. Each application will be evaluated against admissions criteria as detailed below and passed to the Academy's Governing Body for approval. Children and young people that fit the highest number of criteria will be offered a placement first. Safeguarding placements, however, will take priority. If no suitable places are available, the student will be placed on a waiting list.

Currently, Rainbow House is taking applications for places for full time and part time placements during the week and for Short Break days.

3. Care Plans
Every child has a Care Plan, which includes all important information required to best support during their stay. Every staff member is required to be fully up to date with all information in the plan, and signed it once read.

4. Counselling/Independent Listener
Rainbow House students have access to an independent listener. They make regular visits, but students can request contact with them. An ex-student volunteer also visits weekly and leads student meetings.
5. Criteria for Admission
Children/young people must have a full statement of Special Educational Needs or Education Health Care Plan.
 - Children/young people with severe learning/ physical disability, requiring high levels of staffing support. Children/young people that may benefit from an extended life skills programme to support a more independent adult life.
 - Children/young people with medical needs who require intervention from an appropriately trained nursing health worker, to meet their daily activities of living and to access their education.
 - Children/young people requiring use of equipment to support their daily activities of living, i.e. Bi-pap, suction, gastro feeding, wheelchair, walking aids and positioning aids.
 - Children/young people at risk of deterioration of their condition or abilities.
 - Children/young people that do not present behavioural difficulties that are incompatible with communal residential provision.
6. Criteria for Discharge
Child/Young person transitions into adult provision, working closely with the Greenwich Transition Policy. Child/Young person change in level of need/requirement of support. Significant behavioural changes impacting on others health and safety.
By mutual consent with parents/carers. Environment not conducive to home-based service i.e. unnecessary risk to carers and other residents.
7. Hours of Operation
Monday - 3.00pm until Friday 9.15am, term time only. Students are in school from 9.15-3.00pm.

School Resources

Stationery is kept in a locked stock cupboard near the Academy office. Please see Reception for supplies.

Photocopiers and laminators are available in Academy. For all cleaning and personal care supplies, such as tissue, paper towels, wipes gloves etc, please e-mail premises, who will deliver supplies to classrooms.

Security

Entrance to the academy is carefully controlled and monitored. All staff will be issued with a card entry pass. Visitors will be required to sign in and receive a visitors' badge. It is staffs' responsibility to have this with them at all times. Staff are also responsible for ensuring that passes are not lent to students or other staff and to notify the office of any lost passes so that they can be cancelled.

The procedure for clearing the academy and setting the alarms are controlled by the Premises Manager. All items of significant value will be security marked and recorded in the academy asset register. Users of dangerous or high value items shall be responsible for securing them on completion of use.

F1 padlocks around academy grounds. You can request a key from premises and teachers should have one on them for fire evacuations.

No-one should be on site without a pass and staff should be aware of unidentified people around the academy and be prepared to challenge them or report their presence to Senior Management.

All visitors to Rainbow House need to sign in at Reception and then again in Rainbow House Reception to gain access.

Smoking

Charlton Park Academy is a non-smoking environment. In line with policy and legislation staff wishing to smoke during break times must do so outside the academy site. Staff are requested not to smoke on the footpath at the front of the academy.

Speech and Language Therapy (SALT)

The speech and language team provides whole academy support to embed good practice and to ensure staff are skilled and feel confident to use appropriate communication strategies to support students in their classrooms and in other activities by:

- Joint working with the academy's Communication Team to raise awareness and inform practice within the academy.
- Offering staff training.
- Discussing and supporting class teams to implement appropriate communication strategies with students in their class.
- Running joint projects as identified by the needs of staff and students and then share results and change practice within Charlton Park Academy.
- Promoting a communication friendly environment. Using Environmental Audits to monitor the use of communication strategies in class and supporting class teams to adapt their communication

The SALT therapists see students with specified input on their statement and students referred for a specific reason by staff, parents or carers will be seen for a block of input and evaluated thereafter to see if further SALT input is needed.

Students who are not referred for direct input still benefit from the whole academy support we provide through working as part of the academy Communication Team.

To refer a student, complete a Request for SALT Input form via email or communication file.

Sports and Swimming Facilities

All students have access to our sports hall for after-school clubs and activities, the sports hall is also used for community clubs.

Our fitness suite is available to all students, staff and local community members. Students in Rainbow House use the hydrotherapy pool after school once a week. Local community members, including physiotherapy patients, use the academy hydrotherapy facilities.

Staff Absence

For absences not known in advance, the following steps should be taken when informing absence and upon returning to work after an absence.

All employees are required to contact the Staff Support Manager before 8am on the first day of absence, informing her of the fact of their absence. Employees must contact the Staff Support Manager on each day of absence to enable the school to ensure that all absences have been covered.

Text messages, emails or messages left with colleagues will not satisfy the Academy's absence notification requirements. Notification must be by the employee, unless they are incapacitated, in which case the employee should authorise a family member or friend to contact the Academy on their behalf,

On return from a period of absence, employees are required to attend a Return to Work interview with the Staff Support Manager.

Procedures for managing absence through ill health are followed and referrals are made to Occupational Health when appropriate.

Staff and Student Meetings

Staff meetings take place once a month on a Monday from 2.15-3.00 and staff training on Tuesday 2.15-3.00pm.

In Rainbow House, the students have a meeting every week when possible to discuss menus, activities and Rainbow House business.

Telephones

Please ensure that your mobile phone is switched off and also left in your locker during work times. No member of staff should use their personal mobile phone within the academy site unless express written permission has been issued by Principal or Chair of governors. If there is an emergency, you can be contacted via Reception via the class phone.

Use of cameras on personal mobile phones to take images of students is prohibited, as is the uploading or processing of images to external sites without management permission.

There are class telephones throughout the academy which staff can use to make work related calls from. Personal calls must be kept to a minimum and made at appropriate times only. A list of

all calls is recorded, and any abuse, concern or overuse may be investigated.

Staff are advised not to give their home telephone number or their personal mobile phone number to students or parents. Academy mobile phones can be booked for off-site activities, to enable staff to contact one another if separated or staff are able to use personal mobile phones off site for work related and health and safety reasons whilst on school trips.

Go to Sharepoint to read E-safety and Acceptable Use policies.

Use of Email

The Academy and Rainbow House's email system can be accessed off site at <https://mail.charltonparkacademy.com>, using your Academy's username and password.

Staff must ensure they log out and close the window after use and use extreme caution when accessing on a shared computer.

Staff will not give out their personal email address to students.

- Email should always be considered as a public document and so confidential information should not be shared this way. Always check the recipient's name before you press SEND.
 - The Academy email is primarily for Academy use and should not be used to send unrelated material. Communication between staff and students or members of the wider community should be professional and related to Academy matters only.
 - Staff should be aware that not all staff use email as frequently as others which may be due to teaching responsibilities, meetings etc and should not expect a response immediately. When sending out an email staff should state what response is required and time frame.
 - Whenever possible staff should ensure that mail is only sent to the appropriate person(s).
 - Emails should be as simple and as to the point as possible. Staff should be aware that when communicating via email we lose facial expressions, tone of voice and that humour or your message may be misinterpreted.
 - Emails should not be used for reprimands or negative appraisals. A title should always be used in the subject line as this saves time.
 - Emails will contain the following disclaimer when appropriate - SAVE PAPER - THINK BEFORE YOU PRINT This email is confidential. It may also be legally privileged. If you are not the addressee you may not copy, forward, disclose or use any part of it. If you have received this message in error, please delete it and all copies from your system and notify the sender immediately by return E-mail.
 - Emails do not replace all conversations and as an academy we promote face to face communications when possible. Any spam, viruses, spyware or suspicious emails are to be reported to the ICT Department.
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Use of the Internet

The Academy and Rainbow House's website is www.charltonparkacademy.com.

- Staff must only access their own personal sites and email when out of academy hours. Staff must be aware that their own social networking sites may include information which is not appropriate to students. Staff should be aware of the ability for anyone to access these sites and should not share any information regarding the academy, local authority or colleagues. Staff must not allow students, parents/ carers to become 'friends/contacts' to their own networking sites.
- If, when teaching students how to use such sites a demonstration is needed, a teaching site can be set up. Staff should be cautious when adding ex-students, parents/ carers to 'friends/contacts' on sites and maintaining contact. While some material on the Internet may not be illegal, a lot of material, which is not appropriate within the academy environment. Staff will maintain professional standards and ethics and ensure this material is not accessed or shared. We are aware that sites can contain negative attitudes, pornographic, dangerous, illegal activities or gambling and these may not always be blocked by our Internet filter and will be closely monitored by staff. Staff have a responsibility to monitor the filtering system and will report any inappropriate sites.
- Staff must only download files with permissions and ensure they are from a trusted source. Files must always be appropriate and for academy use and will not breach copyright infringement. Care must be taken when using external devices.
- Staff should be aware that the academy's network and their Internet use is monitored centrally, and any misuse will be reported to their line manager for appropriate action. All staff have a responsibility to change their password regularly and must not allow students to use a computer under their logon unless closely supervised. This includes not allowing other staff members or others to use their logins. Staff must log off after use.
- Staff should protect themselves and follow good practise when using the Internet. If staff are not sure how to protect themselves i.e. setting privacy options, they should gain support through the ICT Department or through the websites given on this document. Staff will regularly check their security on such sites and will limit access.
- Staff must be aware of the need to maintain strong passwords (including letters, numbers, upper and lower case and special symbols is recommended). We have remote access to our managed learning environment and email. Staff must take particular care when accessing outside of the academy, ensuring they log out completely and close any browser windows.
- Staff have the responsibility to report problems with spyware, viruses or breach of privacy on any academy equipment immediately to the ICT Department. If it is a case of misuse or inappropriate material by another staff member is should be reported to your line manager immediately. Copyright of material will be respected by all users of the academy network.

- Staff must not take part in instant messaging chats with students unless part of teaching and learning.
- All staff must be aware of their responsibility to ensure the e safety of everyone including themselves, taking active participation in e-safety education.

Any suggestions for additional items to be posted onto the website should be passed to the Head of ICT or the Digital Media and Communication Officer.

Vaccinations

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

Due to the personal support given to students' intimate care, the Hepatitis B vaccination is provided and delivered periodically by the Academy.

Visitors

Charlton Park Academy and Rainbow House welcomes visitors. Every visitor is required to sign-in when they arrive at Academy, wear the badge at all times and sign out when they leave the premises. Visitors must also sign in at the entrance of Rainbow House.

Members of staff should inform the Academy Office if they are expecting visitors or if special events are taking place in Academy. The Academy office will ensure that all arrangements are recorded in the Academy diary.

Volunteers

Charlton Park Academy and Rainbow House welcomes volunteers who can bring additional expertise into the Academy. Any regular volunteer work is to be arranged and designated to identified areas of the Academy.

All volunteers and work experience placements at the Academy are subject to DBS clearance and full identification documents being in place. Volunteers are monitored by the Senior Management and supervised by appropriate staff.

Volunteers and work experience placements are subject to scrutiny and agreement with the Academy's senior managers. Volunteers and work experience students are not to be left alone with Academy students at any time. If there are any concerns regarding volunteers and work experience students, they must be reported to senior management.

Student and staff confidentiality must always be observed.

Wellbeing

The Wellbeing Team consists of individuals working at Charlton Park Academy who are passionate about mental health and wellbeing. They meet on a monthly basis to look at developing a whole-school approach to emotional wellbeing and mental health for students, parents and staff. They are committed to understanding the significance of emotional wellbeing. The aim is to meet and discuss themes, which include attachment theory, trauma, ACE (adverse childhood experiences), loss and bereavement, mindfulness and other element themes.

The team regularly send information out to staff about mental health, mindfulness and looking after oneself, and also thinking about how to support students' mental wellbeing. These include staff mindfulness, relaxation strategies for staff and students. In addition the team offer three weekly yoga sessions for students and one a week for all staff.

The team works closely with CAMHS, organising staff sessions to support wellbeing and to look at stress/burnout, and how to manage anxiety and build resilience. Supporting staff wellbeing is essential for cultivating a mentally healthy school. This includes both physical and emotional health to feel balanced and cope with adversities.

The Academy has signed up for the 'Wellbeing Award for Schools', which illustrates the commitment to promoting and protecting emotional wellbeing and mental health.

All staff have access to the 'Thrive' mental wellbeing app, which provides interactive CBT sessions along with mindfulness, goals and interactive sessions to support with anxiety and help to manage stress. The app also has useful hints and tips which is easy to follow and accessible.

Whistle Blowing

The Academy is committed to conducting its business with honesty and integrity, and expects all staff to maintain high standards in accordance with their contractual obligations and the Academy's policies and procedures from time to time in force.

However, all organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential in order to prevent such situations occurring or to address them when they do occur.

The aims of the Academy's Whistle Blowing Policy are:

- To encourage staff to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected;
- To provide staff with guidance as to how to raise those concerns;
- To reassure staff that they should be able to raise genuine concerns in good faith without fear of reprisals, even if they turn out to be mistaken.

The policy takes account of the Whistleblowing Arrangements Code of Practice issued by the British Standards Institute and Public Concern at Work, and all members of staff are required to familiarise themselves with its content and comply with the provisions contained in it.

Whole Academy Communication

The Academy diary in the Reception office. Staff are asked to record any staff absences, training days, Academy trips or visitors in this diary. The information in this diary is collated and sent out weekly via email in the Academy bulletin. You can also email Sandra Evident if you would like anything added to this weekly bulletin.

The whole Academy calendar is on Outlook and the website, and contains the dates for whole Academy events, key deadlines for staff and any other important dates. The Principal Registrar administers this calendar and requests can be made via email to add items. Appropriate dates are also added to the academy calendar on the academy's website.

The Communication and Digital Media Officer oversees the Academy's website, newsletters, digital display screens and any other printed publications. Newsletters are produced half-termly.

The website is used as a resource for sharing information, celebration of achievements and communicating with our parents. Items to be added should be sent to the Communication and Digital Media Officer via email. The academy also has a Twitter account and information to be tweeted should also be sent to the Communication and Digital Media Officer.
