



EWELL GROVE PRIMARY AND NURSERY SCHOOL

29 West Street
Ewell
Surrey KT17 1UZ
020 8393 4393

office.ewellgrove@lumenlearningtrust.co.uk

www.ewellgroveprimaryandnursery.co.uk

POLICY STATEMENT

STAFF HANDBOOK

**Please read in conjunction with the following policy documents
available on LLT Spotlight:**

STAFF CODE OF CONDUCT

WHISTLE BLOWING

STAFF ONLINE SAFETY AND ACCEPTABLE USE POLICY

PRIVACY NOTICE

**Please read in conjunction with the following policy documents
available on the main area of the school website:**

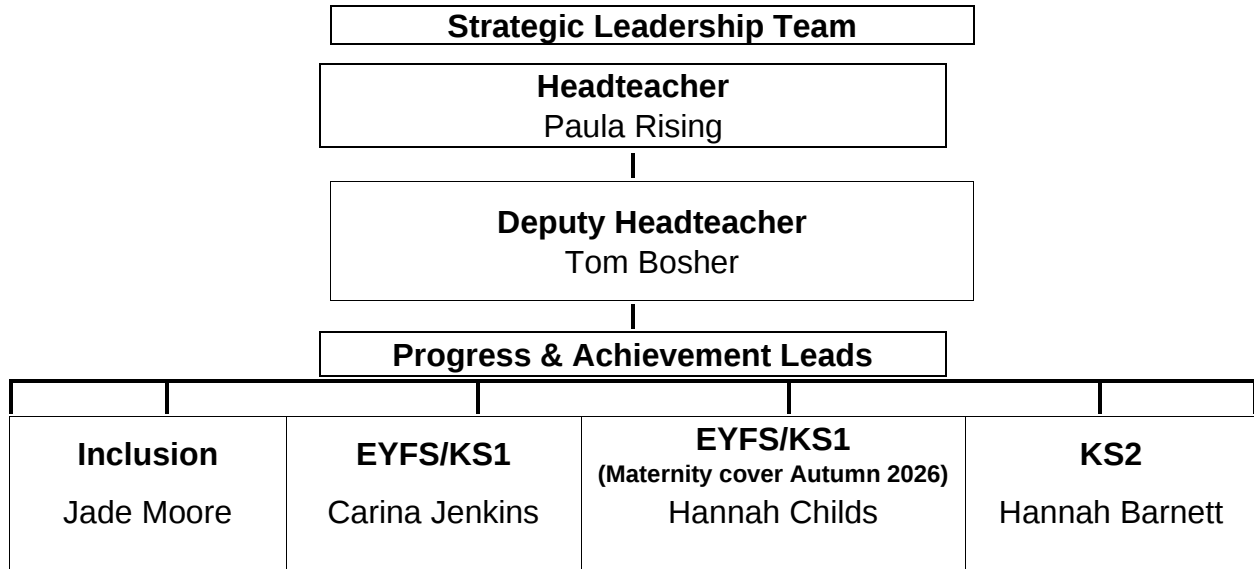
CURRICULUM MAP (under 'curriculum')

PARENTS INFORMATION BOOKLET (under 'Parents')

Welcome

Welcome to Ewell Grove Primary and Nursery School, we hope you enjoy working at our school. This handbook is intended to help you understand how our school works and the expectations we have of each other to ensure our vision is fulfilled.

Please use this booklet for reference during your time at Ewell Grove



Staff employed at Ewell Grove will be issued with an identity badge that must be worn at all times when children and parents are on site. The identity badge also gives access to the photocopiers and doors. Staff must never use another member of staff's identity badge for any purpose (including photocopying).

***If once you have read this Handbook, you find an aspect missing,
please inform the School Office so that it can be amended***

Thank you

This statement must be read in conjunction with the school's

[Safeguarding Policy](#); a copy of which is available

from the School Office or School Website

Ewell Grove Primary School is committed to safeguarding and promoting the welfare of our children and expects all staff and visitors to share this commitment. If you have a concern that a child is being maltreated you have a duty to report this to the School's Designated Safeguarding Lead (DSL).

• Our Designated Safeguarding Leads (DSL) are

- Paula Rising, Headteacher
- Tom Boshier, Deputy Head
- Jade Moore, SENCo/Inclusion
- Carina Jenkins, EYFS/KS1 Progress & Achievement Lead
- Hannah Barnett, KS2 Progress & Achievement Lead
- Nabihah Ahmed, Home School Link Worker

Our Special Educational Needs Coordinator (SENCo) is

Jade Moore

Our Home School Link Worker is

Nabihah Ahmed

Our Chair of Governors is

Rachel Tillen

Mary Ellen McCarthy, Sarah Kober and Jane Wallace are Deputy Designated Safeguarding Leads.

All staff receive Working Together to Safeguard Children training when they begin working at Ewell Grove and subsequently receive termly Safeguarding updates and training including familiarising themselves with the contents of the Child Protection Policy. If you are ever concerned that there may be a child protection concern, please refer to this policy and speak to one of the DSLs in confidence who will then make the decision about action that may be taken. Child protection supersedes all other business and meetings should be interrupted if there is a serious concern.

On occasion individual staff members may be given confidential information by the Lead DSL in order to support the care and welfare of certain children. This information must be considered in strict confidence and should never be shared beyond members of the DSL team.

SCHOOL TIMES		
Morning Nursery		8:30 to 11:30 am Monday to Friday
Afternoon Nursery		12:30 to 3:30 pm Monday to Friday
Thirty-Hour Daily Sessions		8:30 to 2:30 Monday to Friday Parents/carers can extend the daily provision from 2:30 pm until 3:30pm for an additional charge per Extension Hour.
Nursery Lunch Club 11:30 to 12:30		
All Year Groups (except Nursery)		
8:45 am to 3:15 pm <i>Gates will not be staffed after 8:55 & parents will need to register their child with the Office</i> <i>Gates will be locked as soon as afternoon nursery have been dismissed.</i>		

ACADEMIC YEAR 2026/2027			
AUTUMN TERM 2026			
Start of Term	Half Term	End of Term	INSET Days
1 st September First day for Reception to Y6 Thursday 3 rd September 2026	19 th to 30 th October	18 th December	1 st September 2 nd September 2 nd October
SPRING TERM 2027			
Start of Term	Half Term	End of Term	INSET Day
5 th January First day for all children is Wednesday 6 th January 2026	15 th to 19 th February	26 th March	5 th January
SUMMER TERM 2027			
Start of Term	Half Term	End of Term	INSET Day
12 th April	31 st May to 4 th June	22 nd July Last day for all children Years R to 6 is Tuesday 20 th July 2026	21 st July 22 nd July

1.	Absence of Children	8
2.	Absence of Staff	8
3.	First Aid and Management of Medicines in School	9
4.	Health.....	10
5.	Professional Growth	11
6.	Bullying	11
7.	Caretaker's Duties	11
8.	Safeguarding	12
9.	Disclosure of Information – including confidentiality and data protection.....	12
10.	Behaviour.....	14
11.	Appearance and Dress	15
12.	Pupil Supervision.....	15
13.	Inclusion and Equality	16
14.	Pupil Premium	16
15.	Educational Visits.....	17
16.	Electrical Equipment and Portable Appliance Testing (PAT).....	18
17.	Emergency Procedures	18
18.	Health and Safety.....	18
19.	Lone Working.....	18
20.	School Security.....	18
21.	Jewellery and Make Up	19
22.	Lost Property	19
23.	Parking.....	19
24.	Admissions	19
25.	School Development Plan (SDP)	20
26.	Smoking.....	20
27.	Telephone	20

1. ABSENCE OF CHILDREN

Please read in conjunction with the [Attendance Policy](#) (available on the School Website under 'school info' 'policies')

- The expectation of Ewell Grove is that all pupils attend 100% unless there is a genuine reason for the absence approved by the Headteacher. When absence is unavoidable, parents/carers will be required to inform the school at the earliest opportunity. Information relating to what a parent needs to do if their child is not attending school can be found in the Parents Information Booklet.
- Registers are taken electronically using the school information system – each member of staff will be issued with individual log in details. You must never use another user log in.
- Teachers must proactively monitor absence patterns and immediately inform the Headteacher of any concerns.
- A summary of all absence is available from the School Office. This must be shared with parents at the Autumn and Spring Parents' Evening and be included with the end of year report.
- All absences and late arrivals must be recorded in the registers using the agreed codes. Children arriving after 8.55 am must be signed in at the school office by their parent/carer. Children leaving the school site outside usual times must also be signed off site by their parent/carer.

What to do if a child does not arrive in a place they are expected:

Call or radio the school office and a member of SLT immediately. Make a note of the time. Share where you were expecting them to be and when you last saw them if this is relevant. This applies in many situations and is part of our safeguarding expectations. The circumstances include but are not limited to: arrival at an extra-curricular club, arrival at after school club, arrival to a 1:1 session. A member of SLT will make a decision about when further action is needed and this will in part be based on the length of time that a child has been out of sight.

2. ABSENCE OF STAFF

Please read in conjunction with the **Absence Policy and Special Leave of Absence Policy on Spotlight**

What to Do When You Are Sick

- If you are ill and unable to come into work you must contact and speak to the Phase Leader or a member of the Strategic Leadership Team (SLT) as soon as possible giving an indication of how long your absence is likely to last. Whenever possible you must phone the evening before or between **06:15 am – 07:15 am** on the morning of the absence so that cover can be organised.

ENSURE YOU SPEAK TO A MEMBER OF STAFF. DO NOT RELY ON MESSAGES OR TEXTS.

- If the illness will be for more than one day you must contact the school **before 2:30 pm** and let the office staff know on what day you expect to return. You must always phone before 2:30 pm the day before you return, to confirm that you will be in the following day. Be decisive and say yes or no. It is not very helpful to say you "might be in" as arrangements for cover have to be made as early as possible.
- If you become unwell during the working day and need to leave work before your normal finishing time, you must ensure that a member of the SLT and School Office are notified. All staff must sign out before they leave the school premises.
- On your first day back at work, or as soon as possible thereafter, you need to complete a Return to Work Discussion Form and have a conversation with your line manager; to ensure that you are fit to return, to update you on any work matters and to discuss any other relevant issues. Depending on the circumstances, this may be a brief verbal enquiry or take the form of an informal meeting. You can request a copy of the completed Return to Work Form if you wish.

- If you are absent from work for more than one calendar week, you must make the necessary arrangements to obtain a medical certificate from your doctor to cover you from the eighth calendar day of absence.
- You must submit your doctor's certificate to the School Office as soon as possible after you receive it. You must continue submitting doctor's certificates as often as necessary in order to authorise your absence from work and for you to continue receiving sick pay. It is your responsibility to ensure that you obtain consecutive medical certificates to cover your absence from work and to ensure that they are submitted to the School Office on time.
- A failure to either obtain, or submit, medical certificates regularly and on time may result in your absence being treated as unauthorised, resulting in loss of pay and/or disciplinary action.
- When you know the date that you expect to be fit to return to work, you must notify the School Office of this as soon as possible so they can make the appropriate arrangements for your return. The Headteacher has the right at any time to refer members of staff to Occupational Health, should it be deemed necessary. The Headteacher must inform the member of staff that this is their intention and explain the reasons for this.
- Staff must strictly follow the Special Leave of Absence Policy for all other requests for time off.

Accidents at Work

- If you have an accident at work, it is important this is reported and the appropriate details recorded in accordance with the school's procedures. If you are unsure how to make a report, please speak to the School Office.

3. FIRST AID AND MANAGEMENT OF MEDICINES IN SCHOOL

Please read in conjunction with the First Aid Policy available on Spotlight

- All accidents must be recorded in the **Accident Book** by the person who first dealt with it. Only very minor incidents that have required no first aid or staff involvement need not be recorded. Entries must be dated, timed and initialled by staff in case of the need for follow up and any 'stickers' issued to the child must also be timed and dated.
- If the accident is of a serious nature an on-line Accident Form must also be completed; 'more serious' would include where a visit to hospital has been necessary either immediately or at some point later on. It might also include where a cut could cause possible permanent scarring – always ask if an on-line form is necessary.
- If the accident is such that a visit to hospital may be required the parents must be contacted as soon as possible to inform them of the accident and to ask them to take their child to casualty.
- If the accident is of a very serious nature an ambulance must be called immediately and the parents contacted as soon as possible. A member of staff must accompany the child in the ambulance if the parents have not been able to get to school in time.
- If there is any doubt as to how serious an accident is then a senior member of staff must be consulted immediately. Furthermore, all accidents which are serious enough to possibly require hospital treatment must be reported to a senior member of staff.
- If a child has received basic First Aid an entry must be made in the Accident Book and a standard 'I've had First Aid' sticker be issued. If the injury is anything more than minor the parents must be contacted as soon as possible and advised to whether or not the school is happy for the child to remain on site.
- All head injuries must be reported to the class teacher. The child must be given an 'I've Bumped My Head' sticker with a date and time written onto it. Parents must be contacted as soon as possible and advised to whether or not the school is happy for the child to remain on site or when this is not clear at least giving the parent the opportunity to come and look at the child's injury. If a child is taken ill then the parents must be contacted as

soon as possible in order that they may collect their child from school. All children sent home must be 'signed out' in the School Office.

- In all cases of accident and illness the child's wellbeing is the primary concern and therefore it is better to be over cautious when making judgements and deciding on what action to take.
- If a child is off school with a known contagious condition, then staff must always let the Office Staff know, as this is recorded for the Health Authority. It is the duty of the Headteacher, under the advice of the LA Health Team, to decide if notification of a contagious disease needs to be sent out to parents.
- First aid provision must be available at all times whilst people are on school premises and also off school premises whilst on educational visits. Clear and agreed systems must ensure that all children are given the same care and understanding in our school. This care must extend to emergency first aid provision, the administration of prescribed medicines for dealing with diagnosed conditions such as asthma etc.

4. HEALTH

Please read in conjunction with the First Aid Policy on Spotlight

- If you have a concern about the health of a child you must bring it to the attention of a member of the SLT who will contact the school nurse if appropriate.
- Children with medical needs have the same rights of admission to a school or setting as other children. Children with medical needs are protected from discrimination under the Disability Discrimination Act. The DDA defines a person as having a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on her/his abilities to carry out normal day-to-day activities.
- Under the DDA, responsible bodies such as schools must not discriminate against disabled pupils in relation to their access to education and associated services – a broad term that covers all aspects of school life including school trips, clubs and activities. Schools must make reasonable adjustments for disabled children, including those with medical needs at different levels of school life; and for the individual disabled child, in their practices and procedures and in their policies.
- Staff at Ewell Grove cannot be expected to take responsibility for any non-prescribed medicines that parents may bring or send into school for minor ailments.
- Staff at Ewell Grove will accept prescribed medicines, where it would be detrimental to the child's health if not taken during the school day; they must be in the container as originally dispensed (and with original pharmacy label clearly readable).
- Medication must be brought into school by an adult (it will not be accepted if brought in by a child under the age of 16); medication will not be administered unless accompanied by signed agreement form by a parent with parental responsibility.
- Any member of staff may administer a controlled drug for when it has been prescribed for the child; following instructions provided by the Doctor, Dentist or Nurse. All medicines must be given to the School Office to be stored in an appropriate manner e.g. refrigerated if necessary or in the lockable cupboard. All members of staff can administer medication to children; if medication is administered to a child, a written record must be completed and signed by the person administering. This paperwork is stored with the child's medication.
- No child must ever be given medication without written consent from their parents. All medicines must be accompanied by written instructions from the parents and/or doctor specifying the type of medicine, the circumstances under which it must be given, the frequency and dosage. Health Care Plan and/or Administering Prescribed Medication proformas are available from the School Office for parents to complete.
- All children with specific medical needs must have a Health Care Plan to assist staff in treating their needs during an emergency. These must be completed by their parents, in conjunction with the school and medical professional where appropriate.

- Inhalers, Epi-pen etc. will be kept safely but be available throughout the school day. The medication is kept in the class medical bag. Children must have access to them whenever they may be needed. Therefore, if classes are going off premises the medication must always accompany the child.
- If a case of head lice is reported then the School Office must be informed so that the standard head lice message is sent to the relevant class/year group.

5. PROFESSIONAL GROWTH

Please read in conjunction with the Professional Growth Policy (located on the curriculum drive)

Professional Support

- Each class-based member of staff will have allocated to them a Professional Growth Leader. Professional support will be available for all staff so that they can continue to grow and develop. This support can take many forms; dialogue, conversations and co-planning, mentoring and coaching, analysis, feedback and observation. Professional Growth Leaders will need to be able to adapt their instructional coaching to ensure they are capable of the range expected from 'mentoring a novice to coaching experts'. To support this, they will refer to the SCITT Learning Conversation materials (these can be found within the SCITT Mentor Handbook).
- Our staff are expected to create partnerships with others, including those with expertise, to support their professional learning and generate information about their progress so that they can monitor and adapt their learning. Staff are expected to support and assist colleagues through structured opportunities to reflect by reviewing progress and helping the staff to consider the effectiveness of their practice. The role of any member of staff when supporting a colleague is to push and challenge their thinking so that each member of staff becomes an adaptive expert who is capable of continually growing; reflecting on, and expanding, the depth and breadth of their classroom expertise. Our staff are encouraged to seek feedback from multiple viewpoints.

6. BULLYING

Please read in conjunction with the [Anti-Bullying Policy](#) on Spotlight

- Bullying in any form is unacceptable. The definition of bullying is:
Bullying - The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online.
- All reports of bullying must be treated seriously and any alleged incident must be recorded on CPOMS. Where this process is not carried out by a member of the SLT the member of staff dealing with it must inform SLT at the earliest opportunity. Procedures for investigating and dealing with bullying are detailed in the Anti-Bullying Policy.
- All members of staff must contribute fully to creating a school ethos, which would discourage or prevent incidents of bullying ever occurring.
- Children must be made aware of the standards of behaviour expected and must be fully aware of the Golden Rules (*See Item 10 Behaviour*) that underpin our behaviour policy and how they apply to their behaviour in school.
- The curriculum must include explicit teaching of the Fundamental British Values (FBV) and the Sports Values, including opportunities for both to be addressed through our cross-curricular approach to learning.
- All members of staff must be consistent in their demands and expectations of children.

7. CARETAKER'S DUTIES

- The Caretaker is available from 7:00am – 10:30am and 2:45pm – 6:30pm.

- The Caretaker is responsible for maintaining and securing the school premises, health & safety inspections, building maintenance, and ensuring that the school environment is safe, clean and conducive to learning.
- All staff and children must assist the Caretaker in his duties by ensuring rooms are tidied at the end of each school day and that no unnecessary items are left on the floor or tables.
- Any damage, breakage or faults must be reported to the Caretaker as soon as possible. If the Caretaker is not onsite then all reports must be made to the School Office.
- If any item or area within the school is thought to present a danger to the children it must be reported to the Caretaker and/or the Headteacher immediately.

8. SAFEGUARDING

- **All staff will be issued with (and must read and understand) [Keeping Children Safe in Education \(KCSIE\) Part 1, What to do if you're worried a child is being abused](#) and [Working Together To Safeguard Children](#).** Training in relation to this will be covered at INSET at the beginning of each academic year. This is not designed to replace the individual's requirement to read the full document and staff will be asked to sign to state they have read and understood them.
- Staff will be provided with safeguarding updates once a week during the morning staff briefing.
- All members of staff must familiarise themselves with Ewell Grove's [Safeguarding Policy](#) and procedures. The Designated Safeguarding Leads (DSLs) for the school are Paula Rising, Tom Bosher, Jade Moore, Carina Jenkins, Hannah Barnett and Nabihah Ahmed; all concerns must be referred to one of these post holders immediately, to enable them to take the necessary action.

9. DISCLOSURE OF INFORMATION – INCLUDING CONFIDENTIALITY AND DATA PROTECTION

Please read in conjunction with the Privacy Notice located on Spotlight

- When arriving on school premises it is essential that you 'sign in'; by doing this you are agreeing to abide by our confidentiality, safeguarding and health and safety procedures.
- Confidential paper files for individual children/families in relation to safeguarding issues are kept in the Headteacher's office. Staff may not read or take these files without the Headteacher's permission and information stored in them will only be shared on a 'need to know' basis. When a child transfers school it is for the Headteacher to decide if the information is still relevant enough to be forwarded with all other records stored. CPOM's records will be transferred to the receiving school upon request.
- Any member of staff who discusses a problem of a personal nature with any other member of staff should feel secure in the knowledge that it will go no further unless they wish that it does so.
- Confidentiality relies on the ability of any member of staff to trust in the integrity of their colleagues.
- Any adults working on the school premises, including visitors and volunteers are asked to 'sign in' when arriving on school premises. It is essential that they 'sign in'; by doing this they are agreeing to abide by our confidentiality, safeguarding and health and safety procedures. For security and safeguarding all visitors will be given a lanyard – red indicates they have a DBS and yellow indicates the visitor must be supervised at all times by a member of staff.

Data Protection

Lumen Learning Trust (the trust) aims to ensure that all personal data collected, stored, processed and destroyed about any natural person, whether they be a member of staff, pupil, parent, Governor, visitors, contractor, consultant, or any other individual is done so in accordance with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 (DPA 2018). Personal data can be either in paper or electronic form and relates to any specific information relating to an identifiable natural person such as name, image, age, academic attainment or ethnicity. We must all ensure that clear consent is given to use personal data including the

taking and use of images of children. The disposal of personal data is extremely important and should either be actioned by securely shredding paper-based records (bags available from the school office) or overwriting/deleting electronic files. Our full data protection policy can be found in the Spotlight Policy Library.

If you have any concerns regarding personal data for either yourself or another individual, please speak to the Office Manager (your school's first point of contact for data protection queries) or Lumen's Data Manager as follows: Lisa Cosgrave tel: 01932 960228, datamanager@lumenlearningtrust.co.uk

Privacy Notice for School Workforce

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. Our Lumen Learning Trust privacy notice for the school workforce explains how we collect, store and use staff personal data. This document can be found via this link: <https://www.lumenlearningtrust.co.uk/about-us/lumen-learning-trust-policies/general-data-protection-regulation-gdpr>.

Telephony System

All external inbound/outbound and internal calls are recorded for training and monitoring purposes. Recordings are automatically stored for 90 days by our IT support provider before automatic deletion. Only appropriately authorised school staff may review calls where deemed appropriate but it should be noted that personal calls made/taken on a school telephone could be listened to inadvertently as part of a review. Personal calls can be made via your personal mobile within the staffroom only.

Mobile phone use on site

Mobile phones should never be visible or used within any public area of the school whilst children are on site. A public area is classed as any space that a child could use, pass through or view.

School based solutions are available for classroom staff who need to use a separate device for two factor authentication to remove the need to rely on personal mobile phone use.

AI

In today's rapidly evolving technological landscape, the integration of Artificial Intelligence (AI) into educational environments presents both opportunities and challenges. LLT has developed:

- a policy to ensure its ethical and effective use within our schools which can be accessed via the Spotlight Policy Library.
- the LLT AI Acceptable Use Guidance for Staff manual which contains a list of approved AI tools which can be accessed via the shortcut on every desktop or this link: https://docs.google.com/document/d/1bg7Mubc2y06vQ9nR9RHVIBhSxeCxA_NbrWc0s8DK4ol/edit?usp=sharing.

Photographing children and staff

Images of pupil and staff faces, including side profile images, must not be used in any of the following:

- School website
- External websites such as eteach
- School social media accounts including Facebook and Instagram
- Promotional materials such as posters, flyers, Open Day ads, school prospectus
- School newsletter

Images can still be used in the following *as long as consent has been granted by the child's parent*:

- Any displays inside the school.
- Learning resources (exercise books, coat hook etc).
- End of year class photos which can be purchased by other parents.
- Paper based school created yearbooks featuring group images. These cannot be shared electronically.

- Paper based school created transition information packs featuring group images. These cannot be shared electronically.
- Trust or school approved apps accessed via a parent log in account, using an image of only the child of the named account e.g. Tapestry, Marvellous Me. No group images are allowed.
- A child's named Google Classroom account using only their image. No group images are allowed.
- Paper based school play or production programmes. These cannot be shared electronically.
- School plays and productions which are recorded, streamed and accessed via a parent only online platform e.g. Google Drive, Zoom, Vimeo, YouTube (private link) or can be purchased by other parents in DVD format. Please note, a child can not take part in the recorded/streamed production if consent is not given.
- Name will be featured in the above when required using first name and initial of surname by default.
- As part of a group image for an external activity such as trip, residential, sporting activity or similar.
 - The image can only be shared via a *closed group email* directly with those parents who consented for their child to feature in images taken at the activity. These cannot be shared via Classroom or social media.
- Your school Office Manager will provide more details on how to check consents for specific pupils. If you are unsure whether an image can be used please ask your Office Manager in the first instance.

10. BEHAVIOUR

Please read in conjunction with the Behaviour Management available on the [School Website](#)

At Ewell Grove Primary & Nursery School we have a relational approach towards behaviour. We promote resilience, independence and responsibility where the ethos includes a willingness to care for one another, building respectful relationships, a respect for the values and property of others and development of self-confidence within individuals, enabling them to value themselves and their peers. Children are supported in the recognition and regulation of emotions. It is acknowledged that 'behaviour' is a response and our challenge is to understand the triggers for the response and use this knowledge to support the child in making appropriate choices.

- All members of staff are responsible for maintaining good standards of behaviour within the school.
- All members of staff must familiarise themselves with the **Golden Rules**, and ensure they both sanction and reward children fairly and consistently. If a member of staff is not clear how the behaviour management system at Ewell Grove works, it is their responsibility to find out.
- The Golden Rules must be clearly displayed in all classrooms and it is the teacher's responsibility to ensure children know what the rules are and what they mean. The Ewell Grove behaviour approach and the process of redirection, the reminder, the warning, time to reflect and repair and restore is followed in line with the One Page Behaviour Policy.
- All classes will have a 20-minute Golden Time slot each week, to reward children on the sun for their good behaviour. This must be kept to as it underpins that whole behaviour management policy.
- All staff must familiarise themselves with the Fundamental British Values and Sports Values.

Openness

The children's needs and how to create the best possible provision to enable these needs to be met is at the heart of all decisions taken. Staff are given forums in which to discuss provision and are expected to make use of these. From time-to-time decisions are taken which individuals may

find difficult. If this situation should arise, staff are expected to approach difficulties with a 'solution-focused' attitude. Simply airing unhappiness with a sympathetic individual is fairly unproductive as it can actually spread dissatisfaction and unhappiness and ultimately runs the risk of compromising the needs of the children. Staff are asked to think beyond the problem and consider it within an objective, intellectual framework rather than a purely subjective, emotional one. Therefore, the expectation is that all staff (teachers, teaching assistants, support staff, admin staff) in these situations would have the professional outlook that enables them to discuss the situation in confidence with someone who could affect a solution e.g. a member of the SLT.

11. APPEARANCE AND DRESS

All staff appearance must be professional at all times both within the workplace and when representing the school at differing venues.

There is no exhaustive policy defining acceptable and unacceptable standards of dress and appearance and staff must use 'common sense'.

The school recognises the diversity of cultures, religions and disabilities of its staff and will take a sensitive approach when this affects dress requirements. However, priority will be given to health and safety and security considerations. This is a particular issue when considering footwear as there may be times when you have to move quickly.

Please also consider your appearance both in the context of the practical situations you are involved in as part of a busy primary school, as well as the safeguarding responsibilities we have.

All staff are expected to dress appropriately to reflect their professional role. For the avoidance of doubt, inappropriate dress is deemed to include the following:

- Jeans/jeggings (or trousers that look like jeans) and any other denim clothing
- Revealing or excessively tight clothing, such as cropped tops and short skirts
- Clothing which exposes underwear
- Casual t-shirts, vest tops or shorts (except where appropriate to task, e.g. PE)
- Combat or cargo trousers
- Leggings, unless worn under a skirt or dress of appropriate length
- Shorts (unless being worn for PE)
- Beach flip flops - all footwear should have a heel strap.
- Garishly coloured, patterned or sparkly attire
- Casual boots, e.g. Ugg boots and excessively high heels
- Strapless tops/dresses or tops/dresses with 'shoestring' shoulder straps, racer backs or halter necks
- Clothing with large logos, political symbols or contentious slogans.

Hair should be neat and tidy with no extreme hairstyling. Staff are asked to cover up visible tattoos whilst at work where the location of the tattoo makes it reasonably practicable to do so. All staff are expected to be well groomed and maintain a good standard of personal hygiene. Clothing should not unduly restrict movement or prevent a task being carried out with dignity.

In Key Stage Two, on a day when a PE session is timetabled at Epsom Sports Club, staff are able to wear PE kit for the full day. On the other PE days, staff should wear normal school attire but change into trainers for the PE session itself.

It is an expectation that professional dress is worn during PPA time or Subject leader release time.

12. PUPIL SUPERVISION

- Drinks/snacks of any variety may not be taken out into the playground.
- The laminated class register must accompany the children at all times.

- Each class must be led onto the playground by an adult; the adult must stay with the children until adequate playground supervision is in place. Children may not be left unsupervised in the playground.
- On PPA days the Lead TA will take over the responsibilities of the Class Teacher.
- Children can access first aid on the playground by notifying a member of staff in a Hi-Viz jacket.
- At the end of each playtime a TA will blow the whistle for all children. Class teachers will meet their class in the playground and supervise the children as they walk into school.
- All staff on duty are responsible for checking the playground and counting the children to ensure they are all present and back in class at the end of playtime.
- Walking back into school in an orderly manner signals a clear end to playtime activities and puts the children back into the frame of mind needed for classroom activities. It also prevents accidents occurring.

Adverse Weather Conditions During Playtime and Lunchtime

TAs will supervise the children in their classrooms. Class Teachers must prepare a calm activity for the children to engage in.

Supervision of Pupils

- Children must walk at all times when moving around the school.
- Children are not allowed to climb on or over any of the walls, gates or fences within the school grounds.
- All safety guidelines as listed in the various policies and schemes of work must be strictly adhered to. All staff must consider carefully how best to use such equipment as glue guns, hand tools, food technology equipment etc.
- Children must be properly supervised at all times but levels and degrees of supervision will vary depending on the activities being undertaken and the ages of the children involved. **During break times pupils must never be in the playground/Orchard unattended.**
- Children must never be sent to work or practise plays etc. in a room or hall unaccompanied. They may sit at a table outside or go into the Orchard as long as they are within the view of an adult.

13. INCLUSION AND EQUALITY

Please read in conjunction with the [Curriculum Statement](#) available on the school website

- All staff at Ewell Grove must set high expectations for every pupil; with specific responsibility for eradicating barriers to every child achieving. All staff must ensure they are fully conversant with their duties and responsibilities under equal opportunities legislation and make reasonable adjustments to support a wide range of pupils who have special educational needs, and disabilities. All our children must have access to our school curriculum and the opportunities within it.
- Any racist comments, either made knowingly or unknowingly by anyone on our school site must be noted and given immediately to the Headteacher.

14. PUPIL PREMIUM

Please read in conjunction with Ewell Grove's [Pupil Premium Statement](#) available on the school website

The Pupil Premium is additional funding given to schools to raise the attainment of disadvantaged pupils and close the gap between them and their peers. Ewell Grove receives additional funding for children:

- eligible for free school meals at any point in the last 6 years

- who have been 'Looked After' (under care of the Local Authority) for 1 day or more
- adopted from care or has left care under, a special guardianship, residence or child arrangement order.

Allocations are made based on eligible pupil attendance at the time of the Autumn school census.

Schools are accountable for the impact of pupil premium funding in the following ways:

- data that shows the performance of disadvantaged pupils at Ewell Grove compared with their peers
- schools are required to publish details online each year of how they are using the pupil premium and the impact it is having on pupil achievement
- the Ofsted inspection framework ensures inspectors focus on the attainment of pupil groups, and in particular those who attract the Pupil Premium.

15. EDUCATIONAL VISITS

- Before an educational trip can be booked an Application for Approval for Educational Visit outlining details, dates and cost must be completed by the 'Party Leader' and signed by the Headteacher.
- A pre-visit Risk Assessment must be undertaken, in line with Surrey LAs guidance, by the organiser/s
- All classes should go on at least one full day trip during the school year, in addition to any shorter visits at other times.
- Educational visits for the whole school or a particular Key Stage will be organised from time to time. Whenever booking these always check details at a staff meeting before confirming the booking to avoid diary clashes etc.
- Parent helpers must be selected by the trip organisers. (The suggested level of supervision is 6:1, but if possible 4:1 is better).
- Staff must consider if any children with medical needs need a 1:1 adult ratio and there should always be one adult without the responsibility of a group for emergency situations.
- If splitting into groups a member of staff must always be present; equally children with specific needs, who are likely to get overexcited or dysregulated, must always be in a group led by a member of staff unless the child's own parent is accompanying the visit.
- The School Office staff are happy to help with arrangements as long as time scales involved are reasonable. However, the trip organiser/s are ultimately responsible for all arrangements.
- Discuss with the Headteacher the costs of the trip and the amount the children's parents will be asked to contribute. Parents should be given as much notice as possible, to allow time to find the money necessary for the voluntary contributions. If a child does not bring in a contribution they will still participate in the trip and no attempt will be made to collect the money. However, parental consent is necessary if the trip is not covered by the school's 'local visits' section of the Permissions Form completed on admission to the school. If insufficient voluntary contributions are received then the trip will be cancelled.
- Inform the school lunch provider of the date of the trip and the number of dinner children and free dinner children in the group at least three weeks in advance.
- The school lunch provider can supply packed lunches for those children on FSM if necessary. At least a week's notice is required.

Equipment to be Taken on Trip

- Laminate Register.
- First Aid Bags must contain sick bags, carrier bags, tissues, disposable gloves, a supply of plasters, cotton wool, small bottle of water, supply of first aid/bumped head stickers and pen.

- Prescribed medicines/tablets must be carried by the relevant Class Teacher. This medication must be in its original container which includes child's name and prescription information and instructions.
- Each class must carry the individual medication, such as inhalers and Epi-pens. It is essential that the pupils Health Care Plan is kept with the medication at all times.
- Class Teachers must have a mobile phone for emergency contact and must advise the School Office of the number before they depart.

16. ELECTRICAL EQUIPMENT AND PORTABLE APPLIANCE TESTING (PAT)

- All portable electrical equipment used within the school must undergo PAT on a yearly basis. Staff may not bring portable electrical equipment into school, for use within school buildings, unless it has been tested by somebody qualified to conduct PAT. No-one should ever make use of equipment that has been rejected or for which the next electrical test is overdue.

17. EMERGENCY PROCEDURES

Please read in conjunction with Emergency Procedures for Accident, Fire and Lock-In and Emergency and Recovery Plan procedures (located on the curriculum drive)

18. HEALTH AND SAFETY

Please read in conjunction with the Health and Safety Policy available on the [School Website](#)

All staff must ensure they are fully conversant with their duties and responsibilities under legislation relating to all aspects of health and Safety.

19. LONE WORKING

Please read in conjunction with the Lone Working Policy (located on the curriculum drive)

All staff must ensure they are fully conversant with their duties and responsibilities relating to lone working.

20. SCHOOL SECURITY

Visitors on site

- All visitors to the school must sign the visitors' book (or Governor's book) as this is our means of knowing who is on site during the evacuation process. For security and safeguarding all visitors will be given a lanyard – red indicates they have a DBS and yellow indicates the visitor must be supervised at all times by a member of staff.
- Any unexpected, unannounced or unrecognised visitor entering the school or the school grounds must be "Challenged" by any member of staff who sees them by first saying to them, "Can I help you?"
- All visitors must first report to the office but if this has not happened you must tell them to do so and the purpose of their visit will be dealt with from there.
- If any person visits the school or is seen taking an "Interest" in a child or children in such things as playtime activities this must be monitored and all children removed from the vicinity as required. In any cases of immediate risk this must be reported to a member of the SLT immediately by whatever means, but at no point should children ever be left unattended.
- Staff on duty at break times must ensure that all playground gates are secured and anyone trying to gain access to the site during this time are asked the purpose of their visit (and if necessary escorted).

- In the playground children must be discouraged from talking to people through the fence. If this is seen by a member of staff, it must be stopped immediately.
- All staff will be informed if any circumstances prevail which prevents a child being taken out of school by any particular person or if a notification for vigilance is issued by Surrey LA or police.

21. JEWELLERY AND MAKE UP

- For information relating to jewellery and make up for children please read in conjunction with the [Parents Information Booklet](#); please note staff must not be responsible for putting ear-rings in or taking them out. If a child cannot take their own ear-rings out safely then they must not participate in PE.
- For their own health and safety staff must remove all jewellery (with the exception of wedding rings and items of religious significance) before teaching PE. They must also be dressed in appropriate clothing. It is imperative that adults act as good role models to the children at all times.
- Jewellery/piercings worn by staff must be discreet and must not be a health and safety hazard. Jewellery/piercings must be removed where they are a risk to health and safety.
- If, in the classroom/school environment, any items of jewellery pose the possibility of injury to others or the possibility for entanglement (e.g. large hoops in earlobes, large rings, necklaces, tongue piercing) items must be removed whilst on duty. Rings which protrude from the finger, must not be worn when in situations involving restraint or when assisting with an activity as part of a pupil's daily living (e.g. assisting with personal hygiene), as they may cause harm to a pupil.
- Hair must not compromise health and safety. Long hair must be tied back when undertaking physical interventions with children.

22. LOST PROPERTY

- Lost property must be put into the lost property cupboard in the entrance foyer.
- Approximately every half term a display of lost property will be held and all children will have an opportunity to reclaim their belongings. Anything that remains unclaimed after the display will be disposed of in an appropriate manner.
- If an item that has been found has a child's name on it do not send it to lost property but to the appropriate class at playtime or dinnertime.

23. PARKING

Please read in conjunction with the Parking Policy (located on the curriculum drive)

- Members of staff should park their cars, when space is available, in the staff car park accessed via High Street using the service road between the Nail Bar and Turkish Restaurant. As a car park space cannot be guaranteed staff should park in a safe place near to the school taking into account consideration for neighbours.
- Staff must never, under any circumstance, park illegally outside the school by contravening road markings.
- Site users should be encouraged to walk to the school to eliminate congestion on the roads in the vicinity of the school and village.

24. ADMISSIONS

- There is no fixed Pupil Priority Area (catchment area) for Ewell Grove. This only comes into existence once we are oversubscribed and varies from year to year according to the number and location of the applications received.
- Full details of Surrey's Admissions Policy can be obtained from the School Office.

- Staff must be aware that any child admitted into Ewell Grove's Nursery classes must reapply for a Reception place (there is no right of admission from Nursery into Reception); it is essential that staff ensure parents are fully aware of this process.

25. SCHOOL DEVELOPMENT PLAN (SDP)

- The SDP is a strategic plan for improvement. It identifies the school's priorities, the main measures it will take to raise standards, the resources dedicated to these, and the key outcomes and targets it intends to achieve (short term and long term). The SDP is shared with all staff at the beginning of the year to ensure a clear understanding of the intent and the role staff have in implementation and impact. Short term priorities will be evaluated every term using a triangulation of evidence from monitoring activities such as, scrutinising data, observations, learning walks and governor monitoring.

26. SMOKING

- It is illegal to smoke on the school premises; this applies to all staff and visitors.

27. TELEPHONE

- For urgent or private calls which cannot be made outside of school hours, staff may use one of the school phones.
- Incoming calls to members of staff will not be put through to their classrooms during lesson time unless it is of an urgent nature. Staff may be contacted by the School Office, particularly towards the end of the day as they may need to get messages to you in connection with children being collected.
- Staff may not have their personal mobile phones on during classroom sessions or staff meetings except in specific circumstances where it has been agreed in advance with a member of SLT.
- Courtesy to other staff must be given if accepting mobile phone calls in the Staffroom.