



Staff Handbook

September 2026



***Building a firm foundation that inspires every child to
aim high and exceed their own expectations on
their journey to successful adulthood***

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Welcome

Welcome to Riverbridge Primary. We hope you enjoy working at our school whether it is for a long or short period. 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.

Absence – Children

If a child is absent parents are asked to call the school absence line before 9.30am to explain the absence. If we don't receive this information, office staff will call parents.

Absence – Staff

If you decide that you are too ill to be in school, you will need to let us know as soon as possible.

Teachers should ring **Louise Price** on **07809 289095** between **6.45- 7.00 am** of the day you are going to be absent.

TAs and Wraparound Care Staff should phone as follows:

Wraparound Care staff should phone Hena Bhaglia on 07769 832669 between **6.45-7.00 a.m.** of the day you are going to be absent.

TAs should phone **Harriet Code** on **07543 295283** between **6.45-7.00 a.m.** of the day you are going to be absent.

Support staff that start work at 12pm - please phone the school office by 12pm and you will be put through to a member of SLT.

Office staff should phone Hazel Harvey on **07763 717067** between **6.30-7.00 am**.

You will need to speak to them personally to explain the situation. **It is not acceptable to text or leave messages on the school answerphone or with other colleagues.**

Please bear in mind that all staff absences and the reasons for them are monitored.

Please contact the school office **before 3.00pm** each day that you are away to inform school whether or not you will be in the next day.

On your return, your absence should be logged on Edupay. A return to work meeting may be necessary on some occasions, This may be at the request of staff or in discussion with a member of the senior leadership team/HR manager. Sadie Speight is our HR manager and can support with logging absences.

In the case of absence for reasons other than personal illness, staff should refer to the Special Leave of Absence Policy and complete an Absence Request Form as above.

Teachers absent on a Monday must ensure that planning is emailed to their Year Group

Leader by 8am. Year Group Leaders should email their Phase Leader.

Access and Car Parking

The school is open from 7.00am – 6.00pm Monday – Friday

Access to the school is via the main entrances on each site. Parking in the school car park is at the owner's own risk as unfortunately Riverbridge Primary School cannot be held responsible for any damage that may occur. Staff should display their parking permits in their car each day and park in the bays that are allocated to staff, avoiding spaces at PAB that are used for parent drop off and collection. Please complete this [google form](#) to request a permit.

Accidents and Illness of Children during the School Day

Most staff have been trained in basic first aid. All office staff and a number of staff across the school also Paediatric First Aid Trained.

If a child says they are feeling unwell please make a judgement about how serious you think this is. If you feel it is a genuine illness, please send the child to the school office for some quiet time to see if this remedies the situation. If the child is still poorly a decision will be made to contact the parent to send the child home. Please ensure the adult collecting the child signs the child out through the school office.

All accidents should be recorded in the relevant Accident log. More serious accidents will be logged on the Surrey online site by a member of the office team. The incident is then reviewed and signed off by the Office Manager who will refer to SLT as required.

If a child has received a bump to the head please ensure parents are informed at the end of the day. A slip will be provided by the office staff. If the head injury is anything more serious, parents must be contacted as soon as possible and asked to come to make a judgement as to whether or not the child needs to go to hospital.

For children that are prescribed Epipens, one is kept in the classroom and one in the school office. Epipens must be taken to the lunch hall, on school visits and outside for PE. Inhalers and other medication are held in the school office.

If a child is physically sick in school, they should be sent to the school office (with the sick bucket) accompanied by another child / adult.

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/1bg7Mubc2y06vQ9nR9RHVIBhSxCxA_NbrWc0s8DK4oI/edit?usp=sharing.

Allergies

As a nut-free school it's important that staff are aware of children and staff who may have an allergy. A photo sheet showing the child & the allergy or medical condition is held in each staff room

For any food brought into school it cannot contain any nut or sesame based products which include:

- Chocolate spread including Nutella & hazelnut based products
- Sesame & sesame seed based products including hummus
- Peanut butter and/or cereal bars containing nuts,
- Chicken satay
- Pesto

Appraisals

Staff appraisal is an integral aspect of our practice and takes place annually for every member of staff. All staff are also expected to take part in a mid-point review of their targets in order to anticipate outcomes of performance related pay.

Assemblies

Assemblies take place every day. They are a combination of whole school, year group and class assemblies. The assembly will be shared at the beginning of the academic year on a Google sheet by Louise Price. If you know you will be away on the day of 'your' assembly, please arrange to swap with someone and change this on the rota. For topics for the assemblies, please see rota.

When attending an assembly, please could all staff be proactive about managing the children's behaviour. Please also anticipate possible issues that may arise with certain children sitting next to each other and make sure the children sit with other children who help them make the right choices regarding listening and behaving.

Behaviour Management

It is very important that we are all consistent about our expectations of behaviour management. All staff must be familiar with the Behaviour Management processes and procedures and actively play their part in ensuring we promote good behaviour for learning rather than just behaviour for compliance. Shouting at children is completely unacceptable and usually leads to further deterioration of behaviour. If you are struggling with any aspect of Behaviour Management, please speak to a Senior Leader who can offer support or further training. *Please also remember that we refer to the pupils as 'children' or 'pupils' but not 'kids'.*

Break/Lunch times

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School provides all staff with tea, coffee and milk. These, alongside sugar and water – hot and cold are available in the staffroom. Please feel free to use this during your break times. A member of the office staff will replenish the stocks when they are running low. Please let them know if this is the case. Staff are reminded that it is your responsibility to wash up your own items and that it is everyone's job to help keep the staffroom tidy.

Hot drinks can only be taken into classrooms or onto the playground if in a non-breakable container with a screw top lid. Glasses should also not be taken into classrooms when children are present.

Break Duties

A break duty rota is put together at the beginning of each term and is emailed to staff and displayed on the staffroom notice board. We try to ensure that teaching staff do not have to lead an assembly then carry out a break duty. If you know you will be absent on your duty day please arrange cover for yourself. If you know someone is absent and it is their duty day, please check that cover is arranged or offer to cover it yourself.

Please could teachers ensure they return straight to class after carrying out a break duty.

Please do not take your 'break' after the children have returned to class. Teaching assistants who are on playground duty take their break during assembly and should be on the playground ready for the children.

Please note the importance of punctuality when you are on playground duty or lunchtime duty. At no time should the children be let out to play or lunch without checking that there are staff on duty ready for them.

Please ensure that doors are opened promptly at 10.55 am and 1pm to allow children to return to the classroom.

Breakfast and After School Clubs

The breakfast club runs from 7.35-8.45 am. After School Club runs from 3.10pm (KGB) and 3.20pm (PAB) until either 4.30pm or 6pm depending on parents preference. Parents are able to book by emailing the school office, which the office staff can arrange for parents.

Calendar

We have an electronic diary attached to each email address. You should check this regularly and if you know you are out of school for training etc, please check it is on the diary. If not please email office.riverbridge@lumenlearningtrust.co.uk and if you need cover, also email louise.price@lumenlearningtrust.co.uk.

CCTV

We use CCTV in various locations around the school site to ensure everyone remains safe. We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded, with security cameras which are clearly visible and accompanied by prominent signs explaining that CCTV is in use.

Child Protection

Paul Grimwood is the Designated Safeguarding Lead for Riverbridge. Mary Ellen McCarthy, Sarah Kober, Jane Wallace, Louise Price, Nina Talkington, Harriet Code are Deputy Designated Safeguarding Leads. Hena Bhagalia, our Wraparound Care Manager, is also DSL trained.

Jenny Sansom is the Safeguarding Governor. All staff receive Working Together to Safeguard Children training when they begin working at Riverbridge 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.

Classrooms, Cloakrooms and Offices

Please ensure your classroom, cloakroom and office (if relevant) is kept tidy. We cannot expect children to respect and feel proud of their learning environment if it is untidy. It is an expectation that children help to keep the learning environment tidy and learn to put things away and keep resources attractive and usable.

Clubs and Activities

The majority of clubs currently run after school. They change on a termly basis and there will always be an up to date list in the school office. The clubs will be planned at the beginning of the year to ensure there is a spread of opportunity in each key stage. Places in clubs are determined according to the nature of the club.

Confidentiality

Confidentiality is an expectation of all staff. Please also consider what you say about the school and how you speak about our children in the wider community and what information you share, including on social networking sites such as Facebook. Speaking about children or staff in a derogatory manner or writing about them on social networking sites such as Facebook is obviously unacceptable. It is important that the profile of the school is not compromised in any way as inevitably this could also compromise the needs of the children in the school.

Staff who do not respect confidentiality on these terms are likely to face disciplinary action.

Communication with parents/carers

In order to support our partnership with parents, it is vital that our communication with them

is strong and consistent. It is very important that teachers take every opportunity to involve parents especially with regard to behaviour management. If there has been an incident where a child has been hurt (either physically or verbally) OR it has been alleged that a child has hurt someone – the class teacher must tell the parent BEFORE the child goes home. If school does not make contact then it is likely that the communication 'space' will be filled by the child's perception of the event which in turn can lead to tension in the home-school relationship. It is equally important for parents to be contacted in order to celebrate children's successes.

Parent-teacher consultations take place in the first half term of the Autumn and Spring terms.

Daily Information

A weekly bulletin is shared with staff on a Friday afternoon and by 7.30am on a Monday morning which details the upcoming events of the week as well as safeguarding updates and other relevant information for staff to make note of. Each day, the diary is also written on the whiteboard in the staffroom areas on both bases along with any additional information that may be required. All staff are expected to read the bulletin on Monday morning before the start of the school day as well as the staffroom board when they arrive in the morning. Please can you also check it from time to time during the course of the day as changes do occur, sometimes with limited notice. The information for the daily diary is taken from the School's electronic diary – please ensure that this is updated with your training commitments or key meetings. Hazel Harvey can assist with adding details to the calendar.

Daily Timetable

A timetable has been planned for each class, please refer to the Timetables folder on the Staffshare.

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.

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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

Difficult Conversations

There may be occasions when you have to deal with difficult situations in which parents may become agitated or rude. We do not tolerate aggressive or threatening behaviour towards any member of staff and adults can be barred from school premises should this be necessary.

Staff should be aware of potential issues and make appointments to see parents in the reception area and / or with additional staff if necessary. Ad hoc meetings with parents should not occur in isolated areas.

Dismissal

Parents/carers are asked to provide a password when their child/ren start at Riverbridge. Anyone collecting the child should be able to state the password. If unable to, the office should be informed so they can make contact with the parents/carers and ensure the child is ok to go home with that person.

Year 5 and 6 pupils are able to walk home should their parents/carers wish. This will be noted on the class password dismissal list.

Information regarding dismissal processes should be made available to anyone dismissing the class in the teacher's absence.

Displays

A hall display timetable giving deadlines for hall displays and the themes for the displays is discussed and agreed at the beginning of every school year.

Please keep your displays tidy, ensuring repairs happen if necessary. Teachers and teaching assistants have a responsibility for ensuring their displays are kept tidy and attractive.

Dress Code

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.

Please also consider your appearance both in the context of the practical situations you are involved in in a busy primary school, as well as the safeguarding responsibilities we have. For the avoidance of doubt, inappropriate dress is deemed to include the following:

- Jeans (or trousers that look like jeans) and 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/cargo trousers or tracksuit trousers (except for PE)
- Leggings, unless worn under a skirt or dress of appropriate length
- Beach flip flops - all footwear should have a heel strap.
- Garishly coloured, patterned or sparkly attire - this includes PE kit
- Sport Trainers (unless being worn for PE) - clean and smart trainers can be worn if professional and appropriate to the workplace
- Casual boots, e.g. Ugg boots and excessively high heels
- Strapless tops/dresses or tops/dresses with 'shoestring' shoulder straps or halter necks
- Clothing with large logos, political symbols or contentious slogans (including band/film logos)

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. Jewellery should be discreet and visible piercings kept to a minimum. Single nose studs must be small and discreet. 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.

Email

All staff are issued with their own Riverbridge email account and log-in. In our busy school lots of information is shared in lots of ways but email is used particularly effectively. It is an expectation that you check your Riverbridge email account very regularly (twice a day is considered a minimum) to ensure you keep yourself up to date with information and action issues as necessary.

Energy Saving

As you are all aware, energy costs have increased exponentially and coupled with our commitment to the environment, we would like all staff to be more aware of energy usage. For information, currently the electricity cost for Park Avenue is around £3,000 each month. We would ask that lights and any air conditioning units are turned off when not needed, IT equipment should also be turned off at the end of the school day.

If you have any other energy saving ideas, please share these with a member of SLT.

Equipment and Resources

Equipment and resources are located in various places throughout the school. Please feel free to make use of them for your lessons, ensuring that they are returned to the correct storage area when finished with. Please do not be tempted to “hoard” resources as this makes it difficult for our stock keeping etc.

Ethos & Curriculum

Our school ethos is underpinned by the ‘8 Great Ways of Being Our Best’. These have been agreed by all staff as something we strive to embody and support our children to understand; we challenge ourselves to exemplify these in our own practice. All staff can reward children for each of the desired behaviours and actions, including the use of Marvellous Me badges. Staff are provided with copies of these words and images as part of our continued professional development (CPD) and are encouraged to use them to model our ethos to children, parents/carers, governors and the wider community.

The 8 Great Ways of Being our Best

At Riverbridge, we are:

- active
- ambitious
- compassionate
- connectors
- explorers
- inclusive
- independent
- thinkers

These 8 Great Ways drive our curriculum and are integral to our assemblies and Stay on Green Behaviour system.

Exercise Books

These are located in the storage cupboards on each base. Please ensure that you inform the office staff when you notice that stocks are running low – don’t leave it until you use the last book! If there is an urgent request please refer to Hazel Harvey.

Evacuation

If the fire alarm sounds, please make your way to the fire assembly points for each base which are the playground at Park Avenue and opposite the Doctors’ surgery at Knowle Green. Please ensure the children are led in silence and do not stop to pick anything up. More specific directions relevant to each room can be found on the wall of every room. Fire drills will be planned to take place once a term.

The school has a process for both ‘Shelter’ and ‘Lockdown’. These are shared with staff and children and will be practised at least yearly.

Eyecare

An e-voucher eyecare scheme is available for all Lumen Learning Trust staff who use display screen equipment (DSE) such as a computer or laptop for work purposes. Those staff that

use DSE continuously for an hour or more on most working days are entitled to a free eye test every 2 years, unless specified by their optician, provided by the school. If glasses are required, the voucher will also entitle staff to a free pair of VDU glasses from the opticians range or £25 towards a pair of glasses of your choice. In order to request an eye care voucher please email sadie.speight@lumenlearningtrust.co.uk

First Aid

All First Aid equipment is kept in the school office.

Governors

We are keen for our Governors to be involved in the life of the school. In order for them to fulfil their roles effectively they may arrange to meet with different members of staff to discuss particular developments and observe practice.

Home Learning

Our Home Learning Policy is in your class folder, on the Staff Drive and on the website (for parental access). We use Google Classroom and all children have their own individual Log in details.

Hygiene Practice

If a member of staff has to administer to a child who is bleeding, they should always wear gloves. These are kept in the first aid cupboard in the school office and there is also a supply in each classroom.

ICT & E-Safety

Riverbridge has an E-safety policy, and relates to other policies including those for ICT, Anti-bullying and Child Protection. All staff must read and sign the Staff Code of Conduct for ICT use before using any school ICT resources. This is found as an appendix to this document. It can also be located in the Spotlight section of the Lumen Learning Trust . Every member of staff has access through a shared email and password.

ICT Equipment

All classrooms have a PC connected to a smarttouch TV. There are also either pupil chromebooks or laptops available in each year group. There has been significant investment in recent years in IT hardware and it is very important that it is well looked after and any issues reported quickly via Eduthing.

Please ensure your IT equipment has been turned off at the end of each school day and Laptops and chromebooks are charged overnight.

We have photocopiers in the reprographics rooms on each base. Every member of staff can access the photocopiers using their door access fob. Individual usage reports will be generated termly.

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Please keep an eye on the paper available. Please do not open the last ream without telling the office that we are about to run out.

ICT is supported by Antony Baxter from Eduthing who visits each week. Please log issues for Antony's attention by calling or emailing. All details are on the sticker on every computer. All other general ICT queries should be directed to the school office.

Letters

Any letters sent home to parents must be checked by a member of SLT before being sent out and a copy sent to the office.

Lost Property

This is kept in the cupboards in the main entrance of each base. Any named property is returned as soon as possible. If an unnamed uniform is unclaimed for a month the uniform is donated to the 2nd hand uniform sales.

Lunch

Please order lunch via the order form in the office unless you provide your own. Lunches must be paid for online in advance. At both bases lunchtime is divided into two sittings for children. At Knowle Green, lunch starts at 11.50 when Reception children eat their lunch in the hall and Year 1 go out to play at 12 noon. At approximately 12.25 the lunchtime supervisors will line the year 1 children up in preparation for them to enter the hall for their lunch.

At Park Avenue lunch is from 12 noon to 1pm for all year groups. Children will be called using class name cards on a rolling programme throughout the lunch period.

Details of seating arrangements, logistics around the lunch service and outside play arrangements are shared with staff through a narrated PowerPoint at the start of the year.

Messages

When asking children to take messages to another person in school: FS & KS1 – 2 children (one with the message and one accompanying); KS2 – 1 child.

Mobile phones

Please ensure your phones are on silent mode during class time as this is a distraction both for yourself and the children.

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.

Our office is manned from 8.30am-5 pm and messages will always be passed on to you. If

you need to make or receive calls whilst on your break or lunch time please do so somewhere quiet/off site, not in the staff room.

Movement around the school

Ensuring a calm, orderly environment is so important to our learning provision. When your class is going anywhere as a class or as a group, please ensure the teacher or the TA is leading them in a calm and quiet line, one behind the other. Please do not simply dismiss your children from the classroom when going to assembly, out to play, out to lunch or home – the expectation is that they are led by an adult to wherever they are going in order to ensure they move calmly and sensibly around the school. ***It is everyone's responsibility to ensure a calm environment for our children. Please do not 'turn a blind eye' simply because the children responsible are in a different class to your own.***

Orders

Please ensure you use the purchase order request form which is located on the server in Staffshare> Order Form and email to orders.riverbridge@lumenlearningtrust.co.uk for processing. An official order will be raised, authorised by the Head and sent to the supplier. All orders need to be placed on the school's finance system for accuracy of records (helps with monitoring school assets).

PE Equipment

Kept in the shed at Park Avenue and the cupboard in the hall at Knowle Green. Please ensure all equipment is returned to the correct storage area tidily.

Photographs and videos

As part of our school activities, we may take photographs and record images of individuals within our school. If photos need to be taken during a lesson it must only be carried out on a class tablet. Please also ask for a consent list for the children in your class from the office before taking any photographs. A child's name should never accompany a photo to avoid identification. If you do not wish to have your image taken while working at our school, please email datamanager@lumenlearningtrust.co.uk.

Planning

Planning can be found in the planning folder and also on the 'Staffshare>Planning under each year group. We have a high expectation of our children's achievements and behaviour. All classes are supported by a teaching assistant who will be able to help you. All planning is available to supply teachers, support staff and observers in the class planning folder. *Planning templates can be found on Staffshare > PLANNING 2023-2024.*

Playground Duty

Please see earlier item – Break duties.

When on playground duty remember your role is to ensure the children have a positive time with their friends and it is an expectation that all adults on duty are proactive about

anticipating potential difficulties between children. Adults on duty must be vigilant and prepared to address issues that appear to be brewing between children, before a situation becomes worse. There are always a number of adults on duty; they should position themselves in such a way as to be sure they can see all aspects of the play areas. No children should be playing in an area that cannot be seen by the adult on duty. There is a Playtime risk assessment that is shared with all lunchtime staff and available in the Lunchtimes folder on the shared drive. It is important that ALL lunchtime staff are familiar with this document.

Playtimes

Morning playtime at both bases is between 10.40 and 10.55 am. Lunchtime is between 11.50 and 1pm at Knowle Green and 12 noon and 1pm at Park Avenue. Year 2 also have an afternoon playtime for ten minutes at 2.10 pm.

PPA

All teaching staff are entitled to 10% of their teaching time out of class to support planning, preparation and assessment. It is the teacher's responsibility to ensure the colleague taking the class in their absence has all the necessary information to enable the learning time to be successful in their absence. Early Career Teachers (ECTs) are entitled to 20% non contact time in their first year and 15% in their second year. Their mentors will support them in making the best use of this time.

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:
: [Privacy Notice for School Workforce](#)

PTA

We are lucky to have such a supportive and committed parents' association. Whilst respecting the issues surrounding work-life balance, it is an expectation that all staff show their support to the Riverbridge PTA team through attendance at as many of the parents' association events as possible.

Pupil Progress Meetings

These take place three times a year inline with data capture milestones and will involve teachers and members of SLT analysing children's progress in order to inform future provision.

Reclaiming Expenses

Before purchasing items for your class, please check with the Office Manager, Hazel

Harvey – she will be able to ensure that there are funds available, that the item cannot be sourced through the Purchase Order System and also explain how reimbursement is completed & processed.

Registration

By law registration must be recorded at least twice a day. All children are registered at 9 am and 1pm. We register our children electronically. Please ask the office staff who can explain the procedure. Children who arrive late must be sent to the office to be registered, and for their parent/s to sign them in, stating why they are late.

Risk Assessments

These need to be done for all off-site activities. Risk assessments need to be completed before a visit takes place and handed into a member of the Senior Leadership Team to be signed. It is also useful for teachers to keep a copy of the new ones they do as these might be useful for future reference. Any questions or queries about how to carry out Risk Assessments etc. should be directed to Kat Gale, *our Educational Visits Co-ordinator*. Also *consider our children with additional needs may need a separate Risk Assessment*. Harriet Code can offer support [here](#).

Safe Holding

Some staff are trained in Team Teach Positive Behaviour training, a strategy aimed at de-escalating situations where the behaviour may become physical. No member of staff is expected to physically restrain a child as this requires specialist training not available for staff in a mainstream school.

Safety

All staff are responsible for maintaining a safe working environment. However, any member of staff who is concerned about an aspect of safety should also discuss this with any member of the Senior Leadership Team. Any caretaking issues should be reported to Matt by email to Estates.RBP@lumenlearningtrust.co.uk . A copy of the school's Health and Safety Policy is on Staffshare or available from the school office.

Uniform

Our uniform is sold by Uniforms Direct in Staines and comprises of the list below:

Non gender-specific Uniform	P. E. and Swimming	Extras
Grey skirts/ pinafores/trousers/shorts White short/long sleeve shirts (not polo shirts)	Yellow round neck t-shirt or technical shirt Navy shorts	Reversible fleece jackets Book bags-Compulsory from Nursery to Year 2 P.E. bags Backpack/ rucksack

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Royal blue v-neck sweatshirt or jumper/sweatshirt or wool cardigans Blue/Yellow striped ties. Summer royal blue (not navy blue) and white check dresses. White or grey short or long socks/grey tights Black low heeled shoes –not trainers Hair needs to be both suitable and sensible for school. Long hair to be tied back. No high fashion or cult haircuts please. E.g. 'train-tracks' or 'mohicans'	Navy joggers Black plimsolls Sports trainers for juniors Junior Swimming lessons Girls-one piece plain, preferably royal or navy Boys-plain shorts preferably royal or navy not Bermuda.	- sensible sized bags are permitted from Year 3-6 or book bag if preferred. Summer caps Woolly hats Hair accessories, hair bands should be small and blue or neutral colours. Alice Bands only in royal blue.
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Jewellery other than small & discreet stud earrings, is not allowed in school and these earrings must be removed for PE in compliance with LLT's safety rules. Children are responsible for removing their own earrings and storing them until the end of the lesson.

It is an expectation that every member of staff reinforce our expectations regarding uniform with every child e.g. asking children why they don't have a particular item of uniform and encouraging them to make sure it is in school the next day. There is also a copy of a letter held in each class which should be sent home to parents asking for the correct uniform to be supplied.

Children should be encouraged to name all of their possessions.

We encourage and expect our children to take pride in their appearance. To this end, all pupils are expected to wear the required school uniform.

School Visits

Our Educational Visits Co-ordinator is Kat Gale. All visits need to be thoroughly planned for and risk assessments carried out. Details of all school trips are recorded by the office on a central system. Parental permission must also be given before children can be taken out of school.

Senior Leadership Team

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The Senior Leadership Team consists of *Mary Ellen McCarthy, Sarah Kober, Paul Grimwood, Louise Price, Harriet Code, Nina Talkington, Cissie Heffernan, Shannon Bruton, Louise King and Melody Woodhart.*

Signing In and Out

In order for us to ensure we know who is in which school building, please ensure you sign in and out every time you come in and go out of the building. Given we are on two bases, it is particularly important that you adhere to this expectation in case the building needs to be evacuated for any reason.

Smoking & Vaping

Lumen Learning Trust, and all associated sites, are entirely smoke free and vape free. This includes the use of traditional tobacco products as well as the use of electronic nicotine delivery systems or electronic smoking devices commonly referred to as e- cigarettes, e-pipes, e-hookahs and e-cigars. Smoking and vaping are prohibited in all enclosed and outside areas of the worksite without exception. This includes, but is not limited to, common work areas, classrooms, meeting rooms, private offices, hallways, cafeterias, staffrooms, stairs, restrooms, employer-owned or leased vehicles, school fields, playgrounds and car parks. This policy also applies to the immediate vicinity of all Lumen sites.

Subject Leadership

All teachers who are not early career teachers (ECTs) are likely to be subject leaders in at least one subject. The details can be found on the Staff drive.

Staff Meetings

Our staff meetings for teachers usually take place on Wednesdays from 3.45-5.30. We expect staff to use the opportunities presented at staff meetings to learn, develop and reflect on new ideas and practice. ***Please could you make full use of these opportunities by actively engaging in the debate, raising concerns if necessary and entering into open and honest dialogue about possible developments to practice.***

Please take note that mobile phones should not be used in staff meetings and all conversations must be related to the topic.

Staff meetings for teaching assistants take place at least once every half term, often more regularly, and are led by a member of the Leadership Team. It is intended that these meetings enable teaching assistants to be fully informed about practical issues as well as developments taking place in school.

Staff Code of Conduct

In line with Safeguarding best practice expectations, all staff are asked to adhere to the Staff Code of Conduct in the Spotlight section of the Lumen Learning Trust website.

Supply Teachers

There will always be occasions when a supply teacher is required to cover an absence. If you know you will be absent please ensure you have work set together with clear instructions in an obvious place in the classroom. It is helpful if your TA also knows all this information.

Supply teachers are expected to leave the classroom tidy at the end of the day and mark all children's work in accordance with the school policy. Teachers should ensure that supply teachers are left clear and explicit plans so that learning may continue in their absence.

Storage of Personal Items

Most classrooms have lockable storage and we do also have a limited number of lockers available at both bases. Please speak to the office staff if you need a locker.

Team Meetings

Each year group has a year leader and a team meeting for the relevant teachers is held on Tuesday afternoons after school. There is a set agenda which is followed each week and minutes are taken to support monitoring of whole school developments as well as identification of particular issues.

Telephone 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.

Text Message Service

We use Tucasi text message service to pass messages to staff as well as parents. Please ensure we have your correct mobile number and be sure to let the office know if your number changes.

Time keeping

Please arrive in school in good time to enable you to be fully prepared for your class. *If you are a Teaching Assistant, please ensure you arrive in good time ready to be in your classroom at your contracted start time.* We do expect all teachers to be in by 8.30 at the very latest however most staff are in school much earlier. Whilst there is no hard and fast rule about what time you should leave at the end of the day, time needs to be given to ensure all work is marked, preparations are made for the next day, displays are kept tidy and that the classroom is left tidy at the end of every day.

Unconditional Positive Regard

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, demonstrating unconditional positive regard for all members of the school community. 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 effect a solution e.g. a member of the SLT.

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

Staff should contact 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.

Whistleblowing

Speaking Out is Surrey County Council's Whistleblowing Policy.

Surrey County Council encourages all employees who have serious concerns about any aspect of the Council's work to come forward and voice those concerns.

A copy of the full adopted policy is displayed on the Staff Notice Board. However, any employee with any concerns that another person, acting on behalf of the school or the County Council, is involved in criminal activity, fraud, theft or damage to Council property or reputation may contact Expolink Europe Ltd. Expolink can be called on Freephone: 0800 374199

Expolink's trained call handlers will ask the caller to provide details of the event that they are concerned about. The caller does not have to give their name or phone number if they do not wish to. Instead the caller is provided with a unique reference number so that if they want to call back with more information the reports can be linked or if they want feedback on progress this can be provided. However, if the caller does give their details to Expolink,

these are not passed to Surrey County Council without the caller's express permission. Expolink sends a report on the call securely to one of the council's authorised recipients depending on the nature of the complaint. As soon as Expolink receives confirmation that the report has been received they destroy their copy. The concern is then dealt with in line with the LA guidelines.

Your suitability to work with children and changes to your personal circumstances

We have a legal responsibility as detailed in The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 to ensure that each member of our staff team is suitable to work with children and is not disqualified from working in childcare. It is essential that the school has robust systems in place to check staff members' suitability to work with and to continue working with children. Checking staff suitability is not only carried out during the recruitment and selection process but is also an ongoing process that is embedded into our regular practice - all staff are required to complete the Childcare Disqualifications Regulations Staff/Volunteer Declaration Form annually.

To ensure our ongoing and continuous commitment to safeguarding it is important that you understand your contractual obligation to notify your Headteacher immediately if anything in your personal circumstances change that could affect your suitability to work with children and which have not previously been declared when completing the declaration form. This includes any new cautions, warnings, convictions, orders or other determinations made in respect of you that would render you disqualified from working with children.

You must not wait until you next complete the declaration form to notify the school of any change in your circumstances. Failure to complete the declaration accurately to the best of your knowledge or failure to notify the school of any relevant change in your circumstances is likely to be regarded as gross misconduct and will be dealt with under the Staff Code of Conduct and the Staff Disciplinary & Capability Procedures policy.

Whole School Policy

Once a decision about developments to practice has been debated and made, it is an expectation that staff take a full and active part in working on those developments.

In this way, our vision for our children can next be fulfilled.

Appendix

Staff Code of Conduct

Staff List

Staff Code of Conduct

Lumen Learning Trust puts the children's needs at the heart of its provision. Our whole school community is committed to enabling the children to become successful lifelong learners and happy, fulfilled adults who can make positive choices about their future.

Introduction

Lumen Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This code of conduct has been produced to help staff establish the safest possible learning and working environments which safeguard children and reduce the risk of them being falsely accused of improper or unprofessional conduct. The document clarifies what is expected in terms of professional behaviour and what might constitute illegal behaviour or be considered as misconduct.

This code of conduct should be read in conjunction with the:

Child Protection Policy

Behaviour Policy

Safe Holding Policy

Gifts and Hospitality Policy

Staff Handbook

DfE statutory guidance Keeping children safe in education (KCSIE) 2023

Teachers' Standards (teaching staff only)

This code of conduct has reference to a document produced by the Safer Recruitment Consortium 'Guidance for safer working practice for those working with children and young people in education settings' dated February 2022. This code of conduct will be reviewed annually.

If a member of staff does not follow this code of conduct, this may lead to disciplinary action being taken.

Underpinning principles

The following principles apply to all members of our school:

- The welfare of the child is paramount.
- Staff should understand their responsibilities to safeguard and promote the welfare of pupils.
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

- Staff should work, and be seen to work, in an open and transparent way.
- Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded.
- Staff should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern.
- Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation.
- Staff should not consume or be under the influence of alcohol or any substance including prescribed medication, which may affect their ability to care for children.
- Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action, criminal action and/or other proceedings being taken against them, including barring by the Disclosure and Barring Service (DBS) from working in regulated activity. Acts of serious misconduct could result in prohibition from teaching by the Teaching Regulation Agency (TRA).
- Staff and managers should continually monitor and review practice to ensure this guidance is followed.
- Staff should be aware of and understand their establishment's child protection policy, arrangements for managing allegations against staff, staff behaviour policy, whistleblowing procedure and the procedures of the relevant Multi-Agency Partnership.

Responsibilities

Staff are accountable for the way in which they exercise authority, manage risk, use resources and safeguard children

All staff have a responsibility to:

- Keep pupils safe and to protect them from abuse (sexual, physical and emotional), neglect and safeguarding concerns. Pupils have a right to be safe and to be treated with respect and dignity.
- Act and be seen to act in the child's best interests.
- Avoid any contact which would lead any reasonable person to question their motivation and intentions.
- Take responsibility for their own actions and behaviour.
- Understand the school's child protection policy and arrangements for managing allegations against staff (including the reporting of low level concerns as defined by KCSIE 2023), whistleblowing procedure, staff behaviour policy and their local three way safeguarding partnership procedures.

The school has a responsibility to:

- Promote a culture of openness, transparency and support.
- Ensure that safeguarding procedures are in place and reviewed.
- Ensure that systems are in place for all concerns to be raised, including those defined as low level by KCSIE 2022.
- Ensure that staff are not placed in situations which render them particularly vulnerable.

Making professional judgments

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight, however, behaviour which is illegal, inappropriate or inadvisable. There will be rare occasions and circumstances in which staff have to make decisions or take action in the best interests of a pupil, which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the pupils in their charge and, in so doing, will be seen to be acting reasonably. These judgments should always be recorded and shared with the Leadership Team. All staff should always consider whether their actions are warranted, proportionate, safe and applied equitably.

Power and positions of trust

All those working with children in a school or education setting are in a position of trust in relation to pupils in their care. The relationship between a person working with children is one in which the adult has a position of power or influence. It is vital for staff to understand this power and that the relationship cannot be one between equals, and the responsibility they must exercise as a consequence.

The potential for exploitation and harm of vulnerable pupils means that staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should always maintain appropriate professional boundaries, avoid behaviour which could be interpreted by others as unprofessional, and report and record any such incident.

Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity.

Staff should not:

- Use their position to gain access to information for their own advantage and/or a pupil's or family's detriment.
- Use their power to intimidate, threaten, coerce or undermine pupils.
- Use their status and standing to form or promote relationships with pupils which are of a sexual nature, or which may become so.

Compliance with School Instructions

The Trust expects all employees to comply with lawful written and oral instruction unless to do so would result in a health and safety risk.

Confidentiality

Staff may have access to confidential information about pupils and their families.

Staff are expected to:

- Keep information about pupils and families in a discreet and confidential manner at all times and only share when legally permissible to do so and in the interests of the child. Under GDPR, practitioners are allowed to share special category personal data without consent, if it is not

possible to gain consent, if it cannot reasonably be expected that a practitioner gains consent or if to gain consent would put a child at risk.

- Only share records with those who have a legitimate professional need to see them.
- Never use confidential information or personal information about a pupil or their family for their own, or others advantage (including that of partners, friends, relatives or other organisations).
- Never use information to intimidate, humiliate, or embarrass a child.
- Pass any concerns or allegations to the designated safeguarding lead without delay. If a child or their parent/carer makes a disclosure regarding abuse or neglect, staff are expected to follow the school's reporting procedures and should not promise confidentiality to a child or parent, but should give reassurance that the information will be treated sensitively.
- Seek guidance from the designated safeguarding lead if in any doubt whether or not to share information.

Standards of behaviour

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. All staff should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work.

There may be times when an individual's actions in their personal life come under scrutiny from the community, the media or public authorities, including with regard to their own children, or children or adults in the community. Staff should be aware that their behaviour, either in or out of the workplace, could compromise their position within the work setting in relation to the protection of children, loss of trust and confidence, or bringing the employer into disrepute. Such behaviour may also result in prohibition from teaching by the TRA, a bar from engaging in regulated activity, or action by another relevant regulatory body.

The Childcare (Disqualifications) Regulations 2018 set out grounds for disqualification under the Childcare Act 2006 where a person meets certain criteria set out in the regulations. For example, an individual will be disqualified where they have committed a relevant offence against a child; been subject to a specified order relating to the care of a child; committed certain serious sexual or physical offences against an adult; been included on the DBS children's barred list; been made subject to a disqualification order by the court; previously been refused registration as a childcare provider or provider or manager of a children's home or had such registration cancelled. A disqualified person is prohibited from providing relevant early or later years childcare as defined in the Childcare Act 2006 or being directly concerned in the management of such childcare. Schools and private childcare settings are also prohibited from employing a disqualified person in respect of relevant early or later years childcare.

All staff should not:

- Behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model.
- Make, or encourage others to make, sexual remarks to, or about, a pupil.
- Use inappropriate language to or in the presence of pupils.

- Discuss their personal or sexual relationships with, or in the presence of, pupils.
- Make or encourage others to make unprofessional personal comments which scapegoat, demean or humiliate or might be interpreted as such.

Staff should:

- Be aware that their behaviour may impact on their work with children.

Dress and appearance

All members of staff are expected to ensure that they are dressed appropriately (adhering to the school dress code – see Staff Handbook) and safely for the work they are engaged to undertake and for the environment in which they are working.

All staff should wear clothing which:

- Promotes a positive and professional image.
- Is appropriate to their role.
- Is not likely to be viewed as offensive, revealing, or sexually provocative.
- Does not distract, cause embarrassment or give rise to misunderstanding.
- Is absent of any political or otherwise contentious slogans.
- Is not considered to be discriminatory.
- Is compliant with professional standards.

Infatuations and 'crushes'

All staff need to recognise that it is not uncommon for pupils to be strongly attracted to a member of staff and/or develop a 'crush' or infatuation. Staff should make every effort to ensure that their own behaviour cannot be brought into question and does not appear to encourage this. They should also be aware that such infatuations may carry a risk of their words or actions being misinterpreted.

Staff should report any incidents (verbal, written or physical) that suggests a pupil may be infatuated with a member of staff and staff must always maintain professional boundaries.

Social contact outside of the workplace

It is acknowledged that staff may have genuine friendships and social contact with parents of pupils, independent of their professional relationship. Staff should, however, also be aware that professionals who sexually harm children often seek to establish relationships and contact outside of the workplace with both the child and their parents, in order to 'groom' the adult and the child and/or create opportunities for sexual abuse.

It is also important to recognise that social contact may provide opportunities for other types of grooming, such as for the purpose of sexual exploitation or radicalisation.

Staff should recognise that some types of social contact with pupils or their families could be perceived as harmful or exerting inappropriate influence on children, and may bring the setting into disrepute (for example, attending a political protest, circulating propaganda).

If a pupil or parent seeks to establish social contact, or if this occurs coincidentally, staff should exercise their professional judgment. This also applies to social contacts made through outside interests or the staff member's own family.

Some staff may, as part of their professional role, be required to support a parent or carer. If that person comes to depend upon the staff member, or seeks support outside of their professional role, this should be discussed with the Senior Leadership Team, and where necessary, referrals made to the appropriate support agency.

All staff should:

- Always approve any planned social contact with pupils or parents with senior colleagues.
- Advise the Senior Leadership Team of any regular social contact they have with a pupil which could give rise to concern.
- Refrain from sending personal communications to pupils or parents, unless agreed with the Senior Leadership Team.
- Inform the Senior Leadership Team of any relationships with a parent where this extends beyond the usual parent/professional relationship.
- Inform the Senior Leadership Team of any requests or arrangements where parents wish to use their services outside of the workplace, for example, babysitting or tutoring.

Communication with children (including the use of technology)

Staff should ensure that they establish safe and responsible online behaviours, working to local and national guidelines and in accordance with the trust's acceptable use/ICT policy.

This policy applies to the use of all electronic media, including the use of computers, tablets, phones, texts, emails, instant messages, social media such as Facebook and Twitter, chat-rooms, forums, blogs, websites, gaming sites, digital cameras, videos, webcams and other hand held devices. Please note this list is not exhaustive.

Staff should:

- Not seek to communicate/make contact or respond to contact with pupils outside of the purposes of their work.
- Not give out their personal details.
- Ensure any communications are open and transparent, and avoid any communication which could be interpreted as 'grooming behaviour'.
- Report to the Senior Leadership Team any attempt by pupils to contact them and firmly and politely inform the pupil that such contact is not acceptable.
- Use only equipment and internet services provided by the school or setting.
- Ensure their use of technology could not bring their employment into disrepute.

Physical contact

There are occasions when it is necessary, appropriate and proper for staff to have physical contact with pupils. However, it is crucial that they only do so in ways appropriate to their professional role and in relation to the pupil's individual needs and any agreed care plan.

Staff should:

- Be aware that even well intentioned physical contact may be misconstrued by the pupil, an observer or any person to whom this action is described.
- Never touch a pupil in a way which may be considered indecent.
- Always be prepared to explain actions and accept that all physical contact is open to scrutiny.
- Never indulge in horseplay or fun fights.
- Always allow/encourage pupils, where able, to undertake self-care tasks independently.
- Ensure the way they offer comfort to a distressed pupil is age appropriate.
- Always tell a colleague when and how they offered comfort to a distressed pupil.
- Establish the preferences of pupils.
- Consider alternatives, where it is anticipated that a pupil might misinterpret or be uncomfortable with physical contact.
- Always explain to the pupil the reason why contact is necessary and what form that contact will take.
- Report and record situations which may give rise to concern.
- Be aware of cultural or religious views about touching and be sensitive to issue of gender.
- Ensure extra caution is taken where it is known a child has suffered previous abuse or neglect.
- Ensure that arrangements in respect of pupils with disabilities are understood and agreed by all concerned.
- Be aware of DfE advice (July 2022) and school policies about searching pupils for prohibited items.

Other activities that require physical contact

Staff within areas such as PE, drama or music may need to initiate some physical contact with children, for example, to demonstrate a technique in the use of equipment or support a child so they can perform an activity safely or prevent injury. Any physical contact should only take place when it is necessary in relation to a particular activity and in a safe and open environment.

In such circumstances staff should:

- Treat pupils with dignity and respect and avoid contact with intimate parts of the body.
- Always explain to a pupil the reason why contact is necessary and what form that contact will take.
- Seek consent of parents where a pupil is unable to give this, for example, because of a disability.
- Consider alternatives, where it is anticipated that a pupil might misinterpret any such contact.
- Be familiar with and follow recommended guidance and protocols.
- Conduct activities where they can be seen by others.
- Be aware of gender, cultural and religious issues that may need to be considered before initiating physical contact.
- Report any incidents of physical contact that cause concern.

Intimate/personal care

Pupils should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. Pupils are entitled to respect and privacy at all times, and especially when in a state of undress, including for example, when changing and toileting. Staff should announce their intention of entering any such vicinity and only remain in the room where a pupil's needs require this.

When assistance is required, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible. Staff should always explain to a pupil what is happening before a care procedure begins.

Intimate or personal care procedures should not involve more than one member of staff unless the pupil's care plan specifies the reason for this.

A signed record should be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, should include times left and returned.

Any vulnerability, including those that may arise from a physical or learning difficulty, should be considered when formulating the individual's care plan. The views of parents, carers and the pupil, regardless of their age and understanding, should be actively sought in formulating the plan in the necessary regular review of these arrangements.

Behaviour management

Where pupils display difficult or challenging behaviour, staff should follow the school's behaviour policy, using strategies appropriate to the circumstances and situation.

In particular staff should:

- Not use force as a form of punishment.
- Try to defuse situations before they escalate, for example, by distraction.
- Keep parents informed of any sanctions or behaviour management techniques used.
- Be mindful of and sensitive to factors both inside and outside of the school or setting which may impact on a pupil's behaviour.
- Behave as a role model.
- Avoid shouting at pupils other than as a warning in an emergency situation/safety situation.
- Refer to national and local policy and guidance regarding restrictive physical intervention (RPI).
- Be aware of the legislation and potential risks associated with the use of removal as a sanction.
- Comply with legislation and guidance in relation to human rights and restrictions of liberty.

Staff are asked to refer to the school's behaviour policy for further information on the relevant legislation and guidance referred to above.

The use of control and physical intervention

Care must be exercised in order that staff do not physically intervene in a manner which could be considered unlawful.

All staff should adhere to the school's safe holding policy.

Staff may reasonably intervene to prevent a child from:

- Committing a criminal offence.
- Injuring themselves or others.
- Causing damage to property.
- Engaging in behaviour prejudicial to good order and to maintaining good order and discipline.
- Under no circumstances should physical force be used as a form of punishment. The use of unwarranted or disproportionate physical force is likely to constitute a criminal offence.

Sexual conduct

- Any sexual behaviour by a member of staff with or towards a pupil is unacceptable. Under the Sexual Offences Act 2003, it is an offence for a member of staff in a position of trust to engage in sexual activity with a pupil less than 18 years of age. Sexual activity with a child could be a matter for criminal and/or disciplinary procedures.
- Pupils are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions depending on their age and understanding. This includes the prohibition of sexual activity with children by adults in a position of trust.
- Sexual activity involves physical contact including penetrative and non-penetrative acts. However, it also includes non-contact activities, such as causing pupils to engage in or watch sexual activity or the production of pornographic material.

Staff should:

- Not have any form of sexual contact with a pupil from the school or setting.
- Avoid any form of touch or comment which is, or may be considered to be, indecent.
- Avoid any form of communication with a pupil which could be interpreted as sexually suggestive provocation or give rise to speculation, for example, verbal comments, letters, notes, emails, social media, phone calls, texts, physical contact.
- Not make sexual remarks to or about a pupil.
- Not discuss sexual matters with or in the presence of pupils other than within agreed curriculum content or as part of their recognised job role.

One-to-one situations

- Staff working in one-to-one situations with pupils at the school can be more vulnerable to allegations or complaints.
- To safeguard both pupils and staff, staff should:
 - Ensure that wherever possible there is visual access and/or an open door in one-to-one situations.
 - Avoid use of 'engaged' or equivalent signs wherever possible.

- o Always report any situation where a pupil becomes distressed or angry.
- o Consider the needs and circumstances of the pupil involved.
- o Not arrange to meet pupils from the school or setting away from the work premises, unless the necessity for this is clear and approval is sought from Senior Leadership Team, the pupil and their parents/carers.
- o Ensure any necessary home visits are in accordance with any home visit or lone working policy in place.

Home visits

All work with pupils and parents should usually be undertaken in the school or setting or other recognized workplace. There are occasions, however, where it is necessary to make a one-off or even a series of home visits.

Before this happens:

- Appropriate policies need to be in place and related risk assessment undertaken to safeguard both staff and pupils.
- Appropriate risk management measures should be put in place before a visit takes.
- If insufficient information is available, visits should not be undertaken alone.

Transporting pupils

Staff should not offer lifts to pupils unless the need for this has been agreed by Senior Leadership Team. Wherever possible and practicable, it is advisable that transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as an escort.

It is a legal requirement that all passengers wear seatbelts and the member of staff driving the vehicle should ensure all passengers do so.

All staff required to transport pupils must have an appropriate and valid licence/permit and appropriate insurance in place for the vehicle and also ensure they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgment and/or the ability to drive.

Educational visits

All staff planning or involved in an educational visit should be familiar with the DfE's guidance 'Health and safety on educational visits' published in November 2018, and on advice for school trips and outdoor learning activities.

They should:

- Adhere to the school's educational visits guidance.
- Always have another adult present on visits, unless otherwise agreed with the Senior Leadership Team.
- Undertake risk assessments.
- Have parental consent to the activity.
- Ensure that their behaviour remains professional at all times.
- Never share bedrooms unless it involves a dormitory situation and the arrangements have been previously discussed with the Senior Leadership Team, parents and pupils.

- Refer to local and national guidance for educational visits.

First aid and medication

Staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

Nominated staff responsible for administering first aid and medication should do so in accordance with the relevant health and safety policy in place at the school.

Photography, videos and other images

Staff should not take images of a child's injury, bruising or similar (e.g. following a disclosure of abuse) even if requested by children's social care without explicit permission from a member of the Leadership Team. Nor should any video or audio recording be made of a child's disclosure. Many educational activities involve recording images. These may be undertaken for displays, publicity, to celebrate achievement and to provide records of evidence of the activity.

Under no circumstances are staff permitted to use personal equipment to take images of pupils at or on behalf of the school.

Staff should:

- Only publish images of pupils where they and their parent/carer have given explicit written consent to do so.
- Only take images where the pupil is happy for them to do so.
- Only retain images when there is a clear and agreed purpose for doing so.
- Store images in an appropriate secure place in the school or setting.
- Ensure that a senior member of staff is aware that the photography/image equipment is being used and
 - for what purpose.
- Be able to justify images of pupils in their possession.
- Avoid making images in one-to-one situations.
- Not take images of pupils for personal use.
- Not take images of children which could be considered as indecent or sexual.

Staff should also ensure that pupils are not exposed, through any medium, to inappropriate or indecent images. Further, that any films or material shown to pupils is age appropriate and the Senior Leadership Team have authorised the viewing of such material.

Under no circumstances are staff permitted to use any school equipment to access pornography. Personal equipment containing pornography or links to it should never be brought into the school setting. Any equipment found to store such material could raise serious concerns about the suitability of the staff member to continue working with children and young people.

Use of technology for online/virtual teaching

The following guidelines should be followed in conjunction with the trust's E-Safety Policy and ICT

User Agreement:

- The platform used for online/virtual teaching has an appropriate level of security
- Use school devices wherever possible and contact pupils through the school address/login.
- Virtual lessons should be timetabled and senior staff should be able to drop in to any virtual lesson at any time.
- Staff engaging in online learning should maintain a professional standard of dress and behaviour.
- The background used should be as neutral as possible.
- Resources used must be age-appropriate.
- Agreement should be sought from the pupil/parent if the member of staff wishes to record the lesson.

Exposure to inappropriate images

- Staff should take extreme care to ensure children and young people are not exposed, through any medium, to inappropriate or indecent images.
- If indecent images of children are discovered at the establishment or on the school's equipment an immediate referral should be made to the designated safeguarding lead (DSL).
- Under no circumstances should any adult use school equipment to access pornography.

Curriculum

Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This can be supported by developing ground rules with pupils to ensure sensitive topics can be discussed in a safe learning environment. This plan should highlight particular areas of risk and sensitivity and care should especially be taken in those areas of the curriculum where usual boundaries of rules are less rigorously applied, for example, drama.

The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political or otherwise sensitive nature. Responding to children's questions requires careful judgment and staff should take guidance in these circumstances from the designated safeguarding lead.

Staff should:

- Take care when encouraging pupils to use self-expression, not to overstep personal and professional boundaries.
- Be mindful of safeguarding considerations in student-led projects i.e. the topic chosen and the methodology used.
- Be able to justify all curriculum materials and relate these to clearly identifiable lesson plans.
- Be sure that any questionnaires students use as part of their projects should be checked for appropriateness.

Staff should not:

- Enter into or encourage inappropriate discussions which may offend or harm others.

- Undermine fundamental British values.
- Attempt to influence or impose their personal values, attitudes and beliefs on pupils.

Whistleblowing

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion.

Staff should:

- Report any behaviour by colleagues that raises concern.
- Report allegations against staff and volunteers to their manager, or registered provider, or where they have concerns about the manager's response, report these directly to the designated officer (DO).
- Staff should refer to the school's whistleblowing procedure for further information.
- Sharing concerns and recording incidents

All staff should:

- Be aware of the school's arrangements for reporting and recording concerns and allegations.
- Know how to contact the DO and Ofsted/regulatory body directly if required.
- Take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual, school or setting.

Drugs and Alcohol

Employees must never arrive at work incapable through the effects of alcohol or drugs. Drinking alcohol or taking drugs (apart from appropriately prescribed medication or over-the-counter remedies) at work or during breaks is strictly prohibited. The consumption of alcohol at staff events or meetings is subject to the authorisation of the Headteacher.

Working Relationships

Internal and external working relationships are formed on a daily basis with colleagues, pupils, parents and contractors. These should be conducted in a professional, friendly and respectful manner.

Romantic Relationships at Work

No employee will be unfairly treated or discriminated against on the basis of a personal relationship however any romantic relationship with another Trust employee should be declared to a member of the Senior Leadership Team. Staff should always behave in a professional manner e.g. kissing, holding hands etc. are not appropriate at work or on the school premises. Equally, personal conflict should not be brought into the workplace.

Failure to declare a personal relationship that has, or could be reasonably perceived to have given rise to a conflict of interest or any workplace advantage could be considered as a disciplinary matter. Where there has been a declaration of interest, but the employee(s) allow the personal relationship to impact adversely on others in the workplace, could also be considered a disciplinary matter.

Political Neutrality

Employees should ensure that their own personal or political opinions do not interfere with any policy of the Trust or relevant school.

Gifts, rewards, favouritism and exclusion

Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment. Staff must adhere at all times to the LLT Gifts and Hospitality Policy.

Appointment of Staff

Employees should not be involved in a staffing appointment, or in any decision relating to the discipline, promotion or pay or conditions of another employee (or prospective employee) to whom they are related or have a close personal relationship.

Equality Issues

All employees and members of the local community have a right to be treated with fairness and equality.

Employees must ensure that they comply at all times with employment policies in relation to equality issues. The bullying or harassment of other work colleagues, pupils or other members of the community is considered to be gross misconduct. Employees are expected to report any concerns or suspicions they may have about the treatment of others to their line manager or the relevant Headteacher.

Health and Safety

All employees have a shared duty to help prevent injuries or accidents occurring at work by complying with the Trust's health and safety policy and all instructions relating to safety and security procedures that are specific to the relevant school setting.

Secondary Employment

Employees are able to take up additional employment other than at the school provided the employment concerned does not constitute a conflict of interest or adversely affect their employment at the Trust or one of its schools.

Employees should, however, keep their relevant school informed of other employment they undertake so that the school may ensure that the 48-hour weekly working time limit under the Working Time Regulations 1998 is adhered to. In the event that your combined working hours are likely to exceed this figure you will be asked to sign a working time 'opt out' agreement.

Employment Policies

The Trust and its schools have in place a range of policies. You should familiarise yourself with any policy the school has provided to you and ensure that you take account of any future policy changes communicated to you.

Declaration of Personal Interests and Outside Commitments

Employees are responsible for ensuring that their private interests or beliefs do not conflict with their professional duties.

All employees should declare any non-financial or financial interest which might conflict with the ethos or work of the Trust.

Declarations should be made via the relevant School Business Leader who should ensure that a written record is made in accordance with the Trust's procedure. Declarations must extend to acknowledging the involvement of a relative or partner of an employee in an organisation with which the school does business (or seeks to do business), particularly if they are directors, partners or hold senior managerial positions in those organisations.

Where employees are in any doubt about whether any personal relationships, interests, or outside commitments should be declared in particular circumstances, they should either declare the information in any case, or else seek further advice from the relevant School Business Leader.

Contractors and Competitive Tendering

Contractors may include individuals who are temporarily working alongside Schools' staff, or employees of an external firm that has been awarded a contract to provide services. All contractors should be treated with courtesy and respect.

Any orders and contracts must be awarded by fair and open competition against other tenders. No special favour must be shown to current or recent former employees or associates in awarding contracts.

Employees must declare any relationship with a particular contractor, or any potential contractors, to the appropriate manager.

Employees should be clear on the separation of client and contractor roles. Senior employees who have both a client/contractor responsibility must be aware of the need for accountability and openness.

Employees privy to confidential information on tenders of costs relating to contractors should not disclose the information to any unauthorised party or organisation.

Use of the Schools' Materials, Property or Resources

Employees must ensure that public funds entrusted to them are used in a responsible and lawful manner. Employees should not make personal use of any school property, facilities, equipment, materials, vehicles or resources unless properly authorised to do so.

RIVERBRIDGE STAFFING 2026-2027

SLT - NON-CLASS AND CLASS BASED
Paul Grimwood – Headteacher/SLT/DSL Louise Price – Deputy Headteacher/SLT/DSL Harriet Code - Inclusion leader/SLT/DSL *Cissie Heffernan – KS2 Phase Leader-SLT/ECT Mentor *Nina Talkington - EYFS & KS1 Phase Leader/SLT/DSL/ECT Induction Lead *Shannon Bruton - Curriculum Leader/SLT *Melody Woodhart - English Leader/SLT *Louise King - Maths Leader/SLT *part-class based
OFFICE STAFF
Hazel Harvey– Office Manager Clare Drake - Office Assistant Amanda Williams - Office Assistant Kathryn Daniels - Office Assistant Jade Mannian - Office Assistant Mackenzie Dyett - Office Assistant Mundip Hunjan - Office Assistant Lubna Rahman - Office Assistant
BREAKFAST CLUB STAFF
Manager - Hena Bhagalia Deputy Manager - Faith Baluyut Mehataj Nagoor Jodie Fuidge Harmony Bignell Liberty Ruffell
AFTER SCHOOL CLUB STAFF
Manager - Hena Bhagalia Deputy Manager - Faith Baluyut Mehataj Nagoor Anamika Shingadia Sue Thompson Rebecca Markey Graeme Kyle Nicola Macdonald Summer Prendergast
PASTORAL SUPPORT

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Jane Wallace – **Pastoral Co-ordinator/DSL**
Helen Jones – **ELSA** Mon, Wed & Fri pm
Lyn Lenton-Clark – **HSLW** (Mon-Thurs) PAB office
Jane Hughes – **HSLW** (Wed-Fri) KGB office
Emily Power- **Drawing and Talking** Tue & Thur pm
Rebecca Markey - **ELSA** Mon-Fri am/**Forest Schools** Mon-Fri pm

LUNCHTIME SUPERVISOR

Nicola Macdonald

SITE MANAGER

Matt Blasigh

NURSERY	Hedgehogs Mon-Wed am			
	Rabbits Wed pm-Fri			
	Michelle Bancroft <i>Nursery Manager</i>	Karen Hughes <i>Deputy manager</i>	Sophie Ratlidge	Joanna Jeeawoody
	Catherine Aveline	Faith Baluyut		

RECEPTION	RAF	RG	RHT
CT	Emily Andrews <i>Assistant SENCO</i> <i>SCITT Mentor</i> Capella Firth SCITT	Jennifer Goldswain <i>Year Leader</i> <i>Art</i>	Nina Talkington <i>EYFS & KS1 Phase Leader/SLT/DSL/ECT Induction lead</i> Rebecca Hamilton <i>Science</i>
Teaching Assistants	Julie Smith Nehirika Meher Scarlet Owens Magda Zaslona		
HLTA	Alicja Holden		

YEAR 1	1DB	1C	1D
CT	Ellie Deegan <i>Year Leader</i> <i>Phonics/PE</i> Catriona Butler <i>Oracy</i>	Lucy Crawford <i>DT</i>	Emma Davie <i>Geography</i>

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Teaching Assistants	Anamika Shingadia Tabitha Weston Jodie Fudge Zahra Ahmed Hayley Currier Mehataj Nagoor
HLTA	Kully Phagora

YEAR 2	2H	2I	2J
CT	Megan Hall Year Leader <u>PSHE</u> <u>ECT Mentor</u>	Tuss Ingram <u>MFL</u>	Lily Jordan <u>History</u>
Teaching assistants	Uzma Shaikh Olivia Harvey Harmony Bignell Graeme Kyle Hannah McKeown Jade Dixon		
HTLA	Kacey Russel/Kayleigh Hames		

YEAR 3	3W	3HT	3T
CT	Joe Williams <u>Maths</u>	George Toms Year Leader <u>PSHE</u> <u>Parental Engagement</u> Abbey Gunn Year Leader <u>English</u>	Victoria Talbot <u>Eco Council</u>
Teaching assistants	Simone Paul Michelle Prendergast Tashia Tayyab Jenny Gillespie		
HLTA	Kacey Russell/Tracy Culey		

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YEAR 4	4C	4P	4L
CT	Sarah Cuthbert <u>RE</u>	Morgan Pardoe <u>Music</u>	Sarah Loky <u>Phonics</u> Year Leader
Teaching assistants	Hannah McKeown Ellie Lawrance Beatriz Vicente Usma Sheikh Graeme Kyle		
HTLA	Ludmilla Essed		
YEAR 5	5G	5HB	5P
CT	Kat Gale Year Leader <u>History</u> <u>EVC</u>	Cissie Heffernan <u>KS2</u> <u>Phase</u> <u>Leader/SLT/Mentor</u> Shannon Bruton <u>SLT/Curriculum Lead/AI</u>	Isabel Parker <u>PE</u>
Teaching assistants	Sam Leverett Steph Paterson Emily Power Liz Syed Kathryn Howell Beatriz Vicente Simone Paul		
HTLA	Tommy Bennet/Vicky Wills		
YEAR 6	6W	6K	6B
CT	Melody Woodhart Year Leader/ <u>SLT</u> <u>English</u>	Louise King <u>SLT/Maths</u>	Kelly Bond <u>Computing</u>
Teaching Assistants	Alyson Aldred Gina Jimenez Helen Jones Kathryn Howell		
HTLA	Ness Enderby		