



# Code of Conduct

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## Introduction

Welcome to Fairfield School where we hope you will enjoy being a member of the team. This Code of Conduct will inform you about different aspects of the school and it sets out clear guidance on the standards of behaviour expected from all staff.

**This policy should be read in conjunction with the Kirklees staff hand book.**

If there are other things you need to know, please ask a member of the Senior Leadership team.

**Address:** Fairfield School  
White Lee Road  
Batley  
West Yorkshire  
WF17 8AS

**Telephone:** 01924 326103

**E Mail:** [office@fairfieldschool.uk](mailto:office@fairfieldschool.uk)

**Type of school:** Community Special School

**Age Range:** 4 – 19 years

## Aims

We believe that a happy staff team is central to raising standards at Fairfield. Our aim is to give staff the support they need in order to become effective, competent and reflective practitioners and to ensure that they feel valued and able to work as successfully as possible.

Our philosophy for all staff will aim to:

- foster positive relationships to ensure there is a system of support in place
- develop an awareness of our safeguarding policy
- contribute to the school's ethos, vision and values
- support the needs of the pupils, parents, staff and the wider community
- contribute to supporting the overall effectiveness of the school and raising pupil achievement

- identify and address any specific training needs

You will be expected to contribute to the life of the school and be supported by a designated member of staff.

### **School Context**

Fairfield is a large special school which provides for pupils with a diverse range of severe and complex learning difficulties, which include profound and multiple learning needs. Many also have additional SEN including neurological impairments, difficulties on the autistic spectrum, sensory and physical disabilities, in addition to profound and multiple learning and medical needs that have an impact on their development. Most pupils are non-verbal and have complex communication needs. All students have an Education and Health Care Plan.

Fairfield is also a member of the Spenborough Cooperative Trust. This initiative was established to provide and support a continuum of high quality provision for children and young people in the Spen Valley District through cooperation and collaboration between the schools involved:

Heckmondwike Primary; Hightown Junior and Infants; Cooperative Academy Smithies Moor; Roberttown Junior & Infants; Fairfield; Littleton Junior & Infants; Spen Valley High School; Headlands Junior & Infants and Gomersal Primary School

### **The Governing Body**

We have a committed group of Governors who provide valued support to the school. They carry out their statutory duties and act as ‘critical friends’ to ensure we are keeping up to date with national and local expectations, are developing in line with the School Action Plan, and moving forward as a community.

Tony Pruchniewicz	Chair of Governors
Donna Johns	Early Years
Mike Neild	Health and Safety / Wellbeing
Gary Denison	Chair of Resources Committee
Mandy Farrar	Chair of Standards & Effectiveness Committee
Lisa Hall	Support Staff Governor
Kirstie Press	Support Staff Governor
Leanne Watts	Parent Governor
<b>Kate Bottomley</b>	<b>Co-opted</b>
Mandy Farrar	Safeguarding Governor
Aimee Helie	Teacher Governor
Yasin Lorgat	Parent Governor

### **Senior Leadership Team**

John Page	Headteacher
Rachel Holmes	Assistant Headteacher
Lucy Roche	Assistant Headteacher
Steve Walsh	School Business Manager

## Professional Conduct

Staff should demonstrate the highest possible standards of conduct at all times. All staff are in a position of trust and influence as role models, therefore must adhere to appropriate behaviour that sets a good example to all pupils, parents and visitors within school.

Staff must have regard for the ethos and values of the school and must not do or say anything which may bring the school or governing body into disrepute. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school, and responsibilities within school. Staff have an individual responsibility to maintain their personal reputation and that of the school, both during and outside school hours.

We place a strong emphasis on the common value that all communities share e.g. self-respect, tolerance and the sanctity of life. Staff should show fairness in their treatment of children and avoid behaviours such as embarrassing or humiliating pupils/students, making jokes at the expense of pupils, discriminating against or favouring pupils and sarcastic comments.

Teaching staff are expected to adhere to all aspects of the Department for Education Teachers' Professional Standards, and support staff are expected to adhere to all aspects of the Professional Standards for Teaching Assistants.

## Safeguarding

Fairfield is committed to safeguarding and promoting the welfare of all our pupils and young people. Safeguarding and child protection is everyone's responsibility. We all have a duty to safeguard and promote the welfare of our pupils.

All staff including visiting professionals and supply staff must ensure that they are aware of our procedures.

The purposes to this strategy are:

- to provide a safe environment for all our pupils
- to establish expectations for staff
- to promote continuity and coherence across the school in making sure all pupils are kept safe both within and outside school

**Our Designated Safeguarding Lead is Tanzila Ilyas (ASSISTANT HEADTEACHER)  
The Governor with responsibility for safeguarding is Mandy Farrar**

Clear Safeguarding procedures are shared with all individuals and regular updates are given regarding procedures, responsibilities and actions. Fairfield is committed to safeguarding and promoting the welfare of all our pupils and young people, and expects all staff to share this commitment. Fairfield operates a stringent safeguarding and child protection policy in line with Kirklees guidelines.

All safeguarding issues must be referred to the DSL or Deputy DSLs (Tanzila Ilyas, John Page, Lucy Roche, Rachel Holmes). Safeguarding, Child Protection and Whistle Blowing Information is available on the school website or on request from the school office. Safeguarding concern forms (blue) are located in each pathway and are available in the school office.

All staff, students and volunteers are expected to familiarise themselves with the safeguarding policy, part 1 Keeping Children Safe in Education 2021 and responsible use of internet agreement. The Safeguarding Policy is available on the school website.

Personal phone numbers, email addresses or communication routes via all social media platforms should not be used and staff should not share their home address with pupils. Staff should also refrain from following the social media accounts of pupils or their parents. If for any reason e.g. linked to involvement of 'Direct Payments' this is not being followed, any personal information shared should be at the discretion of the two involved parties, and in a professional capacity.

There may be occasions when a pupil is in distress and in need of comfort as a reassurance. This may include age appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

If possible Individual work with pupils should not be undertaken in isolated areas or rooms where there is no external viewing panel. Where it is necessary to close doors for reasons of confidentiality or privacy a colleague should be made aware of this and asked to remain vigilant.

A copy of our Safeguarding Policy is displayed on our website. Comprehensive details of the Kirklees Safeguarding Guidelines are available at: <https://www.kirkleessafeguardingchildren.co.uk/>

### **DBS (Disclosure Barring Service)**

All staff must complete a DBS (Disclosure Barring Service) check. Any member of staff, student or visitor who fails to disclose past or current information, that involves criminal acts (other than minor driving offences) at the time of employment or during employment, may leave themselves in a vulnerable position that may lead to disciplinary action or dismissal.

### **Childcare Disqualification Declaration**

You will be required to complete annually a 'Disqualification declaration' form affirming that neither you, nor anyone in your household is not disqualified from working in schools. This follows the advice issued by the Department for Education (DfE) 'Keeping Children Safe in Education' statutory guidance.

### **Staff Wellbeing and Mental Health**

At Fairfield School we promote positive mental health and well-being for our whole school community. Staff are supported and developed within their working environment which enables them to deliver high quality education for our students. Our Mental Health and Well-Being Lead ensures that training and signposting to materials about mental health and emotional well-being are available to all staff.

The Senior Leadership Team work closely with our Mental Health and Well-Being Lead to provide a variety of ongoing training opportunities to promote health and happiness. Courses to date include: mental health awareness and a range of well-being workshops such as mindfulness, emotional coaching, anxiety and resilience. An open door policy to senior leadership is always made available if staff members need to speak to someone about any issues or concerns and we have a fully committed supportive governing body.

The school has a contract with Kirklees Employee Health Care to ensure a broader Wellbeing Offer is available including; self-referral, physiotherapy and counselling.

Our approach to wellbeing is quality assured through staff attendance and the staff questionnaire. For more details, see the Mental Health and Well-Being Policy.

## **Policies**

Fairfield has a suite of policies available for everyone to access on the school website. The majority of these policies are designed to be used as a point of reference for information. There is a selection of these policies that staff are required to read and sign. In order to evidence this, we use an online platform called Parago. This information is provided on induction. Staff can access this at any time to re-read a policy they have previously signed. It is the responsibility of all staff to abide by our school policies. Failure to do this may lead to disciplinary action.

## **Security**

All staff and visitors are required to sign in and out of the building at all times to ensure a comprehensive record is available in the event of an emergency. An electronic system is installed which allows staff to register quickly and simply, and for other visitors to have a photo ID printed. All staff and visitors will be supplied with an identity badge that should be visible and worn at all times when in school, and should only be removed for safety reasons. When out in the community staff must wear their school ID badge at all times. It is the responsibility of staff members to inform the School Business Manager if their ID badge is lost or if details on their badge need altering.

Welcoming families and other visitors as members of the school community is at the heart of the school. However, we also have a duty of care to ensure the safety and welfare of all those who use the school premises and we work under strict national and local safeguarding (Child Protection) guidelines. As a result, all regular visitors who have not had an enhanced DBS check (Disclosure Barring Service) will need to be accompanied in school by a member of staff. Visitors will be issued with a blue lanyard (DBS seen) or red lanyard (DBS not seen and should be accompanied by a staff member at all times). Photo ID badges are to be worn at all times. All staff will appropriately enquire regarding unknown adults who are on site without a lanyard or badge.

Staff have security fobs to enter and leave the building. For the safety of students, the external doors have security locking devices which can only be operated by a security fob, or key. Please ensure that doors are closed securely behind you to ensure the safety of all our students.

Lockers are provided and all staff are expected to lock away all valuables, medications and mobile phones.

Personal medication should be locked away securely, with the exception of inhalers which should be stored out of sight and reach of children but accessible to the member of staff in question.

If staff feel insecure about being alone with a child, member of staff, parent etc. please discuss this with your SLT line manager immediately.

## **Dignity and Respect at Work**

All employees have an equal responsibility to treat each other with dignity and respect, during or outside working hours or during off site locations. Harassment and discrimination covers a wide range of unwanted or unsolicited demeaning or offensive behaviours which may be related to ethnicity, gender, age, disability, nationality, religion, sexual orientation etc.

In the event of a complaint the incident will be investigated to decide on an appropriate form of action to resolve the problem. It is assumed that all complaints are made in good faith but if it is found that they are malicious or vexatious then disciplinary action may then need to be taken.

Race equality is central to the ethos and core values of this school. To establish and maintain this, Fairfield believes that equality of opportunity is everyone's entitlement and actively strives to eradicate any barriers which inhibit the development of individual potential and choice. Our aim is to create an environment where all staff feel secure and trusted, and where they treat each other with dignity and respect.

### **British values**

At Fairfield we place a strong emphasis on the common values of self-respect and tolerance. Staff will set an example at all times by speaking appropriately and respectfully to each other and pupils. Professional conduct should be maintained and swearing or the use of derogatory language should be discouraged. Meeting rooms and offices should be used to have adult confidential conversations and staff should refrain from any threatening or bullying behaviours. Our language and behaviour will be appropriate models to others and staff should always be vigilant in the way they conduct themselves.

### **Behaviour Management**

Behaviour is the responsibility of the whole school community. All classroom teachers will establish a class code of conduct and high standards of behaviour are expected. Pupils are encouraged to build positive attitudes to school and learning through opportunities and strategies that meet their individual needs. This is maintained by the use of positive reinforcement and use of praise and rewards. For any pupils who find it difficult to adhere to class expectations a personalised behaviour plan is written by the class teacher to enable consistent strategies of support to be implemented. A behaviour plan will indicate any time out strategies and the possible need for physical interventions. Occasionally, it may be necessary to use positive handling techniques when dealing with a difficult situation. This may only be pursued by staff who have undertaken relevant training. For pupils who need physical interventions, any approved holds will be stated in their behaviour plan and will follow agreed principles.

### **Intimate Care and Moving and Handling**

Staff are provided with guidance on this and should act at all times as caring professionals allowing pupils to develop independence wherever possible. Please ensure you are familiar with the guidance and systems outlined in each individual's care plan. Penny Townsend (Kirklees Moving and Handling trainer) provides moving and handling advice for families and for staff, and supports assessment, programme development and risk assessment of pupils and students with handling requirements. All staff that are required to move and handle children must have appropriate training.

Due to the nature and needs of many of the pupils at Fairfield there are occasions when it is entirely appropriate for staff to have physical contact with pupils, but it is crucial that they only do so in ways

appropriate to their professional role. When physical contact is made with pupils it should be in response to their needs at that time, appropriate to their age, stage of development, gender and background. Where possible, staff should seek the child's permission, or inform them before initiating contact.

### **Form of Address**

First names are used for all staff throughout school. This form of address is easier for our pupils to understand and use and creates a welcoming atmosphere in the school. Many parents and carers use this form of address when in school, but please let us know if you prefer a more formal greeting.

### **Confidentiality and Data Protection**

Members of staff may have access to confidential information about students, colleagues or other matters relating to Fairfield School. This could include personal and sensitive data, for example information about a student's home life.

Employees should never disclose this information unless this is in the proper circumstances and with the proper authority.

Employees should never use this information to their own personal advantage, or to humiliate, intimidate or embarrass others.

If an employee is ever in doubt about what information can or can't be disclosed, they should speak to the Headteacher or contact the school's Data Protection Officer. This is Sharon Pipe from RADCaT and is contactable at [DPO@fairfieldschool.uk](mailto:DPO@fairfieldschool.uk)

Should employees wish to access their own personal data then they should contact the School Business Manager. If employees only want a copy of their contract or job description, then the Subject Access Request Policy (SAR) does not need to be followed. Where an employee requests all the information held on them then this request will be subject to the SAR Policy.

Fairfield holds and processes data that is protected under the General Data Protection Regulations (GDPR) and Data Protection Act (DPA 2018). Employees are expected to comply with the school's systems for collecting, storing, using and disposing of data. If any employee becomes aware that data is at risk of compromise or loss, or has been compromised or lost they must report it immediately to their Headteacher or the Data Protection Officer.

Staff must ensure that they comply with the schools Data Protection and Confidentiality policy at all times. Failure to do so, may result in disciplinary action.

### **Communication**

Communication is a two-way process e.g. e-mailing, phones calls (there are phones in each classroom), text messages, briefing meetings (Teachers Monday, all staff Friday), notice boards /screens in the staff room and the tannoy system are all used to improve communication and assist in the effective running of the school.

Staff are expected to regularly read their e-mails, a minimum of twice a week. To minimise the quantity of irrelevant emails please refrain from sending 'All staff' emails unless you have permission from SLT. When

replying to an 'All staff' email please ensure you only reply to sender and do not reply to all, as everyone does not need to read your reply, only the sender.

We take the wellbeing of staff very seriously and respect everyone's need to switch off from work to get the right work life balance. To help achieve this please be aware there is no expectation that emails received outside your normal working hours will need to be responded to, until the next working day. Any urgent out of hours communication will come via Groupcall text message.

Minutes of staff meetings / briefings are emailed to all staff. Minutes from governing body meetings are available on the school website. Any letters being sent from school should be approved by the head teacher or a member of SLT.

Staff are asked to provide the office staff with any details of school events, visitors, trips out of school, meetings etc. so all staff are aware of what is happening in school.

Shouting, swearing and derogatory language is not permitted. Meeting rooms and offices should be used to have adult confidential conversations.

### **Continued Professional Development (CPD)**

At Fairfield we value effective CPD and acknowledge the huge rewards it brings to both the individual and the life of the school and its community. Objectives set will be linked to the School Development Plan. All teachers and support staff are involved in Performance Management, an annual cycle of development, monitoring, evaluation and review. Lesson observations and on-going monitoring as well as feedback opportunities will support this process. Staff will have the opportunities to engage in various training and development. Individual requests for CPD can be requested by completing a form available in the staffroom, and submitting this to the Headteacher for approval. Staff will be asked to evidence the effectiveness of any training undertaken. They will be expected to cascade feedback to colleagues throughout the school.

Staff Development Meetings (teachers) are held on Tuesday between 3.30 – 4.30pm. The focus for the meetings are planned to address staff training needs and school development. A schedule of meetings is made available on a termly basis and will be flexible to respond to needs. A training session for teachers and support staff also takes place Wednesday 3pm – 3.30pm on a weekly basis.

### **Online Safety**

Staff should follow the school's Online Safety and Acceptable Use Policy at all times and have regard for its Safety policy for pupils. Photographs/stills or video footage of pupils and staff should only be taken if they have given written consent, using school equipment for purposes authorised by the school, and should be stored securely and only on school equipment. Staff must not engage in inappropriate use of social network sites. Staff should remain mindful of their digital footprint and exercise caution in all their use of social media or any other web based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups.

### **Social Media**

Staff should not use social media sites or e-mail to contact pupils in anyway. School e-mail should be used for business and no photos should be stored on personal mobile devices. School laptops transported should be used sensitively and within the realms of professional work only. The use of social media to publicise any confidential information regarding pupils (except via the school website), colleagues or the work place is forbidden. Misuse may lead to disciplinary action being taken.

## **Health and Safety**

The welfare and safety of all members of the school community is of primary importance. This is of particular significance due to the vulnerability of many of our students. Specific guidelines and training are provided for potential high risk activities such as moving and handling.

The school buildings have been designed and equipped to enhance health and safety levels but they require the users to act appropriately at all times. It is the duty of all staff to ensure the safety of the pupils, themselves, colleagues and visitors in school. If you see anything that is likely to cause an accident or injury report it immediately to the Business Manager or a member of the H&S committee. A copy of our Health and Safety Policy, is displayed on the website and in the staffroom. Our H&S law poster is displayed in reception and on the staffroom H&S noticeboard.

## **Fire and Emergency Evacuations**

The building has been constructed with very high specification fire safety standards. This means that in the event of an alarm the school **does not** have to be fully evacuated. The building is divided into several 'zones' which are independent areas in the event of a fire. Information will be communicated via the tannoy system

Two alarms are sounded in the case of an emergency:

1. A continuous alarm indicates that the fire is in your zone and you should evacuate
2. An intermittent alarm means that the fire is NOT in your zone, you should stay in your zone and await further instruction

A member of the Senior Leadership Team will be stationed by the control panel at the front entrance of the school. Comprehensive fire alarm instructions are placed in each room and regular drills ensure staff and pupils are familiar with procedures.

## **Lockdown and Invacuation**

There may be an emergency situation occurring outside or inside the school building which renders an evacuation unsafe. In this case staff and pupils would be expected to stay inside the school until advised otherwise by SLT or the emergency services.

The school practises its Lockdown drill termly.

For further details, see please refer to the Lockdown and Invacuation policy.

## **Risk Assessments**

Assessing and reducing risk to acceptable levels is part of everyday duties for staff. Risk Assessments are reviewed for all activities in school to inform users of specific Health and Safety considerations to be taken into account.

All trips off school site, however minor, require a full risk assessment (EVOLVE – on line safety for approved off site visits) to be undertaken and the appropriate form to be signed/approved by Head or EVC (Educational Visits Co-ordinator). Regular activities (supermarket visit etc.) are included in the EVOLVE system.

### **First Aid**

Named First Aiders are available in each pathway and First Aid Kits are placed throughout school. The First Aiders will attend to any day to day accidents that are reported. There are additional paediatric first aiders in school. A record of any accident should be documented by the first aider and reported on a blue form (pupils) Pupil accidents will be transferred on to the CPOMS system. It is the teacher's responsibility to notify the parents of any accident. Nursing staff may advise should a situation be more serious. If a pupil is taken ill the office staff must be informed. The child's parents/carers will be told as soon as possible so the pupil can be collected from school. If a pupil is sent home the catering staff will be informed if the child has a school lunch. The school transport escort will also be notified if required.

A green form is used to report accidents if the injured person is anyone else other than a pupil e.g. staff, visitor or contractor. The accident will then be escalated to Kirklees Council using the LACHs online system. Any accidents that meet the RIDDOR requirements will then be further escalated to the HSE.

### **Medicines and Medication**

Many pupils and students at Fairfield receive regular daily medication and in addition there are times when most youngsters need non-prescription medicines. Medication is managed by the School Nursing Team and can only be administered with appropriate permissions and documentation. Any request for medicines to be administered must be passed to the Nursing Team.

Many pupils and students in school suffer from epilepsy or other medical conditions as a part of their disabilities. Managing epilepsy and other conditions is a normal part of our daily working routines and are not issues which cause disruption or upset as a general rule. If any situation does become more serious than usual the Nursing Team are always available for advice or to take responsibility for pupil care.

### **Medical Needs**

Many pupils and students at Fairfield have complex health related needs. We have a nursing team on site who provide medical care with support from a very wide range of health based services. We also have a team of physiotherapists and occupational therapists. Pupils' individual personal continence and other health and medical needs are integrated into the daily timetable. There are fully equipped toilets and showering and changing facilities in each department. There are moving and handling hoists in most rooms. NHS staff are trained in medical procedures e.g. gastrostomy, suction, oxygen, paediatric first aid, epilepsy, medication administration etc. and provide training for a selection of staff throughout the school in supporting the medical needs of students. Ongoing medical assessments ensure that pupils are as fit as possible. Occasionally some pupils are unable to attend school due to complex medical needs. Pupils with medical needs will have a Health Care Plan.

### **Attendance**

Fairfield School adopts the Kirklees Council Attendance Management Policy, and liaises with Kirklees HR to support all employees in meeting the expectations detailed in the policy.

The information below sets out the arrangements that are specific for Fairfield School that is not found within the above policy. Failure to comply may result in a delay in securing adequate cover during your absence. This could lead to safeguarding issues, and errors in processing your pay.

- Each calendar day counts for sickness notification, whether or not you would normally be at work (including weekends and Bank Holidays)
- You need to call the Fairfield mobile on **07393 850304** by 7.30am to inform us of your absence. If the call is not answered please leave a message indicating your name, the reason for your absence (for administration of sick pay), and if possible, your expected date of return. If it is not possible to predict the length of absence from the onset it is essential **that staff ring school each day by 3pm to give an update.**
- If you are absent on a Friday and you intend to return on the Monday please let the school know on the **Friday by 3pm**
- Self-certification for absence due to ill health is permitted for up to 7 calendar days. Any absence beyond this requires a doctor's sick note, which should be either posted or emailed to school at [office@fairfieldschool.uk](mailto:office@fairfieldschool.uk)
- If there is a need for a further extended doctors note you will need to inform the school office in advance of the certificate expiring so appropriate cover can be organised. Otherwise we will expect your return on the day after the date indicated on your initial sick note
- Your welfare is important to us and if you do not arrive for work as expected, and there is no message to explain your absence, you will be contacted by a member of staff to ascertain the situation. This is to ensure we are able to offer support or assistance regarding your absence
- On returning to work staff will be required to meet with a member of SLT for a return to work meeting.

#### **Leave of Absence for non-sickness reasons**

Generally, absence during term time is discouraged for all staff. However, from time to time staff will have reason to request time off for special arrangements. A leave of absence form (which is available in the staffroom) should be completed in advance and submitted to the school office.

The Headteacher will consider your request to see if it can be accommodated. Our intention is always to provide the very best conditions for learning, teaching and working. Health and safety is always of paramount importance and cannot be compromised.

You will receive an email response confirming the outcome of the request detailing if it has been approved or not. In most cases the approved leave will be unpaid.

Emergency Absence – There may be occasions where a member of staff needs to be absent to deal with an unplanned event / emergency such as to make arrangement for the care of a child or elderly relative. By definition therefore, staff cannot be expected to be able to book an emergency absence in advance. The leave of absence form will be completed retrospectively by the school office. As above in most cases this will be unpaid.

## **Punctuality**

If you are running late for work for any reason you should contact the school on **07393 850304** informing us the reason for your lateness and your expected arrival time

## **Dress Code and Appearance**

Dress code is necessary to convey a professional image of the school. Staff are individually accountable for their general presentation, appearance and personal hygiene and have a responsibility to consider how their appearance may be perceived by others.

- Clothing should be smart / casual business wear appropriate to their role in school. Specifically, the following is not acceptable: - ripped clothing, blue denim, camouflage prints, slogans or logos of any kind
- Footwear must be safe, sensible, smart, and clean and have regard to health and safety considerations. Shoes should have a flat non slip sole, with covered toes to avoid injuries.
- When doing an activity in school appropriate clothing should be worn e.g. trainers should be worn for PE sessions, swim wear for hydro sessions etc.
- Clothing should not distract and cause embarrassment. It should not be viewed as offensive, revealing or sexually provocative e.g. low necklines, bare midriffs, short skirts, see through / showing underwear etc.
- Clothing should not be considered to be discriminatory or culturally sensitive
- Clothing should not create a health and safety issue moving around a busy school, supporting with a range of equipment and should not place themselves or others at risk e.g. dangling jewellery etc.

**Finger nails should be natural, short (not protruding beyond fingertip) and not sharp** to avoid presenting a health and safety hazard to others. False nails, infills or nail gel harbour micro-organisms and make effective hand hygiene more difficult and can be a health and safety hazard if for example they fall off and the person is unaware.

Tattoos where present must not be offensive to others. Where they are deemed to be inappropriate they must be suitably covered.

Medical staff (nursing, physios and OT etc.) wear a uniform.

Lunch time supervisors and maintenance facilitators are requested to wear protective tabards or t shirts for health and safety reasons.

It is recognised that there may be specific occasions where the usual dress code may not be appropriate e.g. residential/outdoor adventure visits etc. In these instances, guidance will be provided so that both students and adults dress codes are appropriate.

In accordance with current practice the dress code maybe relaxed on training days when pupils are not present as well as enrichment and theme days. This will be at the discretion of the SLT.

## **Breaks and Lunchtimes**

All staff are encouraged to share snack times with the pupils. Pupils should never be left unsupervised and it is the responsibility of class teacher to organise appropriate cover during any planned breaks.

Lunchtimes are staggered due to the number of pupils and staff. A team of lunch time supervisors support with feeding and supporting the pupils alongside the Classroom staff. Staff should use plates, sit to eat and role model positive table manners in the dining areas, using knives and forks where appropriate. School meals can be ordered at reception.

Staff are requested to carry hot drinks around the building in a safety cup. A risk assessment should be done if any drinks are to be delivered to designated areas during the school day and safety cups should be used, for example the POST 16 Cafe. Bottled water can be drunk by staff during lesson time as a good role model for pupils. The drinking of hot drinks by staff during lessons is not permitted. Additionally, chewing gum is not permitted on the school premises.

### **Use of shared Spaces/Resources**

The whole staff has collective responsibility for all areas in school. These should be clean, tidy and appropriately organised. Class teachers are responsible for their own classes.

Any resources/equipment borrowed should be returned to its original home.

If they wish, staff can bring their own tea, coffee etc and use the facilities in the staffroom. Any hot drinks should be kept away from the pupils. The staff room is used by a large team of staff and the comfort of all staff is important. Staff are reminded to be responsible for washing and clearing their own cups, crockery and cutlery. A rota is in place to ensure that any additional items are organised and cleared by pathways staff.

The staff workroom is located at the rear of the staffroom, containing computers available for all staff to use. Staff are reminded to be mindful and consider staff working in the workroom during personal breaks and consider noise levels.

### **Parking**

The school has parking facilities which include a number of extra wide disabled access bays for parents, visitors and staff. However, there are times when large numbers of staff and visitors to school cause a shortage of spaces. Between 09.30 and 14.30 cars may park in the bus bays however they will need to be moved to accommodate the parking of the buses at the end of the day. If places in school are unavailable, you may need to park on the road side. Please be aware that it is a busy road and there needs to be clear visibility for access and exiting the school site. With respect to local residents please fully park your vehicle with all wheels on the road, do not straddle the grass verge as this damages the grass.

Please do not park in the disabled bays unless you have a blue badge and the badge-holder is present. These spaces are used regularly throughout the day.

### **Mobile Phones**

The use of phones during school teaching times is prohibited except in an emergency and with agreement with the Head teacher. Mobile phones should not be carried around for personal use. Mobiles may be used at lunch and break times in the staff room, however not in places that are being used by the pupils (linked to the school E Safety policy).

The medical team have approval to use mobile phones in the case of required emergency contact. General visitors to the school, including parents, should be reminded that the use of mobile phones in the school building is unacceptable and should be advised to use them off the premises or refrain from use once on the premises.

Personal mobile phones must not be recharged in the classrooms. Fairfield School accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

### **Severe Weather Conditions Procedure**

Staff must make every reasonable effort to get to school if they can safely do so. If you are unable to do so, or if you are going to be late due to traffic, you must contact school as soon as possible.

Information on any aspect of school closure will be communicated to staff through mobile phone text and via the school website at [www.fairfieldschool.uk](http://www.fairfieldschool.uk). There may be exceptional times when the school is closed to pupils and staff. If this is the case, the text message and school website will make this very clear. Details will also be posted on the Kirklees website at [www.kirklees.gov.uk/schoolclosures](http://www.kirklees.gov.uk/schoolclosures). Local radio and television stations will also use the Kirklees sites to update their school information services.

Due to severe weather conditions LA transport may need to collect the pupils earlier. Parents/carers will be contacted. If no contact can be made, the pupils will be kept in school until they can be collected by parents/carers.

### **Smoking**

Fairfield recognises that smoking and passive smoking are a risk to health. We have a **NO SMOKING** policy. In line with national legislation all buildings and outbuildings are designated no smoking areas. Staff / Parents/visitors wishing to smoke should do so off the school premises. We would request that you appropriately dispose of any litter, a smokers' bin is attached to the fence adjacent to the pedestrian exit onto White Lee Road. It is the responsibility of each individual employee to uphold and comply with the smoking regulations.

### **Compliments, Conflicts and Complaints**

At Fairfield we welcome your comments to hear what you have to say. We value compliments as indicators of success. We also realise there are times when we may receive complaints where we may need to make changes and improve our practice. It is the aim of the school to deal with any complaints with openness, fairness and equity for all involved. By talking through your concerns many issues can be resolved. Difficult conversations should be done in the privacy of offices and never in front of children, other staff or parents. If staff feel aggrieved they should firstly approach the member of staff they feel they have an issue with, if this is not possible, discuss with their SLT line manager. However, if the situation remains please raise your concerns with the Headteacher, the Governors, union representative or the Local Authority. A copy of the school's Grievance Policy is available from the office and our website but staff should try and resolve any differences informally in the first instance.

### **Admissions**

All students at Fairfield have an Education and Health Care Plan under the National Code of Practice guidelines. Places at Fairfield are requested by the Local Authority following multi-agency assessment of special educational needs. The school is not able to allocate school places to families and does not play

a formal part in the allocation process. However, many families visit Fairfield during the assessment process to gather information and to meet staff and other pupils. This is a very important time as parents or carers are better informed to decide the most appropriate provision for their child.

### **The School Offer**

The School Offer for Fairfield has been developed as part of the most recent Children and Families Act. It aims to provide information on education, health and social care provision available for disabled children and young people and those with special educational needs in a way that can be accessed quickly and easily. Kirklees Council works with parents, young people, schools, colleges, Early Years' providers and health services to produce the local offer. Schools have a duty to provide information about special educational needs that is accessible to pupils, parents and carers. The Kirklees Local Offer can be found at [www.kirkleeslocaloffer.org.uk](http://www.kirkleeslocaloffer.org.uk)

At Fairfield we aim to meet the individual needs of all our pupils by personalising their needs and learning opportunities. We have a range of choices and interventions within our curriculum which enrich our offer and give greater opportunity to meet additional needs. To support this, we use the expertise of a range of professionals who offer advice, and also train and support our staff in developing knowledge and skills.

### **Teaching and Learning**

At Fairfield we strive to encourage and develop a strong sense of lifelong achievement within all our pupils. Through our nurturing environments we build each individuals' potential to succeed in learning opportunities as valued members of our school community. We believe in having a positive approach towards school life where our pupils are supported in becoming motivated and confident individuals.

We aim to provide all our pupils the opportunities to access the best education through an outstanding curriculum with an array of opportunities to personalise learning to meet their individual needs. Our planning is based on the principle that our pupils are more engaged in learning when they are interested and motivated. We are committed to meeting the needs of each individual and valuing the contributions they make.

Our bespoke and creative curriculum is delivered by experienced professionals enabling all pupils to achieve at their own level. Fairfield promotes a highly personalised curriculum centred around the individual student. Pupils begin Fairfield with a variety of experiences, opportunities and needs. Staff will encompass a holistic approach to learning which encourages pupils to develop a sense of pride, care and sensitivity towards themselves and their peers. The school will aim to promote this through exciting, engaging and challenging provision.

Fairfield School is committed to achieving excellence and is a place where:

- children and young people come first
- children and young people develop as confident and successful learners
- children and young people have a voice and make choices
- children and young people are challenged and enjoy learning
- children and young people achieve and make good progress

Fairfield School are a team who:

- celebrate and promote achievement and progress
- have learning and development at our core
- are reflective practitioners who question, challenge and evaluate in order to improve
- strive to be leaders in our field recognised as innovators and for our best practice

- build productive partnerships with parents and carers, professionals and our community

Fairfield School is an environment that:

- welcomes parent, carers, partners, other professionals and visitors
- is well resourced
- is engaging so that it promotes learning and achievement
- promotes social, moral, spiritual and cultural development
- is safe, happy, healthy, vibrant, dynamic, nurturing and purposeful

We aim to ensure that learning at Fairfield broadens the aspirations, values and opportunities for each individual as they grow and develop. Fairfield continues to foster close working relationships between other schools, parents and professionals to provide and enhance life opportunities.

## **Curriculum**

The curriculum at Fairfield reflects the needs of our pupil. Our aim is to engage our pupils in enjoyable learning activities that are of functional value to them, now and in their future. We see the essential focus areas as:

- developing our pupils' ability to communicate and interact with others
- improving pupils' physical abilities and sensory development
- enhancing personal, social, health and emotional skills
- developing cognitive skills
- developing independence

Our pupils learning experiences are enriched through an active, exciting, motivational and sensory curriculum. This is designed to have a creative approach to learning to stimulate our pupils to acquire a continuum of learning opportunities, responsibilities and life experiences. Our curriculum takes into account our pupils interests, abilities, background, experiences, and their health and personal care. Through whole class sessions, small and 1:1 groups, enrichment days and medical interventions we use time flexibly and creatively to maximise learning opportunities.

Each pupil has personalised targets which are shared with parents/carers to extend learning opportunities. Therapeutic and medical needs are integrated into the day to ensure that learning focuses on the needs of the individual. We aim to meet the unique needs of our pupils by building positive and secure relationships; providing a platform for each individual to learn and develop.

At Fairfield we like to be responsive to what is happening in the world, through our curriculum and the implementation of enrichment days; enabling creativity and flexibility in our teaching and learning opportunities. Where possible pupils' interests are developed and this is planned into their work. In addition to focusing on the development and application of skills, we aim to teach exciting and stimulating lessons. Through continual assessment, activities are matched to the ability of the learner, through differentiated levels of support, providing a level of challenge that is stimulating. We have high expectations and strive to achieve excellence for all our pupils.

Some rooms in school are equipped to deliver specialist subjects. We are fortunate to have a media suite where pupils engage in multimedia experiences, a sound and lighting system in the main hall, food technology and creative art rooms, rebound facilities, hydrotherapy pool, a soft play space, communication and assessment room, therapy room, medical room, and separate dining and sports hall. There is power wheelchair tracking to internal and external areas. We have extensive outdoor facilities including a wildlife pond, a greenhouse and spaces with outdoor classroom access. We also have two

mini buses which facilitate and enhance out of school learning opportunities. These include swimming sessions, cafe visits, shopping, community visits and other enrichment activities.

Post 16 students will also undertake work-related learning and independent living skills linked to accreditation through the ASDAN Award. This focuses on the key areas of life skills and personal development in preparation for adult life. A programme of study is delivered from Year 12 and is personalised to each student depending on their complexity of needs. Students have opportunities to pursue work experience projects in the local community and school.

### **The School Day**

The school day is 8.45am to 2.45pm. Further details can be found on the school website at <https://www.fairfieldschool.uk/school-day>

### **Student Council**

At Fairfield we have a student council which consists of representatives from across the whole school. Members are elected by their class groups and staff. They meet each half term to offer suggestions and support discussions regarding the running of the school. It is vitally important that our pupils have an active voice regarding school issues.

Pupils are given opportunities to have a say in many aspects of their school lives. Choice making is a fundamental communication skill and one on which we focus with all our pupils. This may begin with choosing a preferred toy or activity, later it may involve making a choice at snack or lunch time or when faced with a temptation and eventually pupils may be engaged in choosing future education, work or leisure options. To develop communication skills further pupils can also be elected as a school ambassador. Any pupil who expresses an interest will be considered. Members of the school council are often involved in decision making including the interview process during recruitment.

### **Classes and staff teams**

There are presently 4 pathways in school:

Early Years and KS1 -2 classes

Pre-formal - 4 classes

Semi-formal - 6 classes

Post 16 - 4 classes

All classes are led by a teacher and supported by a least 3 support assistants. Class sizes range from 6 - 8 students.

### **Mini Buses**

The school has two minibuses equipped with tail-lift and clamping equipment for wheelchairs. These are used to support learning opportunities and access for pupils and students to activities away from the school site. All drivers are required to have undertaken and passed the recognised Kirklees mini-bus driving test, licence documentation will be maintained by the Business Manager. When out on visits there should be at least two members of staff; one to drive and one to supervise any pupils. Buses should be

checked before and after use and left in a clean condition for the next users. Staff are also trained in the safe clamping and transportation of wheelchairs (refer to Health and Safety policy).

Staff are encouraged to expand teaching and learning opportunities outside the classroom, whenever possible. However, health and safety issues must be paramount. Minibus booking are maintained on the electronic calendar and should be confirmed with the administrative team.

### **Hydrotherapy Pool**

Fairfield has a hydrotherapy pool which is a facility which supports relaxation and movement of tight muscles and joints, assisting in active movement. It also enhances social interactions and communication skills. There is an extended overhead tracking hoist to support getting pupils in and out of the pool. Safety and user guidelines, emergency and evacuation procedures are clearly understood by all users of this facility. Hydro sessions are supervised by trained members of staff.

### **Rebound Therapy**

Our rebound therapy (trampoline) room is scheduled for use with specific pupils across school. Rebound supports the stability, balance, strength, co-ordination and communication of pupils. All sessions are led by a trained member of staff.

### **Soft Play**

The soft play room is not only a place for great fun but is a safe and secure environment where pupils can develop their physical, communication and problem-solving skills as they take part in activities such as sitting, rolling, crawling, climbing, sliding and reaching. By taking the learning out of the classroom and into the soft play room, the teacher can be more creative in planning a range of activities. The soft play environment promotes movement and independence for pupils in developing fine and gross motor co-ordination as well as discovering what their body can do. It provides further opportunity to practice new ideas, concepts and skills.

### **Sensory Pod**

The Sensory Pod is a state-of-the-art bespoke sensory environment. It provides a dynamic, inspiring and engaging learning experience, and encourages imaginative exploration and a tranquil and calming place to unwind.

A rota is place to control access and maximise its usage.

### **Planning, Preparation and Assessment (PPA)**

Planning, assessment and preparation time will be allocated according to school timetabling requirements. Each member of staff will be given their own timetable highlighting PPA times. All teachers are entitled to a minimum of 10 per cent of their regular teaching hours as PPA time. For most full-time teachers, this works out at about 2.5 hours per week. PPA has to be allocated to teachers in blocks of at least 30 minutes. [The senior leadership team will decide](#) how to allocate PPA time [accordingly](#).

### **Planning Expectations**

The DfE Teachers' Standards states that: ***Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up to date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils***.

In order to do this effectively teachers must:

- plan and assess for progression, differentiating to match the abilities of individual pupils they teach
- implement effective learning opportunities to secure and progress in a range of subjects
- provide lesson planning (see lesson plan format) onto the school server and in the class planning folder.

### **Reporting Progress**

At Fairfield the staff report progress to parents/carers informally through daily home/school books, e-mails, phone calls and face to face conversations. We formally report on progress through consultation meetings, annual reviews and additional planned meetings relating to pupils' individual needs. Within school, additional professionals report progress and developments through formal and informal methods.

It is through these discussions that parents/carers, school staff, and other involved professionals can work together to ensure future targets are meaningful and underpinned by high expectations.

### **Annual Reviews / EHCPs**

Annual reviews are a statutory process (6 monthly if the pupil is under 5 years old). Each pupil's EHCP is reviewed annually. The purpose of the review process is to discuss the needs, provision and progress of each individual, setting and reviewing learning objectives. The reviews are chaired by a member of the SLT who ensures that the required documentation is completed. The pupil's teacher and possibly an ETA/Intervener, parents/carers, involved professionals/agencies and where appropriate the pupil themselves are invited to contribute to the review meeting. The pupil's voice and interests are a valuable part of the review process.

### **Parent Partnerships**

The importance of parents/carers in the education of their children cannot be overestimated, and visits both prior to, and following the placement of their child are highly encouraged. Parents/carers are involved at all times; starting with the initial induction meeting where important information is shared. Parents/carers are fully included in pupil target setting in meetings and annual reviews.

### **Caretaking and Cleaning**

Fairfield is a Private Finance Initiative (PFI) school with all cleaning, repair, maintenance and upkeep services undertaken by Pinnacle our Facilities Management (FM) provider.

Any issues or faults with the building, premises and equipment should be reported directly to the School Business Manager to address, not to the Caretaker (Pinnacle).

### **Catering and Lunchtime Arrangements**

Catering is provided by Kirklees Council.

Any issues with the Catering or the Catering team should be reported directly to the Senior Lunchtime Supervisors or the School Business Manager, not to the Catering team.