

Employee Welcome & Induction Pack



Welcome to Bridge Schools Trust

I am delighted to welcome you to Bridge Schools. The Trust was set up in 2013 and has grown from 2 to 15 schools with more than 2000 pupils and over 350 staff. We have worked hard over the last few years to improve the schools to give the children in our care the best and most interesting education we can manage. We love our work and hope you do too! Whatever the role is that you have taken we would all want you to feel valued and included. We have high standards and strive hard to meet them so if you have been recruited to join our team you must have stood out above the rest in your skills and knowledge.

This document is here as a guide. If there is anything you need or want to find out, please refer to the Bridge Schools Portal (intranet) which has a wealth of information. People in schools are busy but please ask for anything you might need to help you to settle into your new role quickly and to be more effective for the children in our schools.

Good luck, in your new role.

*Adrian Massey,
Chief Executive*



Our Vision & Values

Stronger Together: A family of schools built on dedication and trust, working together to put learning first.



Creative

We are bold and innovative in our approach to find new solutions to the challenges we face.



Curious

We are inspired by the awe and wonder of the world.



Responsible

We take responsibility for our actions in an environment of mutual respect.



Enthusiastic

We are passionate about learning.



Excellent

We are the best we can be.



Determined

We overcome all barriers to reach our potential, developing a capacity to improve further.

Key Information about Bridge Schools and where to find more

The induction process is designed to allow you to make the best possible start to your role within Bridge Schools Trust.

Your line manager in your school will provide you with a site specific induction on your first day. If your role is based within the Central Team, this will be conducted by your line manager at the main central office.

Upon receiving your work email address, you will gain access to many useful resources, the main one being the staff portal via www.bridgeschools.net. You can also view the public website which gives generic information: www.bridgeschools.co.uk, as well as linking out to all schools within the Trust.

You can contact the central office for any questions or queries you may have that are not school specific. Please do so on 01208 503103 or email enquiries@bridgeschools.co.uk who will forward onto the appropriate department.

Trust Induction

You will be provided with a 'work email (i.e. jblogs@myprimary.co.uk)' which we require you to use for all communication regarding your role. Please do not use any personal email accounts for this purpose. This is to safeguard you.

Your email account will provide you with access to the Trust portal. Please use this to access any relevant information you may need and to view our trust wide CPD offer and documents including all policies.

Dependent on your role, you may receive access to a number of systems/apps including but not limited to:

- Arbor - our MIS system
- Insight – our Data Assessment software
- My Concern - our in-school Safeguarding software
- PSF Financials - our Finance system
- Showbie – Pupil/Teacher Collaboration and Learning Diary software

Every employee will receive access to:

- Flick - An additional online learning platform to compliment other CPD within the Trust
- GDPRis - our cloud based tool managing GDPR regulations compliance
- Bridge Schools healthcare package which provides many health and wellbeing services which includes:
 - Support with regular health check-ups including acupuncture, chiropractic, homeopathy physiotherapy, osteopathy, eye care, x-rays and scans helping to prevent potential health issues.
 - Claims portal service providing a quick and simple way to have funds reimbursed into your account.
 - A 24/7, 365 days of the year counselling helpline which can assist you with a range of matters and provide support whenever you need it most.
 - Wellbeing APP and Online Portal feature a range of tools available 24/7 which extends to family members too.

You will receive a 'Statement of Particulars' upon commencement of your new job.

Central HR will request relevant documentation to process your Enhanced DBS check prior to starting employment, along with requesting a passport style photograph of yourself to generate your staff ID badge.

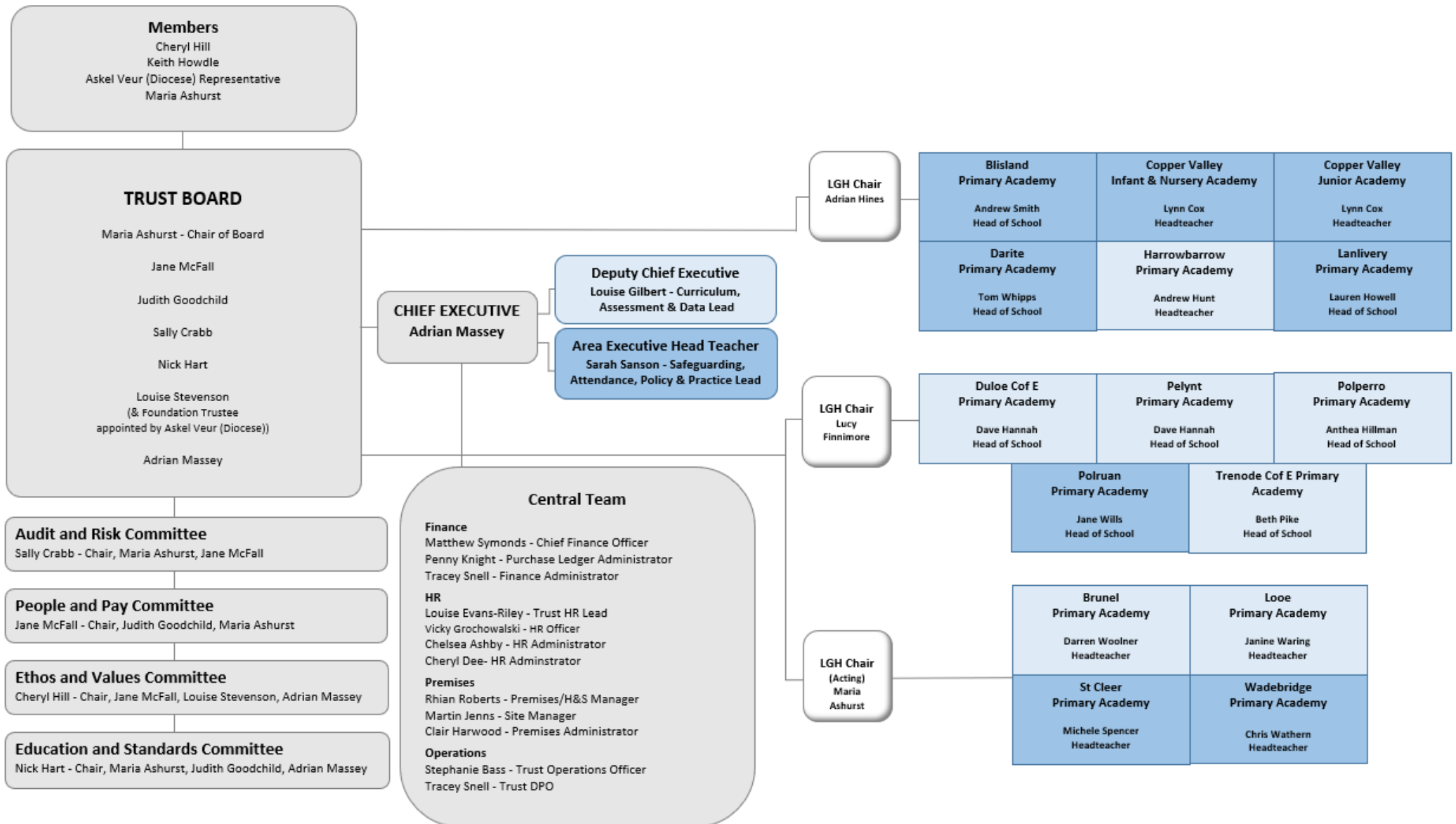
It is very important that this is provided **ASAP**. Any delay could defer your start date.

All employment outside of Bridge Schools Trust must be declared as you commence your employment with us. You should also notify us in writing if you commence work elsewhere during your employment with us.

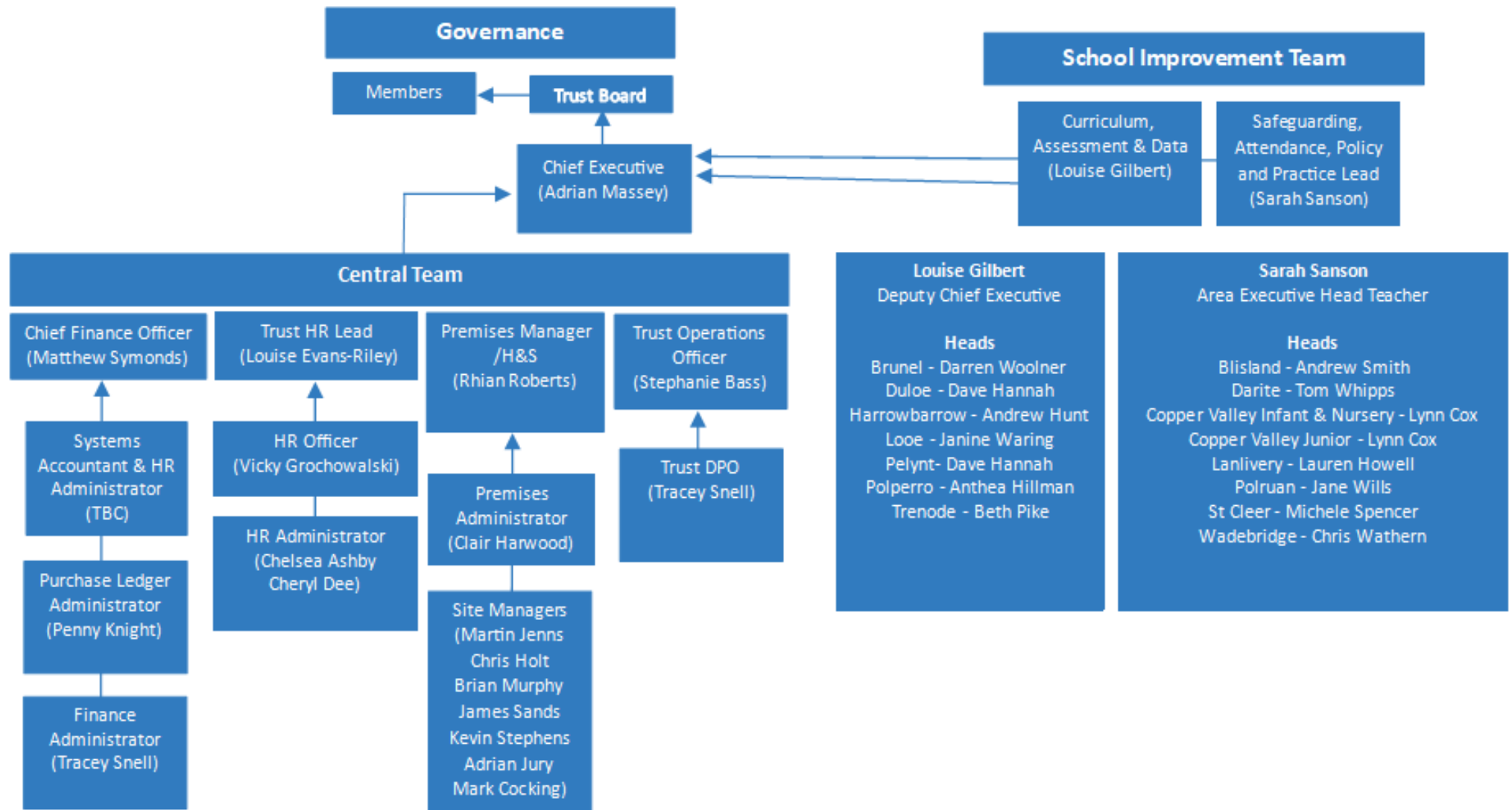
Ongoing Personal Professional Development is offered to you, along with a range of training suited to your role, published on the Trust portal with the 'CPD Hub'. You will receive interim/termly performance management/ECT reviews whereby you will have the opportunity to discuss what is going well and what needs to be developed. If you have a concern, please do not wait. Please discuss it with a trusted member of staff at your earliest opportunity.



Who's who?



Who's who?



Central Team



Adrian Massey
Chief Executive
(CEO)



Louise Gilbert
Deputy CEO



Sarah Sanson
Area Executive
Head



Dani May
Trust Lead for
English



Andrew Smith
Trust Lead for
Maths



Matthew Symonds
Chief Finance
Officer



Steph Bass
Trust Operations
Officer



Rhian Roberts
Trust Estates/
H&S Manager



Louise Evans-Riley
Trust HR Lead



Tracey Snell
Trust Schools
Admin Lead/Data
Protection Officer

School/Central Office Induction

Dependent on your role, your line manager will complete a school or central office induction with you where, all local issues should be covered. If you have any further questions, please contact your Headteacher or the Central office on 01208 503103 (option 3 HR).

Please make sure that you have a contact number for your line manager, so that you can phone them if you are unable to attend work (i.e. due to illness). If you are absent beyond 5 working days you will need to upload a copy of your fit note through your employee dashboard within the staff portal and undertake a 'return to work interview' with your line manager on your return.

Our policies aim to reduce staff workload, which is why they are regularly reviewed through the Bridge Schools 'Staff Workload Guidance'. If at any time, you feel that your workload is too much, please contact your line manager at your earliest convenience.

Wellbeing and workload

At Bridge Schools Trust, every employee is signed up to a healthcare package.

Your wellbeing healthcare package includes many health benefits such as part payment for treatments including physiotherapy, osteopathy, chiropractic, eye care, plus financial discounts and rewards when purchasing from certain retailers and access to a 24-hour counsellor.

We have Senior Mental Health Leads and Wellbeing Practitioners across our schools, who have been trained to support others in improving wellbeing within them.

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Appendix A: Staff Induction Checklist

(Including a Declaration of Agreement to read and comply with all Trust policies)

Appendix B: Statement of Confidentiality

<p>1. Vision, Values and Aims: On the Bridge Schools website you will find a section ‘About Us’. This contains information on our Vision, Values and Aims, a photo chart of the team at the Bridge Schools central office and contact details for all locations across the Trust. Our Equal opportunities policy is available to read on the staff portal. You will be sent instructions on how to access the staff portal when you sign into your school email address. As you access and read each of the Trust’s policies, please confirm via the portal that you have read and understood the policy. In addition please tick the enclosed ‘receipt form for policies issued’. At this point you will be issued with your lanyard, or arrangements will be made for a lanyard to be made up for you.</p> <p>2. Health and Safety: Training for Mandatory and Recommended courses will be arranged for you. You will be notified of the date and time of each course that you need to attend. If you would like to attend any optional courses, please discuss this with your Line Manager or Headteacher.</p> <p>3. Emergency Evacuation: In an emergency the alarm bell will sound. You should leave the building immediately and meet at the designated assembly point for the location (you will be shown where this is when you are taken on a tour at the end of the induction). Do not stop to collect personal belongings before leaving the building.</p> <p>4. First Aid: A record will be made of each occasion where any member of staff, pupil or any other person receives first aid treatment either on the school premises or when part of a school-related activity.</p> <p>All accidents must be reported and entered in the first aid book, even if first aid is not administered or declined.</p> <p>5. Child Protection & Safeguarding: Today we will issue you with our Tier 1 ‘Child Protection & Safeguarding Children’ leaflet.</p> <p>Safeguarding Induction training slides can be accessed via the staff portal under the CPD Hub. Please register and confirm completion via your staff portal dashboard (this is updated termly). To view the termly safeguarding updates training slides/presentations on the staff portal go to News>BridgeTube.</p> <p>Please remember to wear your Bridge/School ID Lanyard when at work or visiting any Bridge Schools premises. Gate and door security must always be observed. Never leave children in your care unsupervised.</p> <p>You are also required to undertake Prevent Training as part of your induction within the first month of employment with Bridge Schools. Prevent training can be accessed via the staff portal under the CPD Hub. Please register, view and confirm completion via your staff portal dashboard.</p> <p>Further, more detailed, information on Child Protection and Safeguarding is available for reading on our website, as well as the name of designated child protection officers within the Trust.</p> <p>6. Staff Confidentiality: We are committed to the provision of a safe and secure learning environment for every child and respect every individual’s and family’s right to privacy whilst ensuring that we offer quality care and education. All Bridge Schools staff and visitors are expected to work within the guidelines of this policy and conform to recent legislation and government guidelines.</p> <p>In practice this means:</p> <ul style="list-style-type: none"> • Making it clear that information is shared on a ‘need to know’ basis. 	<p>Equal Opportunities Policy to be accessed on the portal. Once read tick on Appendix A – Employee Induction Checklist.</p> <p>Health & Safety policy, Remote Working policy, Display Screen Equipment (DSE) policy and Accident and Incident policy to be accessed on the portal. Once read confirm via the portal and also tick on Appendix A – Employee Induction Checklist.</p> <p>Fire Policy to be accessed on the portal. Once read confirm via the portal and also tick on Appendix A – Employee Induction Checklist.</p> <p>Child Protection & Safeguarding and Keeping Children Safe in Education policy, Low Level Concerns policy, Child on Child policy Safer Handling policy and Safer Recruitment Compliance to be accessed via your staff portal dashboard. Once read confirm via the portal and also tick on Appendix A – Employee Induction Checklist.</p> <p>Confidentiality policy to be accessed via your staff portal dashboard. Once read confirm via the portal and also tick on Appendix A – Employee Induction Checklist.</p>
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- Not discussing personal information relating to any of our stakeholders (i.e. those who are connected with our Academy and Multi-Academy Trust Member Academies) in a general way or where it may be overheard.
- Keeping all personal records confidential.
- Using teaching methods which protect confidentiality.

7. Social Media: Social networking activities conducted online outside work, such as blogging, involvement in social networking sites such as Facebook, and posting material, images or comments on sites such as YouTube can have a negative effect on an organisation's reputation or image. Bridge Schools has a firm commitment to safeguarding children in all aspects of its work. In addition to the above everyone at Bridge Schools must ensure that they:

- Do not make any derogatory, defamatory, rude, threatening, or inappropriate comments about the school/Trust, or anyone at or connected with the school/Trust.
- Use social networking sites responsibly and ensure that neither their personal/professional reputation, nor the school's/Trust's reputation is compromised by inappropriate postings.
- Are aware of the potential of on-line identity fraud and to be cautious when giving out personal information about themselves which may compromise their personal safety and security.
- Do not divulge confidential information or discuss issues relating to staff or pupils.
- Do not give out personal contact details including email, home or mobile numbers.
- Do not initiate or accept Facebook friend requests with pupils or parents where it may compromise your position within Trust.

8. Staff Professional Code of Conduct: The Trust expects high standards and professional behaviours from staff at all times. It values good professional relationships between staff and pupils. These are reliant on mutual trust and confidence and can be jeopardised when a member of staff enters into any relationship with a pupil which is deemed to be inappropriate. Staff must not enter into any relationship or indulge in any behaviour with a pupil which is likely to bring the Academy/Trust into disrepute. Where relationships occur between members of staff, it is in their interests and the Academy's to ensure they deal appropriately with potential conflicts of interest or possible disruption to working arrangements with colleagues or pupils.

Any relationship between staff, students, suppliers, or any other stakeholder that may potentially bring the Academy/Trust into disrepute, must be notified to the respective line manager with immediate effect.

Staff should refrain from using inappropriate, foul, and abusive language. This type of language used in an aggressive, insulting, or offensive manner may result in disciplinary action.

Staff should avoid using behaviour verbal or physical which could be deemed as sexual harassment. This type of behaviour may result in disciplinary action.

Vaping/Smoking, including e-cigarettes, is not permitted anywhere on school premises or grounds within view of the school.

Alcohol may not be consumed during working hours and staff; volunteers and governors must not be under the influence of alcohol whilst at work.

Serious misconduct and/or criminal offences committed outside of working hours which could bring employees or the school into disrepute will be subject to disciplinary action which could lead to dismissal.

Read and sign Appendix B - Statement of Confidentiality.

Clear Desk and Screen policy can be accessed via your staff portal dashboard.

Online Safety policy to be accessed via your staff portal dashboard. Once read confirm via the portal and also tick on Appendix A – Employee Induction Checklist.

Staff Professional Code of Conduct to be accessed via your staff portal dashboard. Once read confirm via the portal and also tick on Appendix A – Employee Induction Checklist.

Avoid physical contact – even what is meant as a comforting gesture can be misconstrued.

Telephones - You should not give your home or mobile telephone number to pupils or parents. Personal mobile phones should not be used for any school related matters. Communications between staff (teaching and support) and parents/carers should generally take place within school time (or in other pre-agreed meetings) and be of a face-to-face nature (see also the Confidentiality Policy).

Mobile devices (e.g. phones/watches/iPads etc) - You must follow the guidance within 'Appendix 2: Acceptable Use Agreement' (part of the online safety policy). This is to protect you and the children.

Favouritism – it is important to be seen to treat all pupils and adults consistently and with equity.

Tutorials and other one-to-one contact tutorials should always be on Academy premises or, in the case of offsite learners, at a venue that has been pre-agreed and notified to the line manager.

Where possible carry out one-to-one sessions with the door open. If this is not appropriate, perhaps because the pupil is distressed, or the matter being discussed is confidential, it is especially important to make sure a colleague knows that the session is taking place and ensure that another pupil or adult are present.

Any gift or element of corporate hospitality offered as a consequence of employment with the Academy/Trust must not be accepted without the prior authorisation of the Headteacher/Line Manager. This is to ensure that the Academy and individuals are compliant with the requirements of the Bribery Act 2010 and to ensure that no actions could be perceived as bringing the Academy/Trust into disrepute. Failure to disclose/obtain permission will lead to an investigative/disciplinary hearing that may lead to dismissal.

All adults working with young people have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. If actions in your personal life come under scrutiny from local communities, the media or public authorities, this may compromise your position in the workplace or indicate an unsuitability to work with young people (e.g. where misuse of drugs or alcohol or acts of violence are concerned).

Dress and appearance are matters of personal choice and self-expression. However, it is important to dress in ways that are appropriate to role and tasks undertaken. Those who dress in a manner which could be considered inappropriate could render themselves vulnerable to criticisms or allegations. Accordingly:

- You should not wear clothing, which is likely to be viewed as offensive, revealing, or sexually provocative.
- You should not wear clothing which is likely to distract, cause embarrassment or give rise to misunderstanding.
- You should not wear clothing which has overtly political or otherwise contentious slogans.

No young person should be invited into the home of a member of staff unless reason for this has been firmly established with a senior manager at the Academy and with the parent/carer.

Occasionally a young person may develop an infatuation with an adult who works with them. Such infatuations need to be dealt with sensitively but do carry a high risk of words or actions being misinterpreted. You **MUST** report to your manager any indications (verbal, written or physical) that suggest that a young person has developed an infatuation with you or another member of staff.

Photographs or moving images may be taken of pupils only if justified as relevant/necessary to their course or school events/activities. Consent **must** be obtained from pupils/parents before displaying such images. Images should not be stored after their reproduction for display purposes. Images **MUST** not be posted onto personal or non-school/Trust websites or social media platforms.

9. Data Protection: The Trust and its schools process personal data about its pupils and staff and is a “data controller” in respect of this for the purposes of the General Data Protection Act 2018. It processes this data to:

- Support its pupils’ teaching and learning
- Monitor and report on their progress
- Provide appropriate pastoral care, and assess how well each school, is doing

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs, and any relevant medical information. This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Education (DfE), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Department of Health (DH). All these are data controllers in respect of the data they receive and are subject to the same legal constraints in how they deal with the data.

Pupils and staff, as data subjects, have certain rights under the General Data Protection Act, including a general right to be given access to personal data held about them by any data controller. A parent at any school, which is part of the Bridge Schools Trust, would need to request data on behalf of their child.

10. Car Parking: If you travel to work by car please be advised of the following:

- Speed limits at all Bridge Schools locations is 10mph or less and this must be strictly observed.
- You are expected to drive sensibly on site with due regard to the possibility that there may be children in the vicinity.
- You must not park your vehicle in any area which may obstruct access by emergency vehicles or across any emergency exit from the building.
- Your vehicle must be suitably taxed and insured.
- Your car details must be given as your employment commences and then updated as and when you change vehicles. This is for security as well as the convenience of being able to contact anybody who leaves lights on etc.

11. Local Facilities: During your tour around your base location you will be shown facilities such as toilets, staff room and resource areas (printers, guillotine, shredder etc.)

12. Equipment: You will be issued with equipment required for your job role. It is your responsibility to take good care of these items. Any loss or damage must be reported immediately to your line manager.
You must not use any chemical (any substance which carries a hazard warning label) without having familiarized yourself with the associated COSHH (Control of Substances Hazardous to Health) assessment.

Data Protection policy and Clear Desk and Screen policy can be accessed via your staff portal dashboard. Once read confirm via the portal and also tick on Appendix A – Employee Induction Checklist.

13. Damage to School/Trust Buildings: You **must not** make any alteration to the school/Trust building (even hammering a nail into the wall) without first receiving permission. Permission will not be granted until the school's Asbestos Register has been checked.

14. Logins: you will be issued with logins for programmes relating to your job role. Passwords should NOT be disclosed or shared with other members of staff. If you believe you need to expand the permissions that you have been set, please speak with your line manager.

15. Financial Procedures: Supply, Overtime and Mileage claims

Supply & Overtime: Supply - This is for when you carry out duties that are of a different role that of your normal contracted roll. Overtime – This is for when you carry out additional working hours for your regular contracted role as requested by your line manager.

I understand that it is my responsibility to ensure that the claim form is completed correctly in FULL and any additional hours worked have been authorised BEFORE undertaking and incurring any cost to the Academy/Trust.

Mileage: The normal duties of your role may involve travel on an occasional basis. Where it has been agreed that you are required to travel and that you use your own motor vehicle you must have a license appropriate to the class of vehicle being driven, you must hold a valid certificate of insurance for business use and a policy of insurance against third party risks. You may be reimbursed for the use of your vehicle, to visit other school locations, meetings or training events only if its use has been authorised in advance by your line manager. When travelling from home to a location further than your normal place of work, your normal mileage from home to work (base location) must be deducted from the mileage claimed.

Any claims submitted more than 90 days after travel, or the time worked will NOT be authorised.

16. Probationary Period: All new employees are employed on a 6-month probationary period. During this time your headteacher/line manager will meet with you to review how the probationary period is proceeding. You will need to complete a Probation Review Form prior to each review, this can be found on the staff portal under Central Services > Human Resources > HR Shared Resources and Information Folder > Forms. The probation review form is used in assessing all new starters (excluding ECTs who follow a separate programme of assessments) to determine an employee's probation period is requiring an extension or is on track for obtaining a full contract.

17. Absence & Sickness Policy: From time-to-time employees may suffer ill health and it is essential that we care for them during this time. The quality of provision, the effectiveness of our services and our overall performance as the Trust depends on a reliable, motivated and healthy workforce. Managing sickness properly enables the Trust to care for its employees appropriately and maintain our high standards for learners. As part of the Bridge Schools Trust Values, we aim to deal with absenteeism in an effective and sensitive way. The Trust will use its own discretion on Occupational Health intervention.

The Trust will always act within the law when managing absence and will always seek to make reasonable adjustments to retain staff and support attendance. The question which has to be determined in every case is whether the employer can be expected to wait any longer, if so, how much longer? Every case will be different, depending upon

Claims can be submitted via your staff portal dashboard via Links > iTrent (payslips & claims).

Probationary policy to be accessed via your staff portal dashboard. Once read tick on Appendix A – Employee Induction Checklist.

Probationary Review Form to be accessed on the portal.

Staff Absence & Sickness policy to be accessed via your staff portal dashboard. Once read tick on Appendix A – Employee Induction Checklist.

the circumstances. However, normally as a guideline we consider long term absence as lasting more than two weeks, the rest we consider as short-term absence.

Reporting Sickness Absence: You should notify your line manager at least one hour before your scheduled start time if you are unable to come to work. Throughout the duration of your absence it is important that you keep in touch and give an update on your status. You will need to complete a self-certificate for sickness of seven days or less (including weekend and bank holidays). Absence for eight days, or more, will need a medical certificate from your GP/Doctor.

Occupational Health Referral: Where a staff member has been absent for, or signed off for two weeks the line manager will invite the staff member to attend a formal meeting to review the absence.

Advice may be required from the Occupational Health service regarding:

- Likelihood of return to work
- Capability on return
- Adaptations that may be necessary for a return to work to be possible
- Timescales of return to work
- Support for an early but safe return to work.

In some cases, it may be necessary to try to adapt the job and put in place reasonable adjustments such as a supported phased return to work/lighter duties.

Intermittent Absence: Monthly sickness trends will be monitored by the Trust HR Lead. Absence triggers will be based around the “Bradford Scoring Factor”. The framework will be used by the Trust as a guide to highlight regular or persistent absence. This will support the Trust to discharge the duty of care to its employees.

Absence Recording: Absence is recorded within the employee’s electronic personnel record and all paper related documentation is filed within the employee’s personnel file.

18. Capability: The School/Trust will endeavour to ensure that all staff achieve and maintain the required standard of performance in their job. The standard required will be established with each member of staff by way of Trust Values.

Formal capability should only be entered into where either of the following circumstances exist:

- Management have carried out informal meetings, coaching and/or action planning to address issues of poor performance. The staff member will have been aware that there are performance issues and will have had a chance to address performance.
- The impact of the capability has a very serious and detrimental effect on other staff, learners or the School e.g. very poor exam results, retention rates or achievement.

Concerns about capability may arise from a number of factors, including but not limited to:

- Lack of proficiency and poor organisation
- Poor results in key areas of achievement
- Pupil/parent complaints
- Lesson observations for Teaching staff
- Lack of aptitude, skill, or experience
- Reorganisation or redefinition of role
- Poor attendance at work, related to ill health
- Personal/family difficulties

Capability policy to be accessed via your staff portal dashboard. Once read confirm via the portal and also tick on Appendix A – Employee Induction Checklist.

- Resources available which are crucial to the member of staff's performance
- Changes in the nature and allocation of work, including heavy workload

Concerns about capability should not be confused with disability. Where a member of staff has become disabled during their employment it is important to ensure that every effort should be made to retain them in their original job role through reasonable adjustments or redeploy them to a suitable alternative post, in line with the requirements of the Disability Discrimination Act 1995.

- 19. Performance Management:** Performance Management must be applied to all staff employed by the Trust, except those on contracts of less than one term, those undergoing induction (i.e. ECT's) and those who are subject to the formal Capability Policy.

Performance Management will be a supportive and developmental process designed to ensure that all staff have the skills and support they need to carry out their role effectively.

- 20. Staff Leave Policy:** Any leave of absence taken by school employees, causes disruption to children's learning, requires additional organisation, and incurs additional cost. Whilst the Trust understand and accept that certain circumstances mean it is necessary to request leave, employees, are asked to note that they have a contractual obligation to work during the school term. Employees are therefore requested to be mindful of this obligation, and as far as reasonably practicable should minimise the need to request leave. Routine appointments should not be made in school time unless in an emergency.

- 21. Other Employment:** Any other employment outside of Bridge Schools Trust must be disclosed to ensure that:
- The combination of hours worked does not exceed the Working Time Directive and the employee is not at risk of not attending for contracted hours or presenting themselves for work without being properly rested and refreshed.
 - They comply with notification obligations to HMRC.
 - There is no conflict with the school's interest or brings the School into disrepute.

You should notify us in writing if you commence work elsewhere during your employment with us.

- 22. Disciplinary:** Formal disciplinary action will only take place when it is decided that:
- Further counselling or training will not bring about the improvement required.
 - The alleged misconduct warrants immediate disciplinary action owing to the serious nature of the allegation.
 - There is a clear breach of standards and procedures.

The procedure that will be followed is:

- A fact gathering exercise will take place prior to a decision on whether to progress to a disciplinary meeting.
- In more serious cases, including gross misconduct, it may be necessary to undertake a separate investigation and interviews to decide whether to proceed to a disciplinary meeting.
- The School/Trust adopts a three step procedure (which complies with the Employment Act 2002) whereby the employee is advised of the allegation(s) against him/her, is invited to attend a meeting to discuss the issue and finally has the right to appeal.

Performance Management policy to be accessed via your staff portal dashboard. Once read tick on Appendix A – Employee Induction Checklist.

Staff Leave policy and Bereavement Leave policy to be accessed via your staff portal dashboard. Once read tick on Appendix A – Employee Induction Checklist. Cornwall Council School Term Dates Calendar also available on the portal. Please check calendar on portal for specific school/Trust holidays, INSET days etc.

Leave requests and absence reporting can be submitted via your staff portal dashboard - Links > iTrent (payslips & claims).

Disciplinary policy to be accessed via your staff portal dashboard. Once read confirm via the portal and also tick on Appendix A – Employee Induction Checklist.

- The procedure is designed to be a series of progressive warnings (Verbal Warning, First written warning, Final written warning, Dismissal) to employees and to incorporate at each stage to improve conduct.
- It may be necessary in certain circumstances involving serious or gross misconduct, or where an employee is still within their probationary period for the procedure to be adapted and move immediately to a Final written warning or to consider Dismissal.

The School/Trust reserves the right to suspend an employee from work at any stage of the procedure. However, suspension does not in itself constitute disciplinary action nor is it a presumption of guilt. It should be noted that this is a neutral action, separate to any disciplinary procedure.

Employees may be assisted and accompanied by either a member of a recognized Trade Union of which they are a member, or by a colleague from within the School/Trust.

Legal representation is not acceptable on either side at any stage within this procedure.

- 23. Grievance:** The Grievance procedure is in place to promote the early, effective, and satisfactory resolution of individual employment related grievance, by providing a structured framework through which individual members of staff can seek redress. A grievance may be raised about any matter arising from employment, including grievances amongst members of staff, with the Head of School/Headteacher/Area Exec Head or Chief Executive.

The procedure to resolve any grievance can be either Informal or Formal. Concerns should normally be raised within 20 school days of the event or the latest in a series of events that has resulted in the grievance.

Employees may be assisted and accompanied by either a member of a recognised Trade Union of which they are a member, or by a colleague from within the School/Trust.

- 24. Whistleblowing:** This policy is designed to enable employees of the Trust to raise concerns internally and at a high level and to disclose information which the individual believes shows malpractice or impropriety. The policy is intended to cover concerns which are in the public interest and may initially be investigated separately but might then lead to the invocation of other procedures e.g. disciplinary. These concerns could include:

- Financial malpractice or impropriety or fraud
- Failure to comply with a legal obligation or statutes
- Dangers to Health and Safety or the environment
- Criminal Activity
- Improper conduct or unethical behaviour
- Attempts to conceal any of these

Please refer to Whistleblowing policy for reporting procedures.

25. Tour of Location

Grievance policy to be accessed via your staff portal dashboard. Once read tick on Appendix A – Employee Induction Checklist.

Whistleblowing policy to be accessed via your staff portal dashboard. Once read confirm via the port and also tick on Appendix A – Employee Induction Checklist.



APPENDIX A - EMPLOYEE INDUCTION CHECKLIST	COMMENTS/FURTHER DETAILS	Y or N
Contract details (SOPE) received?	The SOPE is attached to an email sent from the Recruitment Team shortly after offer of employment	
SAFEGUARDING	COMMENTS/FURTHER DETAILS	Tick or N/A
Level 1 Safeguarding Leaflet	Shown a copy of the location's Lvl1 S/G leaflet Also shown where to find 'Adult Code of Conduct' policy that would apply to visitors/volunteers	
Level 2 Safeguarding training - Induction	Shown where to find on staff portal – Working Together > CPD 'Safeguarding Induction'	
Prevent training	Shown where to find on staff portal – Working Together > CPD 'Prevent Duty'.	
Name of Designated Safeguarding Lead		
Gate Security	Codes?	
DBS check complete	If no, complete Barred list & Risk Assessment	
Staff ID badge	Received?	
Security and Safety Considerations	Visitors, signing in and out & Lanyards	
GENERAL INFORMATION	COMMENTS/FURTHER DETAILS	Tick or N/A
Tour of school	Introduction to staff	
School Times	Including site opening times	
School Term Dates	Include INSET days, compulsory school events	
Break times and lunch times (Including wet playtimes)	Rota's, wet areas, cloakrooms, wraparound school duties	
Implementation of School Pupil Policies	Discuss behaviour, sanctions, rewards etc.	
Dress Code	Staff Professional Code of Conduct Policy	
Staff Meetings		
Staff Room & Staff Room		
Photocopiers	Any ID codes?	
Car Parking	Any restrictions?	
Email/Portal/Arbor	Logins and Passwords	
HEALTH AND SAFETY	COMMENTS/FURTHER DETAILS	Tick or N/A
Emergency Evacuation/Disaster Recovery Procedures	Including lockdown	
Fire Marshalls	Location of break-glass/fire alarms/fire extinguishers	
Medical Room/Accident Book/First Aiders	Location of First Aid Boxes	
Vaping/Smoking Policy	Non-Vaping/Smoking Site	
Lone working		
POLICIES	COMMENTS/FURTHER DETAILS	Tick or N/A
I have been shown where to access these policies and understand that it is my responsibility to familiarise myself with the policy contents		
Safeguarding Policy & Procedures, incl. Low Level Concerns Policy, Child on Child Policy, Safer Handling Policy, and Whistleblowing Policy	All policies can be found on staff portal – About > Policies. I understand I must confirm I have read/understood each policy.	
Confidentiality Policy incl. Clear Desk and Screen		
Professional Code of Conduct Policy		
Data Protection Policy and Procedures incl. Clear Desk and Screen Policy	Use of data collected	
Health and Safety Policy and Procedures, incl. Fire Policy, DSE Policy, Remote Working Policy, Accident and Incident Policy		
Managing Sickness Absence Policy	Notification of absence, sick pay etc.	
Online Safety Policy	Acceptable use of IT, mobile devices, and social networking sites	
Capability Policy		
Disciplinary & Grievance Policy	Informal/formal/process	
Induction Policy		
Probationary Period Policy	Book review dates	
Performance Management Policy	Process/support	
I agree to read and comply with all policies (highlighted in Blue) and all procedures listed above in the induction that I have attended today.		
Name of Employee (Printed): Signed: Date:		
I confirm any questions raised by the employee during the induction have been answered to clarify the points raised.		
Induction conducted by (Printed): Signed: Date:		
Location:		

APPENDIX B – BRIDGE SCHOOLS STATEMENT OF CONFIDENTIALITY

All Bridge Schools members of staff, regular visitors and volunteers are required to sign the following statement relating to confidentiality.

I have read and understood the Confidentiality Policy and agree to adhere to this in my role at Bridge Schools, during my time at the School/Trust and after I have left.

I recognise that I am in a position whereby, at certain times, I may have access to information concerning individual stakeholders.

I agree to only discuss information relating to the School/Trust and respective stakeholders on a 'need to know' basis, as defined in the policy.

I agree not to post or share information or any pictures, videos or photographs online through any means, including all areas of social media (e.g. Facebook, Twitter), which relates to any individual stakeholder or brings the school/Trust into disrepute.

I agree to refer all requests for information by an outside agency or the media to the Head of School/Headteacher and Chief Executive of Bridge Schools.

Signed: Date:

Name (please print):

Role in School/Trust:

Induction to be completed by the end of employees first 2 weeks. Headteacher/Line Manager to forward to employee for their information and to HR Central to be placed on staff file.

Copy to Employee

Copy to HR Central hr@bridgeschools.co.uk



becreative



becurious



beresponsible



beenthusiastic



beexcellent



bedetermined

bridgeschools
stronger together

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