**Key Information for All Staff:**

**Working hours:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 8.30 – 15.50 | 8.30 – 16.30  *(Directed time)\*\** | 8.30 – 15.50 | 8.30 – 15.50 | 8.30 – 15.00 |
| *\* Please ensure all paperwork is completed and areas tidy before leaving site and remember to sign in and out!*  *\*\*Some Directed Time sessions may be moved to Wednesdays / Thursdays to accommodate training by Kirsten. We will give you notice of these changes asap.* | | | | |

**Site Opening Hours:** the site will be unlocked between the hours of 7.30 and 17.30. Please ensure that you sign in and out of site when you arrive/leave for Health and Safety reasons (also to avoid being locked in and setting off the fire alarm!). Code for the gate is ***1379 enter***.

**Staff and Student Wellbeing** is our priority and so there are some rules to follow, in line with Beckmead HR policies:

* **No smoking** permitted during the school day; please ensure you are away from Salcot Crescent before indulging before or after school!
* **ICT use**: please ensure students are monitored at all times whilst using computers / tablets.
* **Personal mobiles** are not allowed in class and must be kept out of sight (staff and students alike). Lockers will be provided.
* **Dress code** for staff is smart casual (no jeans / collarless t-shirts / strappy tops). Remember that you are a role model for our young people so sensible clothing and footwear please!
* **Safeguarding concerns:** must be reported to one of the Designated Leads (Ali P or Marsha) on the same day. If a matter of urgency, ie if you believe the child to be in imminent danger, this must be reported immediately you notice the concern.
* Please avoid **lone working** at any time!
* **Incident forms:** must be done at the end of the school day; please ensure you write these up after the students have left, never in front of the children.
* **Breaks**: all staff are entitled to a 20 minute break to be taken at an appropriate time – in line with all BM sites, this is subject to student needs so please discuss with SLT before taking a break.
* **Illness**: please call Ali in case of illness on ***07702 553714*** (work phone) or **07916 168897** (personal phone), preferably before 7am. Please note I do not get any signal on my work phone at home so if it is urgent feel free to use my personal phone.