



CALLINGTON COMMUNITY COLLEGE (FOUNDATION SCHOOL)

STAFF PROCEDURES AND EXPECTATIONS POLICY

COLLECTION OF MONEY FROM STUDENTS

Only the Finance staff should collect money from students, for which a receipt will be provided.

CRIMINAL RECORD BUREAU CHECKS

All staff appointed to work at the college will undergo a CRB check by the college through the LEA. Their continued employment at the college is dependant on a successful CRB clearance.

DRESS

The college is a formal organisation which requires formality of dress. Members of staff are requested to dress appropriately during college hours and when involved in college activities. Activities, such as teaching Physical Education, may require specific clothing and this is acceptable.

FINANCIAL MATTERS

All items to be paid for from Departmental allocations must be ordered through the system, including meal arrangements with the Catering Manager. There will be no guarantee that an invoice will be paid unless there is an official order to refer to.

Please return invoices to the Bursar for processing as soon as possible after the goods have been delivered and checked.

Petty cash claims for amounts up to £20 must be accompanied by a supporting invoice. Where VAT is applicable, a VAT invoice must be requested from the supplier at the time of every purchase.

INJURY TO STUDENTS – HAZARDOUS SITUATIONS

We should always be conscious of the potential hazards in all situations and not allow students to be exposed to unnecessary risks. Any incident in which a student is injured at college or during a college activity out of college **MUST** be reported and recorded in the accident book. (This is held by Adele Stevens).

LEAVING THE SITE

If you wish to be off the premises, for up to one hour, for occasional necessary business, during non-teaching time when you are not required for either Cover or Duty or during the lunchtime, you must sign yourself out in the book held in Reception. (A telephone call is acceptable if a personal appearance is very difficult). **You must sign back in on return.** For any absence of an hour or longer it is necessary to seek authority from the Headteacher, Deputy Headteacher or the Assistant Headteacher responsible for cover and then complete a green 'absence from duty' form.

MAINTENANCE/DAMAGE/HAZARDS/CLEANING AND IMPROVEMENT

Please use the single form for the reporting of all of these matters and pass it to the Main Office. This is systematic way in which these matters are dealt with; it helps us to manage human and financial resources. It is generally the case that no action will take place without a completed document.

MATERNITY LEAVE

We follow the County guidelines relating to maternity leave and these are available from the office.

OFFICE PROCEDURES

Electronic registration needs to be completed at the start of each lesson. Emergency absence return forms are available if the system is not working.

Work for typing should be passed to Mandy Underwood via Heads of Departments, giving as much notice as possible.

At least one half day's notice must be given for work to be processed in Reprographics. Work cannot be expected to be done on immediate demand. Please also try to arrange the programme of work for students such that they do not need to make individual visits to Reprographics during class time.

NO SMOKING

The college is a no smoking site. Smoking is not allowed.

PATERNITY LEAVE

Employees are entitled to leave which follows the County guidelines which are available from the office.

SECURITY

Personal belongings are not covered by any LA or College insurance policy. Sensible precautions should be taken with respect to personal items of value.

Sensitive material should be kept in lockable filing cabinets.

Valuables and particularly laptops should be securely stored.

The campus is generally open for long hours daily and throughout the college holiday periods. Co-operation is sought over essential matters of security and any abnormal need should be agreed with the Site Manager. Sensible precautions can save a lot of trouble for us all.

SPECIAL LEAVE FOR HOLIDAYS

It is general policy not to grant unpaid leave save in exceptional circumstances; this policy is based on the view that we are contractually employed to teach during term-time.

STUDENT FILES

All students' files are held in the Student Support Centre. All paperwork relating to students must contain your name and the date and must be filed in date order. The confidentiality of these files must be maintained at all times.

VISITORS TO THE COLLEGE

All visitors should report to reception. They will be issued with an identity badge and escorted to the relevant location if necessary.