Policy Document Title:	Staffing Policy
To be read in Conjunction with:	Educational Visits Policy Recruitment Policy Child Protection Policy Health and Safety Policy
Last reviewed:	10/26
To be reviewed:	10/28

**This policy is available on the school intranet and website www.stvin.com*

Introduction

This policy is in place to ensure that the school has appropriately qualified staff to ensure that the educational and care needs of the pupils are met; welfare provision is adequate, administrative support is available and the presentation and security of the building is maintained.

Governing Body

The Governing Body shall, unless the Board resolves otherwise, consist of the following persons who all shall be aged eighteen years or over and shall be appointed or elected Governors by the Board and the proper and particular bodies referred to:

- at least four Governors who are themselves members of the Board to be appointed by the Board
- at least three but not more than six Governors who may, but need not be, members of the Board to be appointed by the Board
- one Governor, being a teacher at the School, elected by the teaching staff in conformity with arrangements approved by the Governing Body
- one Governor being a member of the non-teaching staff at the School elected by the non-teaching staff in conformity with arrangements, by the Governing Body
- two Governors elected or appointed, in conformity with arrangements approved by the Governing Body, being parents of pupils currently attending the School
- up to two co-opted Governors, appointed by the Governing Body with regard to the requirements of the School and their knowledge and experience of education and business matters, and
- the Headteacher of the School

Employing Authority

The Governors of the School, acting on behalf of the Trustees, are the employing authority for all staff. The Senior Leadership team are delegated to act on their behalf and, within budget, to ensure that appropriate levels of suitably qualified and experienced staff are employed in all departments of the school.

Staff Handbook, Procedure and Policies

All staff will have access to the Staff Handbook [Resource Room] outlining all procedures and policies relevant to conditions of service which is available on the staff intranet and website. Staff will be advised by their line management of the policies and procedures relevant to their work, which are also to be found on the school's intranet system and website.

Staff Code of Conduct

All staff will be expected to follow the Staff Code of Conduct as described and adhere to professional guidelines that have been issued by appropriate regulatory authorities.

Qualifications

Training and Continuous Professional Development is available for all staff to ensure that they are competent and qualified. There is an ongoing Staff Development Programme that is co-ordinated by a senior member of staff.

Recruitment, Vetting and Induction

Recruitment, vetting and induction will be in accordance with the Recruitment Policy, current DBS Guidance, Safeguarding Procedures and the staff Induction programme.

Equal Opportunities and Promoting Race Equality

St. Vincent's School is an Equal Opportunities Employer and Promotes Race Equality. Staff will be appointed on merit. However, occasionally it may be necessary to consider gender appropriateness in order to ensure a good staffing balance.

Lone Working

Refer to Lone Working Policy which can be found within Health, Safety and Security Policy.

Education

Teachers

1. The Headteacher will recommend the total number required, dependant upon pupil numbers, ages and subject requirements.
2. An appropriate member of staff will be timetabled to cover all lessons.
3. Cover will be arranged for any staff absences, in house or through the use of Supply Agencies.

Learning Support Assistants (LSA)

1. Where possible there will be at least one full time LSA allocated to every class.
2. Cover for absent staff will be provided in-house.
3. Additional support will be provided from within existing resources when required for whole class needs, or to support individual pupils.

Care and Welfare

1. Care staffing levels at all times, are appropriate to meet the needs of the children and to provide suitable and safe levels of supervision.
2. There are two residential groups and a whole school group at lunchtime.
3. Appropriate staffing levels will always be maintained and is dependent upon the complexity of pupil need.
4. 3 sleeping-in staff (one designated as senior) and a waking night officer will be on duty Monday to Thursday; a Duty Head is on call.
5. It is the responsibility of the Pastoral and Independence Skills Manager (P&ISM) to maintain
    - the night staff and the sleeping-in staff rota
    - the staff rotas for the residential groups, ensuring continuity of staff whenever possible.
6. There will be a nominated leader for each activity who will be responsible to the appropriate Duty Head.

7. It is the responsibility of the Care Workers and LSA staff on duty, to maintain the staff rotas for day pupils.
8. It is not the school's practice to use external agency staff; cover will be provided in house by appropriately qualified or experienced staff. However, if the need arises agency staff would need to be considered.
9. Appropriate records of staff on duty will be kept.

Medical and First Aid

1. A school Health Care Co-ordinator will be on duty throughout the school day until early evening with support available from local GP, Local Hospital and Primary Care Trust.
2. An appropriate number of staff will be qualified First Aiders.
3. A Qualified First Aider at Work is available for staff who work during school holidays.

Professional Support Staff

1. Professional Support Staff will be employed by the school to meet the needs of the pupils and staff as appropriate. Timetables for these staff will be arranged through their line managers.
2. Areas of pupil support provided will include:
    - Physiotherapy
    - Educational Psychology
    - Speech and Language Therapy
    - Functional Vision Assessment
    - Music Therapy

Support Staff

Administration and Finance

1. Sufficient staff will be employed to ensure that service levels are maintained.
2. At least two members of Administration Staff will be on duty each day.
3. Appropriate Finance staff will be available at strategic times in the calendar month to ensure that salaries and creditors are paid on time.

Catering

1. Sufficient staff will be employed to ensure that service levels are maintained, and that the catering areas meet Health and Safety requirements.
2. Staff absences will be covered in-house where possible.

Domestic

1. Sufficient staff will be employed at different times of the day to ensure that service levels are maintained and to meet Health and Safety requirements.
2. Staff absences will be covered in-house where possible.

Maintenance

1. Sufficient staff will be employed at different times of the day to ensure that service levels are maintained and to meet health, safety and security requirements.
2. During staff absences, external contractors will be used as required to cover emergency work if appropriate in-house staff are not available.
3. At least one member of the maintenance staff will be on site all day throughout the term and the holidays with the exception of Christmas/New Year shut down.
4. The Site Manager is an on call key holder.
5. The school employs an outside security firm to provide security both inside and outside the school during evening, weekends and school holidays.

Pupil journeys, out of school activities and camps

Staffing levels for all pupil journeys, out of school activities and camps will be approved by the Headteacher or a member of the Senior Leadership Team, following appropriate risk assessments of the pupils and environment.