



Stephen Sutton
Multi-Academy Trust

Staff Handbook

This handbook applies is available on the SSMAT website and is accessible from the CTA website.

POLICY APPROVAL and REVIEW

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1. Employee Handbook

1.1 Introduction

Welcome to Stephen Sutton Multi-Academy Trust (SSMAT). This Handbook provides general information about your employment with the Trust. You should refer to your Written Statement of Employment Particulars for the detail of your own specific terms and conditions of employment.

Colleagues employed by Stephen Sutton Multi-Academy Trust work together for the best possible outcomes of all our students. We seek to remove any barriers to professional excellence and foster a culture of continuous improvement across the schools in the Trust. The policies and processes outlined in this Handbook are designed to support this aspiration.

From time to time, this Handbook will be updated in line with changing practice and new legislation. Changes will be communicated to all colleagues and you will be consulted on any proposed changes to your contract.

It is important that you keep us informed of any changes in your personal circumstances, including contact details.

If you have any queries, please discuss them with your line manager or a member of the Senior Leadership Team.

We look forward to working with you.

Stuart Jones (Executive Headteacher); Richard Williams (Chair of Trust Board)



2. Mission Statement, Stephen Sutton and Core Values

Members of the Stephen Sutton Multi-Academy Trust community work together for continuous improvement with imagination and ambition. We are committed to being outstandingly inclusive and successful, enabling all students to thrive and excel.

The Trust takes its inspiration from Stephen Sutton, who grew up in Burntwood and attended Chase Terrace Academy. Stephen was an exceptional student, who achieved outstanding GCSE and A level grades. Following his cancer diagnosis, Stephen began fundraising for the Teenage Cancer Trust. Stephen died aged 19 (in May 2014), having raised over £3 million for the cause.

Shortly after finding out that his disease was incurable, Stephen made a Facebook page called “**Stephen’s Story**”. On the page he outlined a bucket-list of 46 things he wanted to achieve in the near future. His following grew exponentially and he inspired people all over the world with his positivity and his passion for life. In recognition of his inspirational work, Stephen was awarded the MBE, an honorary Doctorate and ‘Special Recognition’ in the Pride of Britain Awards.

In the most challenging of circumstances, Stephen (in his own words) chose to measure his life in achievements and in the difference he could make, rather than in time. On 24 January 2014, in a speech at London’s O2 arena, he described his first diagnosis as "... a good thing. It was a huge kick up the backside, it taught me to take nothing for granted, and gave me a lot of motivation for life".

In addition to the many high profile events that he organised and attended, Stephen took every opportunity to engage and inspire people in his community, giving talks to schools and businesses and getting local people involved in his campaigns and fund-raising activities. Chase Terrace Academy was used as his unofficial HQ. When Stephen died, Burntwood ‘turned yellow’, with yellow ribbons tied to railings, gate posts and fences throughout the town, showing how much he was loved and admired by his community.

The Stephen Sutton Multi-Academy Trust (SSMAT) is proud to bear Stephen’s name. Jane Sutton, Stephen’s mum, is a Member of the Trust Board. Jane has continued raising funds for the Teenage Cancer Trust, through Stephen’s Story.

The core values of the Stephen Sutton Multi-Academy Trust are:

A PASSION TO LEARN AND TO SUCCEED

Stephen was ambitious, determined and focused, and members of this Trust aim to follow Stephen’s example in taking our opportunities and always looking to improve.

HONESTY AND INTEGRITY

One of Stephen’s defining characteristics was his openness and very straightforward style of communication. Trust is developed through the way we treat each other and strong relationships based on trust helps us all to get better outcomes.

POSITIVITY AND BRAVERY



In Jane Sutton's words, Stephen was 'as bright as a diamond and just as tough'. Stephen taught us to develop a positive outlook and work through the difficulties we face with determination and resilience.

CREATIVITY AND A SENSE OF FUN

At SSMAT, we recognise that there are lots of different ways to get great outcomes and so we encourage innovation and calculated risk-taking. Stephen also reminded us that, 'life is for living' and it's important to have fun!

3. Organisational Information

3.1 Stephen Sutton Multi-Academy Trust

Company No: 10525065

Registered Address: Chase Terrace Academy, Bridge Cross Road, Chase Terrace, Burntwood, Staffs., WS7 2DB

Chair: Richard Williams

Members: Richard Williams, Jane Sutton, Lee Woodward, Margaret Jolley

Directors: Richard Williams, Di Evans, Claire Boliver, Tim Pugh, Glenda Francis, Neil Wainwright, Stuart Jones (Executive Headteacher)

Trust Business Manager: Sharon Thorp

Trust Teaching and Learning Consultant: Gary Mulvey

3.2 Chase Terrace Academy

Executive Headteacher: Stuart Jones

Head of School: Nicola Mason

Deputy Headteacher (Academic Outcomes): Jason Cain

Senior Assistant Headteacher (SEN and Inclusion): Julia Hayburn

Assistant Headteacher (Teaching and Learning): Shelley Baird

Assistant Headteacher (Behaviour and Attendance): Dav Thombs

Assistant Headteacher (Disadvantaged Students): Laura Wilson



Designated Safeguarding Lead: Julia Hayburn

Deputy Designated Safeguarding Leads: Shelley Baird, Dav Thombs, Jason Cain

4. Practical Information

4.1 Access to school

Term time: Access to the school outside of normal term-time opening hours must be negotiated with the Business Manager, who will liaise with the Site Team.

School closure periods: Colleagues need to negotiate access to the school during school closure periods with the Business Manager, who will liaise with the Site Team. Colleagues must sign in and out during school closure periods. If they are supervising students, they must also make sure that the students sign in and out.

4.2 Fire regulations

The school has its own Safe Evacuation Procedure. Colleagues must ensure that they understand the procedure and, in particular, any specific responsibilities that they have been assigned. When a fire alarm sounds, colleagues follow the procedure and congregate in the designated area. If a fire alarm sounds during extended hours, or during a school closure period, safe evacuation procedures must still be followed.

An annual fire risk assessment is completed and the Headteacher, and Governing Body, ensure that fire alarms and extinguishers are regularly checked. Regular safe evacuation drills are also completed.

4.3 Building security

Secure access systems and CCTV are in place. Colleagues are expected to follow school procedures to ensure that students and staff are kept safe and the risk of theft or damage to premises is minimised.

4.4 Parking

Parking is available for staff in the designated spaces. Cars and other vehicles are parked on the site at the owner's risk. Colleagues cycling to school are able to secure their cycle to a rack provided for the purpose or in a locked area, as instructed by the Business Manager.

4.5 Visitors to school and hospitality

Colleagues making arrangements for a visitor to come to the school should notify the reception staff in advance of the visit. When a visitor arrives, the receptionist will ask them to sign in and wait to be collected. All visitors need to wear a school visitor badge and are not authorised to walk through school unattended (other than in very specific circumstances, where safeguarding checks have been



undertaken and the Head of School (or Executive Headteacher) has given explicit authorisation). When a visitor is leaving, they must be escorted back to the reception, where they must sign out and return their visitor badge.

If the fire alarm sounds when there are visitors on site, the visitors are required to evacuate to the designated area, where a register will be taken.

Where a colleague wishes to provide lunch for a visitor (or visitors), or there are other hospitality-related costs, they should discuss this with the Headteacher, nominated senior leader or Business Manager.

4.6 Use of school resources

The school has made specific arrangements for managing printing and photocopying (and the associated costs) - colleagues should consult their line manager or the Business Manager.

School equipment should only be taken off site, where proper procedures have been followed, with regard to authorisation and inventory control.

5. Information relating directly to the Contract of Employment

5.1 Conditions of service

Colleagues employed by Stephen Sutton Multi-Academy Trust are required to be on duty during academic term time and may be employed on a full or part-time basis. In addition, colleagues in some specific posts may be required to work during school closure periods. Colleagues may be engaged on a term-time only basis or through a whole year contract, on either a permanent, fixed-term or temporary basis.

The school operates a normal working week, as specified in the Written Statement of Employment Particulars. Colleagues may be contracted to work fixed hours or hours may be subject to the direction of a colleague's line manager, as detailed in the Written Statement of Employment Particulars.

5.2 Probationary period

All newly appointed staff are subject to a probationary period of six months, or the statutory probationary period set by their profession, whichever is greater. Performance is discussed at regular intervals and appropriate training and development is identified. Performance is monitored and satisfactory performance confirmed at the end of the period. Should performance be considered unsatisfactory, measures to improve performance are identified and agreed. The probationary period may be extended to allow for further training and assessment. In the event of an unsatisfactory probationary period, a colleague's contract may be terminated and statutory notice periods will apply.

5.3 Notice periods



Colleagues are required to give notice to terminate their employment, in accordance with national terms and conditions and/or those set out in their Written Statement of Employment Particulars.

The Trust is also required to give colleagues notice to terminate their employment, in accordance with the statutory notice periods, based on their continuous service, as set out below or, for teaching staff, as set out in the Conditions of Service for School Teachers ('The Burgundy Book').

Continuous Service	Statutory Notice period
One month or more, but less than two years	At least one week's notice
Two years and for each additional complete year of continuous employment for a period of less than 12 years	At least two weeks' notice and one additional week per year, totalling no more than 12 weeks' notice
12 years or more	12 weeks' notice

5.4 Overtime / additional hours

Paid overtime is agreed in advance with a colleague's line manager. Overtime claims are submitted regularly and are paid at the end of the following month. Any additional hours worked are paid in accordance with national terms and conditions of employment.

5.5 Annual leave

For teaching colleagues, the leave year runs from September to August. In accordance with School Teachers' Pay and Conditions, annual leave for teachers coincides with periods of school closure and public holidays.

For support staff colleagues, the leave year runs from April to March. Support staff are expected to take their annual leave during school closure periods and are not normally allowed annual leave during term time, unless otherwise stated in their contract.

Unless a colleague's contract states otherwise, annual leave is taken within the year in which it is accrued and is not carried over. Term-time employees take paid annual leave during closure periods. All leave is subject to operational requirements and the need to maintain reasonable staffing levels.

Full-time employees are entitled to a minimum of 24 days of paid leave per year, plus normal bank holiday. This is calculated on a pro rata basis for part-time colleagues. Bank holidays are taken on the day on which they fall, as published nationally.

Annual leave is calculated on a pro rata basis, for those joining or leaving part of the way through the year, on the basis of completed months of service. For any outstanding statutory leave entitlement not taken, colleagues only receive payment on leaving employment. Conversely, on termination of contract, the Trust deducts any payment made in excess of a colleague's statutory entitlement.



5.6 Maternity leave

A pregnant colleague should notify her line manager, and the Head of School, as soon as possible, in order to enable appropriate steps to be taken with regard to health and safety during pregnancy. Arrangements are then made to confirm entitlements with regard to statutory and occupational leave, Statutory Maternity Pay and Occupational Maternity Pay (SMP/OMP) and notice periods.

Colleagues should refer to the Trust's Maternity, Paternity and Adoption Policy for specific information.

5.7 Adoption leave

Colleagues who are notified of a match with a child for adoption should notify the Head of School without delay to receive confirmation of statutory entitlements with regard to leave, adoption pay and notice periods. Colleagues should refer to the Trust's Maternity, Paternity and Adoption Policy for specific information.

5.8 Paternity leave

Colleagues wishing to take paternity leave should seek confirmation of statutory entitlements from the Headteacher and should refer to the Trust's Maternity, Paternity and Adoption Policy for specific information.

5.9 Shared parental leave

Colleagues wishing to opt into Shared Parental Leave, with their partner, should notify their Headteacher without delay to receive confirmation of statutory leave and pay entitlements and notification requirements. Colleagues should refer to the Trust's Maternity, Paternity and Adoption Policy for specific information.

5.10 Travel expenses

Colleagues may be required to use their own car when travelling on school business. Any use of their own car on school business is subject to:

- holding a full UK driving licence;
- ensuring that the car is roadworthy and fully registered;
- holding comprehensive motor insurance that provides for business use.

Prior authorisation should be sought from a colleague's line manager before using a car on school business. The Trust accepts no liability for any accident, loss, damage or claim arising out of any journey that a colleague makes on school business. The Trust will not pay for the cost of any insurance policy on a colleague's own car. The mileage allowance paid includes an element based



on a proportion of routine costs, such as wear and tear, insurance and servicing, in addition to the cost of the fuel used during the journey.

5.11 Casual car user allowance

Where a colleague's role requires them to use their car for business use, they will be paid in accordance with the current mileage rates. The rate per mile reduces after they have completed 8,500 miles in any financial year. Further details are available from the Business Manager.

In order for a colleague to be paid travel expenses, they must hold a current driving licence, and their car insurance must be to the satisfaction of the Trust. A colleague should not, therefore, make use of their vehicle on school/Trust business, until they have been informed that their car insurance is satisfactory. To enable this to be done, a copy of the colleague's private motor insurance documents (covering them for business use) should be passed to the Business Manager, who will confirm whether or not they meet the Trust's regulations.

To claim for petrol expenditure, colleagues should set out the distance of the journey undertaken on their expenses claim form. The 'work centre' for the purpose of calculating reimbursement of mileage is a colleague's normal place of work. Claims forms must be submitted regularly and, once authorised, will be paid with the salary in the following month.

The school will pay for parking costs on production of a receipt. Toll charges will be reimbursed, where the route has been subject to prior approval. Routine use of the M6 Toll Road for travel within Staffordshire is not financially supported.

Colleagues may claim for standard class rail fares only. Where possible, rail journeys should be booked well in advance to benefit from any early booking discounts and should be pre-booked, in accordance with school procedures.

5.12 Personal information

Colleagues should ensure that the Trust has up-to-date information about them, including: change of address or telephone number; next of kin to contact in an emergency; bank or building society details; gain or loss of relevant qualifications or licences, such as loss of driving licence; and loss of right to work in the UK. Colleagues should notify the Business Manager of any changes.

6. Pre-Employment Checks

6.1 Disclosure and Barring Service (DBS) check

All employees of the Trust are subject to the relevant DBS check, as part of pre-employment checking. All colleagues have a responsibility to declare to the Trust any investigations, offences or convictions during their employment.

6.2 Childcare (Disqualification) Regulations 2009



In accordance with statutory guidance, colleagues are also required to complete a self-declaration form, confirming whether they themselves are disqualified from providing childcare or managing early years children or later years childcare (children up to the age of eight), or whether they live in the same household as someone who is subject to this type of disqualification.

6.3 Teacher prohibition checks

All teachers selected for appointment are subject to teacher prohibition pre-appointment checks, including the identification of any restrictions imposed by all European Economic Area (EEA) authorities.

6.4 Checks under Section 128 of the Education and Skills Act 2008

All colleagues newly appointed to a management position, and members of each school's Local Governing Body, are subject to checks under Section 128 to establish if they are barred from taking part in the management of an independent school.

6.5 Other pre-employment checks

All newly appointed staff are subject to a series of checks in relation to identity, right to work in the UK, fitness for work, professional qualifications and satisfactory references.

7. Remuneration and Benefits

7.1 Pay Policy

The pay of all colleagues is subject to the Trust's Pay Policy. Salaries are reviewed annually and are based on overall performance and performance against agreed objectives. Colleagues should refer to the Trust's Pay Policy and Staff Appraisal Policy for specific information.

7.2 Payment of salaries

Salaries are paid monthly, via credit transfer, to colleagues' bank/building society accounts on the last Wednesday of every month, except during December, where special arrangements are in place due to Christmas closure.

7.3 Pensions

The Trust operates the Teachers' Pension Scheme for teaching staff and the Local Government Pension Scheme for support staff. No alternative pension provision is available.

7.4 Occupational sick pay

The Trust operates an Occupational Sick Pay Scheme, in accordance with nationally agreed terms and conditions of service as detailed in Conditions of Service and referred to in each colleague's Written Statement of Employment Particulars.



Entitlement is based on a 12-month rolling programme, from the first day of sickness, related to length of service and the number of sickness absence days incurred in the year prior to the current absence.

The terms of payment of sick pay, and colleagues' own responsibilities and requirements during sickness absence, are set out in the Trust's Managing Attendance at Work Policy.

7.5 Maternity, paternity and adoption pay

Eligible colleagues will be entitled to receive statutory and occupational benefits, as applicable, and should refer to the Trust's Maternity, Paternity and Adoption Policy for specific information.

7.6 Flexible working requests

All colleagues with a minimum of 26 weeks of continuous service have the right to request flexible working and to have their request considered seriously by their employer. All requests must be made in writing and in accordance with the Trust's Flexible Working Policy.

Where the request is being made by a disabled person, as part of a request for a reasonable adjustment to their working arrangements, this should be stated in the written application.

Following submission of their request, colleagues will be invited to a meeting to discuss their request. Following due consideration, the outcome will be communicated in writing. In the event that a colleague is dissatisfied with the process, they have a right of appeal to the Governing Body of the school at which they work.

8. Policies and Procedures

This section does not form part of a colleague's contract of employment and may vary from time to time. Colleagues will be informed of any changes in writing.

8.1 Induction programme

All new employees are provided with an induction programme to help them to settle in and become effective colleagues as quickly as possible. A structured programme of work is agreed to support each colleague during their probationary period and beyond. The programme identifies suitable training and development opportunities and capitalises on the strengths and experience of new employees. Crucially, the programme covers each colleague's role and responsibilities in relation to the safeguarding of children and young people.

8.2 Training, mentoring and support

The Trust / school is committed to the continuous professional development of all colleagues. Programmes of support and development are implemented to meet individual needs and to enhance their performance in their roles. Colleagues are encouraged to take advantage of new opportunities and to share their own skills and experience with others.



Professional qualifications and training are encouraged and supported as part of an individual development plan. Should the Trust agree to pay part, or all, of the cost of a colleague's training, it will be entitled to recover the cost if the colleague leaves Trust employment of their own accord during the training or during a specified period after the training has ended.

8.3 Health and Safety Policy

The Trust Board is ultimately accountable for health and safety in its schools. However, responsibility for the day-to-day management is delegated to the senior leadership team. Nevertheless, everyone in the Trust bears some responsibility in relation to health and safety.

The Trust / school will provide appropriate training and make available competent health and safety advice and adequate resources, including time and money, so that legal obligations are met.

However, colleagues are also responsible for requesting necessary information in relation to health and safety from their line manager and are expected to become familiar with relevant safe working practices.

Compliance with current health and safety legislation is regarded as the absolute minimum standard acceptable. Colleagues are expected, and encouraged, to be proactive on health and safety issues, as part of the continued development of the health and safety culture of the Trust. All employees, contractors and sub-contractors are required to cooperate in implementing the Health and Safety Policy and must ensure that their own work is without risk to themselves and others, as far as reasonably practicable.

Colleagues should refer to the Trust's Health and Safety Policy for specific information.

8.4 Accidents, first aid and medication

By law, accidents, injuries and 'dangerous occurrences' at work must be officially recorded. All colleagues are responsible for following appropriate reporting procedures. The Accident Book is held in the main office in each school within the Trust.

The Trust investigates all accidents and near misses to determine their underlying cause, for the purpose of ensuring that there is no recurrence and using the lessons learnt to improve health and safety performance within the Trust.

In general, colleagues should not store, supply or administer medication for students. The use of medication in schools is controlled very carefully in accordance with the Trust's Health and Safety Policy and the school's Medical Needs Policy.

Colleagues should refer to the Trust's Health and Safety Policy and the school's Medical Needs Policy for specific information.

8.5 Alcohol and drugs

Before or during work, colleagues should not consume alcohol, or other substances that cause impairment, or impact upon their ability to work safely and to required standards.



The possession, use, production or supply (selling or giving) of illegal drugs on the Trust's premises will not be tolerated. Such action, if proven, would constitute gross misconduct and would be referred to the police.

Alcohol may be consumed responsibly on the school premises when the Head of School (or Executive Headteacher) has given express permission, such as during an evening or weekend social function or a celebration event.

Colleagues should refer to the Trust's Staff Code of Conduct for specific information.

8.6 No Smoking Policy

Smoking of both cigarettes and e-cigarettes is strictly prohibited on Trust premises. Colleagues should refer to the Trust's Staff Code of Conduct for specific information.

8.7 Data protection

Stephen Sutton Multi-Academy Trust (SSMAT) is required to keep and process certain information about its staff members and students, in accordance with its legal obligations under the General Data Protection Regulation (GDPR).

Colleagues wishing to review documentation relating to their employment should contact their line manager or Headteacher.

Colleagues should refer to the Trust's Data Protection (GDPR) Policy for specific information.

8.8 Sickness absence

Colleagues are required to comply with the Trust's Managing Attendance at Work Policy and should refer to that policy to ensure that they understand its requirements.

8.9 Time off in lieu

From time to time, staff may be asked to work more than their contracted hours, in order to complete pieces of work or specific projects or to meet a particular need. This work is authorised by their line manager, or the Head of School, and agreed in advance. The additional hours worked may be taken as accrued leave during term time or during school closure periods, as appropriate, subject to authorisation by the manager / Head of School.

8.10 Equal opportunities

The Trust is committed to providing equal opportunities in employment and to avoiding unlawful discrimination against any member of the school communities. Colleagues should refer to the Trust's Equal Opportunities Policy for specific information.



8.11 Safeguarding and child protection procedures

The Trust recognises its duty to work with other agencies in protecting children from harm and responding to abuse. Staff who have significant concerns about any child, which may indicate physical abuse, emotional abuse, sexual abuse or neglect, must report their concerns to the school's Designated Safeguarding Lead. Details are in the Organisational Information section 3 of this Handbook.

Colleagues should refer to the Trust's Safeguarding Policy and Procedures, ensuring that they have read and understood them and ensuring that they comply with them at all times. All staff are also expected to have read and understood Part One of the DfE document, 'Keeping Children Safe in Education'. This is covered during the induction programme.

8.12 Confidentiality

No colleague should disclose any confidential information, either while employed by the Trust, or after having left the Trust. All colleagues must comply strictly with the Trust's requirements in relation to confidentiality. Any breach of these requirements is dealt with through the Trust's Staff Disciplinary Policy and may constitute gross misconduct, potentially leading to dismissal without notice.

8.13 Dress and appearance

All colleagues are required to be neat, tidy and well-groomed while at work, whether working on the Trust premises or elsewhere. Colleagues should have a clean, well presented appearance and should be conscious of personal hygiene. All colleagues are expected to maintain high standards of conduct and professionalism at all times. Colleagues should refer to the Trust's Staff Code of Conduct for more information.

8.14 Security

Colleagues have a duty of care to safeguard the property and equipment of the Trust. Security procedures must be observed.

All visitors must sign in at Reception and be issued with a visitor badge. Staff receiving visitors should ensure that they are appropriately accompanied as they move around the site.

8.15 Conflicts of interest

Colleagues must not allow their private interests to conflict with, or appear to be in conflict with, the interests of the Trust.

8.16 Internet and email

Colleagues may be required to use email and the internet for work purposes. However, it is important that employees are mindful of the need to use email and the internet appropriately. Colleagues who are found to have used email and/or the internet inappropriately may be subject to disciplinary action, up to and including summary dismissal.



During a colleague's absence (for holiday, sickness or any other reason) the Trust reserves the right to access the colleague's email account, as required, to ensure that Trust business is addressed in a timely manner. In addition, all ICT use is monitored on a regular basis to ensure compliance and to meet child safeguarding responsibilities. Colleagues requiring more information about how their ICT use is monitored, should contact their line manager or the Head of School.

All colleagues should refer to the Trust's E-Safety Policy for specific information.

8.17 Internet sites that must not be accessed

Under no circumstances must any pornographic internet site be accessed at work, or at any time using a computer belonging to the Trust.

In addition, social networking sites, such as Facebook and Twitter, must not be accessed using a computer belonging to the Trust or during working hours.

No internet sites that contain offensive, obscene or otherwise unacceptable material must be accessed using a computer belonging to the Trust or during working hours, unless specific authorisation is given by a member of the Senior Leadership Team.

Colleagues are reminded that any form of communication with students, parents, governors, and other members of the school communities (or other third parties) must not be discriminatory, derogatory or defamatory in nature and must not reflect negatively on the Trust or school communities. This includes the personal use of social networking sites.

Colleagues should refer to the Trust's E-Safety Policy for specific information.

8.18 Personal use of social media

The Trust recognises that many colleagues make use of social media in a personal capacity. Although, in their private lives, they are not acting on behalf of the Trust, colleagues must be aware that they can damage the reputation of the Trust and its schools, if they are recognised as being an employee of the Trust.

Employees using social media are therefore required to comply with the following:

The employee's online profile (e.g., the name of a blog or a Twitter name) must not contain the school's name or make any reference to Stephen Sutton Multi-Academy Trust, or its acronym (SSMAT).

Any communications that employees make in a personal capacity, through social media, must not:

- a) bring the Trust into disrepute, e.g. by:
 - criticising, or arguing with, students, parents, governors or other third parties connected with the school;
 - making defamatory comments about individuals, organisations or groups; or



- posting images that are inappropriate, or links to inappropriate content;
- b) breach confidentiality, e.g. by:
- revealing information about, or owned by, the Trust;
 - giving away confidential information about an individual (such as a colleague, student or parent) or organisation (such as another school); or
 - discussing the Trust's internal workings (such as future plans that have not been communicated to the school community or general public);
- c) breach copyright, e.g. by:
- using someone else's images, or written content, without permission;
 - failing to give acknowledgement, where permission has been given to reproduce something; or
- d) do anything that could be considered discriminatory against an individual, or bullying or harassment of any individual, e.g. by:
- making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion/belief or age;
 - bullying or harassing another individual (such as a colleague, student, parent, governor or other third party);
 - posting images that are discriminatory or offensive (or links to such content).

Any breach of these requirements will be dealt with under the Trust's Staff Disciplinary Policy and may constitute gross misconduct, potentially leading to dismissal without notice.

8.19 Financial

The Trust's (and, therefore, school's) funds must not be spent without explicit authority to do so.

8.20 Personal property

Colleagues are responsible for their own personal property, and the Trust does not accept any liability or responsibility for damage to, or loss of, individual colleagues' property.

8.21 Speaking on behalf of the Trust

Colleagues are not authorised to make public statements on behalf of the Trust, or school, and are not authorised to speak to representatives of the media, without the explicit authorisation of the Executive Headteacher.

8.22 Information to parents

Parents receive regular updates, in the form of text messages, letters, bulletins and newsletters and through school web-site updates.



Colleagues are encouraged to communicate information, including concerns, to parents of individual students, as required. However, colleagues should follow the school's protocols to ensure that they understand the context in which information may be received.

Written communication to the parents of groups of students should be authorised by the Head of School (or Executive Headteacher), to ensure accuracy, consistency and appropriateness.

8.23 Leaving employment

On leaving, colleagues may be asked to take part in an exit interview in order to find out more about colleagues' views of their employment with the Trust.

Colleagues should return all Trust or school property, e.g. mobile phones, computer equipment, other Trust resources and all paper and electronic documents relating to students. Failure to comply with a request to return Trust or school property may incur a deduction from any final payment due.

8.24 Redundancy and redeployment

Due to the constantly changing environment, it is sometimes necessary to adjust staffing levels, based on the needs of the school.

In the event that an employee is vulnerable to displacement, the Trust does its utmost to find other solutions first, including redeployment, and provides support where redeployment is not possible.

Where redundancies are necessary, nationally and locally agreed terms and conditions are applied in terms of qualification and compensation. Colleagues should refer to the Trust's Restructuring and Redundancy Policy, along with their Written Statement of Employment Particulars, for specific information.

8.25 Staff discipline

The Trust aims to ensure that there is a fair and consistent approach to the maintenance of standards of conduct. All disciplinary matters are dealt with in accordance with the Trust's Staff Disciplinary Policy. The Staff Disciplinary Policy is not contractual and is subject to review, amendment or withdrawal.

8.26 Grievances

It is the Trust's policy to ensure that all colleagues encourage and maintain good employee relations, in order to ensure a motivated workforce and an efficient service. Grievances are addressed fairly, promptly and 'close to the point of origin', in accordance with the Trust's Staff Grievance Policy. The Staff Grievance Policy is not contractual and is subject to review, amendment or withdrawal.



8.27 Staff capability

The Trust takes a proactive approach to employee development and appraisal. The Trust's Staff Capability Policy aims to improve the performance of colleagues at work. Issues of underperformance are dealt with in accordance with the Trust's Staff Capability Policy. The Staff Capability Policy is not contractual and is subject to review, amendment or withdrawal. Colleagues should refer to the Trust's Staff Capability Policy for specific information.

8.28 Harassment and bullying

The Trust's aim is to provide a working environment that respects the rights of each colleague and where colleagues treat each other with respect. Any behaviour that undermines this aim is unacceptable. The Trust does not tolerate any form of harassment or bullying, under any circumstances.

Where informal solutions are not successful, or serious harassment or bullying occurs, colleagues can bring a formal complaint, in the form of a grievance. The procedure is designed to take account of the sensitivities of such a situation. Complaints are investigated swiftly and confidentially, while ensuring that the rights of both the alleged victim and the alleged harasser or bully are protected.

8.29 Whistleblowing

The term 'whistleblowing' refers to the situation whereby a colleague raises concerns about underhand or illegal practices within the Trust. The Trust is committed to maintaining an open culture with the highest standards of honesty and accountability, where employees can report any legitimate concerns in confidence. All colleagues are expected to adhere to all laws, policies and procedures. Colleagues should refer to the Trust's Whistleblowing Policy for specific information.

8.30 Terms and conditions

Colleagues' contractual terms and conditions of employment are as identified in their employment contracts and in the first section of this staff handbook (as such documents may, from time to time, be varied in writing). These are the only terms and conditions upon which colleagues are employed by the Trust and may not be varied except by a document in writing that is issued, and signed by, or on behalf of Stephen Sutton Multi-Academy Trust.

Stuart Jones; July '21