

Supreme Education



Supreme Education
Staff Handbook

Welcome to Supreme Education: Official Staff Handbook

At Supreme Education, we prioritise the well-being of our staff and the safety of our students. This official staff handbook serves as a comprehensive guide to your roles, responsibilities, and the procedures you should follow to ensure a productive and supportive environment for everyone.

Support and Collaboration

Seeking Assistance:

- Our commitment to supporting staff extends to encouraging an environment where asking for help is not only accepted but encouraged. Whether you're dealing with challenging behaviours or seeking guidance on teaching strategies, your colleagues are here to support you.

Sharing Strategies:

- Different colleagues bring diverse experiences and strategies to the table. Don't hesitate to reach out to your peers for advice or insights into managing specific groups or pupils.

Securing Personal Belongings:

- To ensure the safety of your personal belongings, please utilise the designated locked spaces provided. It's essential to note that the school is not responsible for any personal items left unsecured.

Managing Student Behaviour:

- Requesting assistance or 'thinking time' when facing challenging behaviours is a proactive approach to maintaining a safe and productive learning environment. There's no shame in asking for support when needed.

Utilising Experience:

- Draw upon the collective wisdom and experience of your colleagues. We've all encountered challenges along the way, and sharing insights can lead to more effective solutions.

Medication Administration

Parental Consent:

- Parents must provide written instructions for administering medication to their children at school.
- No medication will be administered without the explicit written consent of parents or guardians, and all medications must be submitted to the school office for safekeeping.

Safeguarding Children

Responsibilities:

- Safeguarding children is a fundamental duty of all staff members. It's crucial to remain vigilant for any signs of abuse, neglect, or safeguarding concerns.
- Familiarise yourself with the designated safeguarding leads (DSLs) and the processes for reporting any safeguarding issues or concerns.

Designated Safeguarding Leads (DSLs):

- Geoffrey Opoku
- Chris Enoh
- Farina Chaudhry

- The DSLs are trained professionals responsible for overseeing safeguarding measures within the school. Contact them for guidance and support regarding any safeguarding matters.

Responding to Disclosure

Guidelines:

- When a child discloses abuse or any safeguarding concern, it's essential to respond with compassion, empathy, and professionalism.
- Reassure the child that they have done the right thing by speaking up and that they are not to blame.
- Follow established protocols for recording disclosures accurately and promptly reporting them to the appropriate authorities.

Prevent Duty and Other Legal Obligations

Preventing Radicalization:

- Staff members are obligated to identify and report any concerns related to radicalization or extremism. This duty is essential in safeguarding vulnerable individuals from harm.

FGM Reporting:

- Female Genital Mutilation (FGM) is a criminal offense, and staff members are legally required to report any suspicions or disclosures of FGM to the authorities.

Technology and Online Safety

E-Safety Protocols:

- Adherence to e-safety protocols is critical in protecting students from online risks, including cyberbullying, grooming, and exposure to inappropriate content.

- Familiarise yourself with the school's e-safety policies and procedures to ensure a safe online learning environment.

Professional Conduct

Standards of Behavior:

- Upholding the highest standards of professionalism and conduct is paramount at Supreme Education.
- Treat all individuals with dignity and respect, and refrain from any behaviours that may compromise the school's reputation or ethos.

Health and Safety

Fire Safety and First Aid:

- Familiarise yourself with the school's fire safety protocols, including evacuation procedures and the location of fire exits and extinguishers.
- First aid provisions are available on-site, and staff should be aware of the designated first aid locations and procedures in the event of an emergency.

Absence Procedures

Planned Absences:

- Notify your line manager or relevant authority of any planned absences, such as medical appointments, in advance.
- Provide cover work and clear instructions for any lessons that will be missed during your absence.

Unexpected Absences:

- In the event of unforeseen absences, promptly notify the school absence account and provide cover work to ensure continuity of learning.

Grievance Procedures

Addressing Grievances:

- If you have a grievance or concern, follow the established grievance procedures outlined in Grievance Procedure policy.
- Seek guidance from your line manager or HR representative to address and resolve any issues in a timely and professional manner.

GDPR Compliance

Data Protection:

- Adhere to the General Data Protection Regulation (GDPR) guidelines to ensure the secure handling and processing of personal data.
- Report any breaches or concerns regarding data protection to the designated authorities promptly.

Facilities Management

Energy Conservation:

- Conserve energy by responsibly managing heating, lighting, and electrical equipment usage.
- Familiarise yourself with the school's energy-saving initiatives and actively contribute to sustainability efforts.

By familiarising yourself with the detailed guidelines and procedures outlined in this official staff handbook, you play a crucial role in maintaining a safe, supportive, and productive learning environment at Supreme Education.