Libra School

Statement of Main Terms of Employment

For

Libra Statement of Main Terms of Employment

Agreement regarding obligations - during and after employment
It is agreed that the following obligations shall form part of the Contract of Employment between you and the Company and shall be rigorously observed.

Should any provision of this Agreement or any part of any provision be rendered void or unenforceable, then that provision or that part of that provision shall be deleted (or, in the case of the period of application, be modified as necessary to make it valid) and, as far as the context allows, all other provisions shall be unaffected.

This Statement is effective from 26 April 2023 and sets out the particulars of main terms of employment under which **Libra** employs _____. **You should read this contract in conjunction with the most up to date staff handbook.** There are no collective agreements affecting your terms and conditions of employment. The employer reserves the right to make reasonable changes to the terms of this contract from time to time and following consultation. Any changes or amendments to your terms and conditions will be confirmed in writing within one month of them occurring.

Commencement Date
The Company reserves the right to either extend the trial period or terminate your employment at the end of the trial period if we feel you are unsuitable for and or unable to perform the role. Your period of continuous employment will begin on _____.

Job Title
You are employed as an Administrator.

The Company reserves the right to require you to perform other duties from time to time, and it is a condition of your employment that you are prepared to do this.

Place of Work
You are expected to work at any of the Company's establishments.

Hours of Work
- 8am to 4pm or 8:25am to 4:25pm (depending on school needs)
- Part time: min of 4 full day, salary * is reduced pro rata for part time hours

This gives you a total of ___ hours per week. Working term time plus inset/training days where required. The working weeks are as follows:

40.4 working weeks (term time, inset plus 48 hours is paid training outside of term time hours, the majority of these hours is working from home)
5.6 weeks holiday inc Bank Holidays

Paid weeks: 46

If you attend/undertake any training/meetings/overtime which falls outside of your normal hours of work, this work will be paid at the hourly rate you are receiving at the time. Payment for such hours will be made following receipt of a fully completed hours sheet for the periods 16th to 15th of each month and supplied to emmanewbould@libraschool.co.uk by email before 19th monthly. No payment will be made without the detailed hours sheet.

Pay
Your salary is _____ gross per annum and will be paid by BACS at monthly intervals in arrears. This is calculated as follows:

As you are starting partway through the academic year, your salary is re-calculated pro rata as follows: _____

Holiday Entitlement
The holiday year runs from 1 September to 31 August. Your annual holiday entitlement is 5.6 weeks including Bank Holidays in the complete holiday year, reduced pro rata for part time staff. This is paid within your salary each month, the holiday is taken during the school holidays (outside of your 48 hours is paid training outside of term time hours, the majority of these hours is working from home).

Unless a prior commitment/holiday that falls during the first 3 months of service was indicated at interview, no holiday is permitted during this time, however you do still accrue holiday during this period.

You will accrue annual holidays on the basis of 1/12th of the annual entitlement for each month of service in the holiday year. Payment for annual holidays will be at your normal rate of pay. Annual holiday entitlement in excess of the statutory minimum holiday entitlement will cease to accrue in cases where you are absent from work for a continuous period in excess of 12 weeks. Accrual will recommence after the completion of 1 calendar month of working. Unused accrued holiday entitlement cannot be carried forward into the next holiday year.
Employees accrue holiday entitlement during the statutory Ordinary Maternity/Adoption Leave periods. Where employees qualify for Additional Maternity/Adoption Leave, holiday entitlement in excess of the statutory minimum does not accrue during these periods but will recommence immediately upon return to work.

Should you leave, payment will normally be made for all unused accrued holiday entitlement. If you have taken more annual holiday entitlement than you have accrued during the holiday year the balance will be deducted from any outstanding pay. Unused accrued holiday pay in excess of the statutory minimum holiday entitlement will not be paid at the end of employment, where termination is due to gross misconduct or where the full contractual notice period is not served and worked. In signing this contract you acknowledge these conditions including deduction from pay.

Notice

Notice to be given by employee to employer, the same Notice to be given by employer to employee:	
During probationary period (including extended probationary period(s))	1 week
Thereafter, following successful completion of probationary period	1 month

By mutual agreement, these notice periods may be waived. The Company reserves the right to require you not to carry out your duties or attend your place of work during the period of notice. At the absolute discretion of the Company, payment in lieu of working notice may be made.

If you do not provide and/or work the stipulated notice period in full, this would constitute as a breach of your terms and conditions and your pay and holiday entitlement will be calculated accordingly to reflect this. For those working with children, the breach in contract may be communicated in future references that Libra is asked to provide (where the role also relates to working with children) as this is deemed a significant action based on the responsibility undertaken in relation to children's attachment difficulties, as communicated through the interview process and during induction as to the damage to children's attachments when notice is not worked. There is a professional expectation that notice is worked so as to minimise and manage the effect it has on children's mental health.

Safeguarding and Child Protection

All LIBRA employees have a responsibility for safeguarding and promoting the welfare of children. You must refer to your Job Description for clarification, advice or concerns, please liaise with the Designated Safeguarding Lead Brigitte Dane, or one of her Deputies: Stacy Ward or Clive Crosby at School. The Safeguarding Policy was supplied to you when during the application process and further copies have been provided during induction training and the recruitment procedure. You have a duty to ensure you are familiar with the most up to date version of this policy as well as its procedures and Safeguarding flowcharts.

Working with Children

In terms of working with children, please make sure you have read Libra's Safeguarding Policy and Procedures, the DfE's most recent 'Keeping Children Safe in Education' paying specific attention to Part 1, which is a mandatory requirement for all staff, and for those involved in HR and Recruitment, Part 3 is also a mandatory requirement. Additionally, the most up to date 'Guidance for Safer Working Practice for Adults who work with Children and Young People' must be read and understood. Both documents will be made available to you via the online software system 'Parago', details and log in is provided to you during the recruitment process. Libra's induction programme will provide full instruction and guidance on best practice, procedures and protocol in terms of working with children at Libra.

Additionally, for your information, all staff are expected - under equal opportunities for all, to work with all children. The role requires you to:

- work professionally;
- act as a suitable role model;
- support all children you work with appropriately;
- follow Libra's guidance through induction, supervision, training and policies;
- follow Libra's behaviour support plans and risk assessments without fail.

Disclosure and Barring Service (DBS)

Your employment is subject to a clear Disclosure and Barring Service check at Enhanced level. You must provide the original DBS certificate to the HR team promptly when requested. Without this certificate, your start date or offer of employment may be withdrawn. You must advise Libra Directors **IMMEDIATELY** if any circumstances change that will affect the validity of your Disclosure and Barring Service check. Failure to do so may result in disciplinary action. The company will perform regularly online checks to re-validate the contents of your DBS check, in signing this contract your agree to the company undertaking such checks in order to adhere to Safeguarding guidance.

You are responsible for covering the payment of the Enhanced DBS check as well as any associated credit card fees. It is a condition of your role that you are required to join and cover the annual cost of the DBS Update Service Subscription, whilst in the employment of Libra, details will be supplied to you in advance.

Overseas Checks

If you are a Foreign National, or have worked/lived abroad then in addition to the DBS check, LIBRA is also required to request an equivalent check from your country of residence/origin and any costs associated with this requirement is met and covered by the applicant, your full assistance will be required in obtaining such a check with the possibility of having to liaise with a local police force in order to provide finger prints – if such overseas check requires this. Information received will be retained and ultimately destroyed in accordance with Disclosure and Barring Service guidelines.

Staff Suitability Declaration

All staff are required to complete our Staff Suitability Declaration form in order to declare any updates relating to their suitability to work at Libra.

Right to Work in the UK
It is a condition of your role that you successfully pass the 'Right to Work in the UK' check which will be carried out by Libra HR staff. You will need to provide appropriate identification in order for this check to be undertaken, full details will be supplied during the recruitment process.

Physical/Mental Fitness
It is a condition of your role that we verify your physical/mental fitness in order to carry out your work responsibilities. This will require your completion of our medical form. This may require further information from your GP or medical advisors, consultants or professionals, we may also need to consult our insurers. By signing this contract you acknowledge this as a condition of your role and the follow up verification that may need to be sought. This is undertaken to safeguard you, the children at Libra and your colleagues.

Referencing
It is a condition of your role that we are provided with at least 2 satisfactory references which contain 'live' signatures (Libra always aims for 3 references as good practice). These will be from your most recent employer and we may choose any of your previous employers in this respect – based on them being more appropriate in terms of your role eg we may opt to contact a school where you worked previously with children, rather than a more recent employer where there was no contact with children, this forms part of Libra's safeguarding requirements and culture. In the event that we receive unsatisfactory references your employment will be terminated.

Where we are requested to provide referencing services on your behalf eg for future employment (be it during or after your Libra employment), we are required to comment on whether we know of any reason why you may not be suitable to work with children, providing supporting information if they have any concerns. This includes details of any allegations or disciplinary made or action taken against you. Any request for references will require Libra to potentially access and process information that we hold about you including the time we have known you. This information extends to whether or not you worked your notice period (see 'Notice' section). Additionally, should you have any disciplinary matters that result in outcomes such as warnings; you will be informed the period the warning will remain active on your Libra personnel file, however, following the de-activation of any warnings, a record of what has occurred will be kept beyond the active period, should it be required in future eg for Safeguarding purposes or for referencing purposes/future request of information from external requirements eg tribunal claims/matters. Libra adhere to all obligations surrounding Safeguarding and GDPR requirements in this respect.

Qualifications
Where your role requires specific qualifications, it is a condition of your employment that such qualifications are verified. This is usually by way of supplying us with your original certificates for verification by Libra's HR team.

Job Description
As part of the application pack for this role, you were given a job description for this post. In accepting this position at Libra you are accepting the contents of your job description.

Staff Handbook
A copy of the staff handbook was issued to you during the recruitment process. Further copies are available: on the Staff Server at School, additionally; on the policy display board in the office at School.

Health and Safety
In accordance with HSE guidelines, you have been provided with Libra's Emergency Action Plan and Fire Emergency Action Plan for your information and retention. Could you also please familiarise yourself with the contents of the Fire Risk Assessment – located in the School Office. Additionally, please fully review the Health & Safety Law Poster in reception within the first 7 days of your employment. Please also review Libra's Health and Safety Policies. These are available: on the Staff Server at School, additionally; on the policy display board in the office at School. It is also referenced in the Staff Handbook. It is your responsibility to familiarise yourself with these.

Pension
The Company operates a private Pension Scheme and details will be forwarded to you in order to consider it or to opt out. Libra is not permitted to provide financial advice, therefore if you need assistance or advice relating to the Libra Pension Scheme, please liaise with the provider direct alternatively, seek advice from an independent financial advisor.

Shortage of Work
Every attempt will be made to ensure your continuing employment in the event that the Company is faced with a shortage of work situation or is unable to provide you with work for any other reason. However, this could include temporarily placing you on short time working or laying you off from work; in these circumstances you will be paid for those hours worked, or in accordance with the statutory guarantee pay provisions. If there is no similar work available (eg due to a shortage of young people), alternative work may be offered but this may not be at your current rate of pay.

Probationary Period
It is a condition of your role that you successful complete your probationary period. An extension may be deemed necessary by your Line Manager this could be due to any number of reasons relating to performance, capability, attendance (including multiple absences or long term absence), commitment, attitude etc. It would be expected that following this one extension you were then able to perform your role in line with your Job Description. There is a requirement of your role to complete all mandatory training modules (refer to 'Training') and to sign off all issued company policies and documents as issued through Parago. If however, you were not reaching the expected standard of your role or have not completed all mandatory modules or Parago documents; this could result in dismissal, refer to 'Short Service Staff'.

Short Service Staff
For staff who have less than 2 years of service, the company can review an employee's capability, custom and practice and if it is deemed that the employee is not achieving the expected requirement of their role or is not following policies and procedures then the company can terminate the employee's employment. The notice issued will be in line with your contract of employment but may be waived by either party by mutual agreement. Libra may use an abbreviated process for dismissal, or no process, where an individual has less than two years' service.

Induction
Your induction will take place during the early part of your employment. This is usually mainly covered by your Line Manager although other colleagues may cover delegated areas with you. During this period, if you have any queries, please liaise direct with your Line Manager or refer to relevant policies for guidance. These are available: on the Staff Server at School, additionally; on the policy display board in the office at School. It is also referenced in the Staff Handbook. It is your responsibility to familiarise yourself with these.

Training
You will be required to attend all mandatory training including Fire Awareness. If deemed necessary for your role, you may be required to complete relevant First Aid qualification that covers Emergency First Aid at work including Basic Life support and Management of Anaphylaxis or Fire Warden training. If identified as necessary, this may also include Paediatric First Aid. Other requirements such as Safety intervention are dependent on the role. The cost of this training is met and covered by Libra.

Libra uses high quality online training courses through The National College. There are multiple modules for you to complete, the mandatory modules must be completed during your probationary period in order to ensure that you are aware of the requirements of your role and your responsibilities relating to Safeguarding and Child Protection. Failure to do so could result in dismissal. Log in details and mandatory modules will be communicated to you during the very early part of your employment. Please also refer to 'Probationary Period.'

Training at a distance beyond your commute such as the need to attend a course in London, expenses would be covered including train fare/fuel. Training at any of the company locations or near to them, is a standard requirement and no additional payment is made for transport costs/expenses.

You are required to complete all allocated Parago modules which assist you in your understanding of company practice, your responsibilities and how to conduct yourself in your role.

Professional Development
As part of your responsibility as a professional worker you need to keep your knowledge and practice current and relevant in particular, covering all areas of Child Protection and Safeguarding. Your Line Manager will work with you through the supervision and appraisal system in place at Libra. This will enable the opportunity to identify, direct and guide you towards appropriate and pertinent training.

Some training may require a Training Cost Agreement if it is with an external provider. An example of an Agreement can be made available upon request.

To the extent permitted by law the Employee agrees that Libra may deduct a sum equal to the whole or part of any costs due under the terms of this contract from their wages (as defined in section 27 of the Employment Rights Act 1996) or from any other allowances, expenses or other payments due to the Employee. In the event of non-payment of outstanding costs, the Company can successfully pursue the outstanding costs through the Small Claims Court although this is not the Company's preference in resolving the situation. By signing this contract you agree to any outstanding costs being deducted from your wages with prior notice.

Sickness
You may be entitled to Sick Pay periods of absence due to authorised sickness. Payments will be made in accordance with the Government's current Statutory Sick Pay Scheme. Any payment in excess of the statutory minimum will be made purely at the discretion of the Company. No additional payments will be made over and above any entitlement to Statutory Sick Pay until after 12 months' service. The qualifying days for Statutory Sick Pay purposes are as per your days of work. Please review gov.uk for their statutory guidance and calculations.

SSP cannot be paid to an employee unless the following written evidence is supplied:

- After 4 days of absence – a Self Certification form (you can download this form via the following link: http://www.hmrc.gov.uk/forms/sc2.pdf or collect a copy from Kirsty Crosby), an absence record form or Doctor's Statement of Fitness for Work Certificate
- Thereafter – Doctor's Statement of Fitness for Work Certificate
- It is important to remember that no payment can be made for any intervals of sickness absence not covered by a certificate

Should you possess a Self Certification Form or Doctor's Statement of Fitness for Work Certificate you must forward it to the wages clerk at your earliest convenience in order for it to be processed and included in your wages at the appropriate time. If you miss the processing date (which you can confirm by contacting Kirsty Crosby) the SSP payment will have to be processed the following month.

Reporting Absence
It is imperative that you report known (and unexpected absences) at your earliest convenience to ensure the smooth running of the company and as part of your responsibility to safeguarding the children at Libra.

You, (or someone on your behalf) should notify – **before** you are due to start work:

1. **Your Line Manager** on all occasions – even if they are absent, by sending an email.
2. **Additionally, all staff should notify the school office** in any case before you are due to start work/your shift.

At this time, you should provide the following information:

- Reason for your absence including the nature of your illness
- A likely return date (which is important for LIBRA to determine cover arrangements)
- Details of work requirements and forward lesson plans etc (where applicable) by email
- Details of any outstanding work due or deadlines.

Failure to follow the above procedures, unacceptable levels of absence and/or unauthorised absence will be addressed in a 'concerns meeting' and could result in disciplinary action and ultimately, dismissal.

Timekeeping and Attendance

You are responsible for attending punctually for work in accordance with your designated hours of work. You must not leave work early or arrive late unless you have specific permission in advance from your Line Manager or in their absence the Principal, Head of Education or School Manager, on such occasion as your Line Manager is not available, you must inform them by email of your departure, the reason and whose authority you sought and their response, this must be done immediately after the occurrence.

Persistent lateness, unacceptable levels of absence and/or unauthorised absence will be addressed in a 'concerns meeting' and could result in disciplinary action and ultimately, dismissal.

Pregnancy, Maternity/Paternity Rights and Parental Leave

Libra follow Gov.uk guidance for all Maternity/Paternity and Parental procedures, please visit the Gov.uk website. Alternatively, abbreviated information is available in the Staff Handbook or within specific Libra Policies. Copies are available: on the Staff Server at School, additionally; on the policy display board in the office at School.

Other absences eg Public Duties, Jury Service, Compassionate Leave, Death of a family member, Illness of a dependent

Please refer to the Staff Handbook for the above mentioned areas. Libra also periodically circulates an 'absence list' so that staff are aware of the sort of absence requests that can occur and what the company's standard response would be, so that staff are aware of expectations and the company's commitment to treating staff equally.

Retirement

The normal retirement age at LIBRA is 65 years. In practice this will mean that the retirement date will be at the end of the month in which the 65th birthday occurs. In the event of an employee asking or being requested to continue working beyond the normal retirement age for whatever reason and this is agreed, new Terms and Conditions of Employment will come into force. These will be discussed with the employee on an individual basis.

Damage to Company Property including Vehicles

Any damage to vehicles, stock or property that is the result of your carelessness, negligence or deliberate vandalism will render you liable to pay the full or part cost of any repair or replacement. This includes the cost of damage done to company vehicles which is deemed to be your fault, you will be liable to pay at the minimum the excess insurance charge (currently £500). If you have a total of 3 incidents involving a company vehicle the Directors reserve the right to refuse you the option to drive. This will have consequences for your employment if you work directly with children at Libra, it may result in you being unable to complete your duties, which may result in dismissal.

If damage is caused by a child the circumstances under which this has happened will be investigated thoroughly to ensure that appropriate supervision was in place. The Directors are very aware of the behaviours of children and expect staff to work closely to the individual guidelines that are set out for each child. Should a child cause damage then there will be a full investigation to see if there has been a lack of supervision and if this is proved to be the case then the excess will still apply.

The company monitors how the cars are driven by staff on a monthly basis, in terms of exceeding national speed limits, inappropriate speeds in relation to the conditions of the roads and whether drivers are adhering to company policy concerning speeds through the village by the school and on motorways. In the event you are considered to have breached any of these areas this will be raised with you. Multiple and repeated driving issues will result in disciplinary procedures being instigated.

Any driving/speeding or parking charges/fines incurred relating to your use of a company car is your financial responsibility and the company will pass on details, where appropriate. In the event where the company pays for the charge or fine, the staff member will be invoiced accordingly or the amount deducted from wages*.

You are obliged to inform the company immediately if you receive penalty points on your license or if you have an accident or driving conviction involving any other vehicle or person. This can have implications for our own insurance. In the event of failure to pay costs incurred after receiving written demands to do so, we reserve the right to deduct such costs from your pay*.

*in signing this contract you give permission for the company to make these deductions from your wages if such instances occur during your employment.

Disciplinary, Gross Misconduct, Appeals and Grievances

Libra has full Policies and Procedures relating to: Disciplinary / Gross Misconduct / Appeals and Grievances. These are available: on the Staff Server at School, additionally; on the policy display board in the office at School. It is also referenced in the Staff Handbook. It is your responsibility to familiarise yourself with these.

If you are dissatisfied with any disciplinary decision taken against you, you should raise this with a Director (not previously involved) in accordance with the Appeal Procedure shown in the relevant policy or Staff Handbook.

If you wish to raise any grievance relating to your employment, you should do so initially with your Line Manager. If the matter is not resolved at this stage, or relates to your Line Manager, you may proceed in accordance with the Grievance Policy and Procedures.

Monitoring of Personal Communications
You should be aware that the Company may monitor, intercept or record all communications received or made via the Company's telephone system or any other system including e-mail and internet usage. You should not use the Company's telephone or email system for personal use without permission; full guidance is given in the Staff Handbook as to what is acceptable. If you wish to make a call that cannot be monitored you should discuss this with your Line Manager or a Senior Manager. Monitoring may be conducted by any member of management but will be for work-related purposes only and in line with Data Protection regulations.

Social Media
We acknowledge that social media has become part of everyday life with many people of all ages using social networking websites on a daily basis. All staff need to be aware that 'posting' anything on these social networking websites about the children within the school, other school staff or the company could lead to disciplinary action.

If Libra staff choose to use social networking websites, they should do so wisely and cautiously bearing in mind they should not jeopardise themselves, others or their place of work. Staff are prohibited from accessing such sites using the company equipment or the company internet. The company will monitor its IT system for inappropriate usage (in line with Data Protection regulations) and will take the necessary disciplinary measures if need be.

If Libra staff choose to use social media inside or outside their working hours, then it is expected that they:

- Do not discuss their role or the company in any way.
- Do not place derogatory, defamatory, discriminatory or offensive remarks about the school, work colleagues, parents, children or anyone else connected with the school.
- Do not divulge confidential information of any form.
- Do not publish photographs taken at work.
- Understand that if they do post anything online they should be mindful of the fact they could lose total control of it.
- Be careful of what other people post on their profile.
- Report any of the above if they view such behaviour through their profile or hear of such behaviour.

Poor use of social networking websites can result in harassment and distress to staff and can bring the company into disrepute. Such use is deemed totally unacceptable. For full details please refer to the Social Media Policy.

Data Protection
The has developed guidelines, which are set out in the Employee Handbook, for the processing of personal data to meet the requirements of current legislation; the Company may change these guidelines at any time at its discretion but will inform you of the changes and your rights under the law. The Company will keep personal information on you and discuss such information only on a need to know basis as and when required. Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

In line with guidance, due to the company's contracts with Local Authorities, they can request to inspect employment files during announced and unannounced verification visits or contract review visits as and when required. This is to ensure that officers are able to satisfy themselves that all statutory requirements in terms of safer recruitment are met by LIBRA and are able to advise providers where this is not the case.

Confidentiality
In the normal course of employment with the Company you will have access to and be entrusted with confidential information. To protect the confidentiality of this information you agree:

- not at any time, whether during or following your employment with the Company (unless expressly so authorised by the Company in writing or as a necessary part of the performance of your duties hereunder), to disclose to any person or to make use of any such confidential information;
- to deliver to the Company, before the end of your employment, or if that employment ends without notice, immediately after its end, all documents and records belonging to the Company which are in your possession or under your control, including all documents and records made by you in the course of your employment and relating to the affairs of the Company, such as computer disks and other storage media, tapes, diaries, telephone lists and other tangible items belonging to the Company;
- not at any time to make any copy, abstract, summary or précis of the whole or any part of any document, computer program, tape or other tangible items belonging to the Company, except when required to do so in the course of your employment, in which event the disk, C.D., tape, program, copy, abstract, summary or précis shall belong to the Company and shall likewise be delivered up immediately upon termination of your employment;
- that you will, if at any time requested by the Company, delete all confidential information from any computer disks, tapes or other re-usable material in your possession or under your control and destroy all other documents and tangible items in your possession or under your control which refer to or contain any confidential information and provide confirmation to the Company that this has been undertaken;
- not at any time after the termination of your employment to represent yourself or allow yourself to be held out by any person, firm or company as being in any way connected with or interested in the Company.

You are required to sign Libra's Confidentiality Agreement via the Parago software manager system as part of your terms and conditions of your employment.

I acknowledge receipt of this Statement (also known as my 'contract of employment') and the Staff Handbook and confirm that I have read the Statement thoroughly alongside the Staff Handbook which set out the principal rules of the company. I acknowledge receipt of the following and I am aware how and where I can access these documents:

Job Description	Staff Handbook
Safeguarding Policy	Safer Recruitment Policy
DfE's Keeping Children Safe in Education (on Parago)	Offer of employment letter
DfE's Safer Working Practices for Adults working with Children and Young People (on Parago)	
Staff (and Visitors) Code of Conduct (on Parago)	Training/Induction Programme
Details regarding email account and accessing it	Emergency Action Plan
Fire Emergency Plan	Map/Directions to school
Vehicle Useage Policy (on Parago)	

I have received the following verbal instruction (and supporting paperwork where appropriate):
Email system regarding access, expectation
Wages and Pension information
Training and Induction
Regarding line management and roles in the company (covered initially on appointment but will be revisited fully during induction)

My commitment and responsibilities as set out below:

- to commit wholly to the safeguarding and welfare of children in my care/at Libra, at all times;
- to be professional in my role and set a good example as a role model;
- to work in line with my job description and instructions from Managers;
- that I must liaise with my line manager or senior manager where I am uncertain of any area of my job or need clarification on any points;
- to review the Staff (and Visitors) Code of Conduct regularly;
- to review and be fully aware of the contents and location of the Staff Handbook, but know that additionally, I can liaise with the HR Manager (School Manager) if I have any queries;
- to maintain my subscription to the DBS Update Service on an annual basis and cover the associated cost;
- to allow the company to check on my DBS Status at any point during my employment via the online portal;
- to complete the Staff Suitability Declaration form;
- to allow the company to check on any changes to my driving licence on an annual an ad hoc basis for insurance purposes;
- in line with insurance requirements you will be required to undertake an eye test every other year and supply Libra with a copy (you as the employee are responsible for the costs involved with the test, to be organised outside of working hours).
- that I must keep myself up to date with any company changes to such policies and procedures and know where and how to access copies;
- that I must attend all training deemed necessary to fulfil my role and responsibilities;
- that I read DfE's 'Keeping Children Safe in Education' specifically Part 1 and if involved in Recruitment, Part 3;
- read the Health and Safety Law Poster in School Reception;
- familiarise myself regularly with Fire Points for evacuation purposes, Fire Risk Assessment, First Aiders List and the location of the First Aid Kit and Defibrillator;
- for those working with children: that I know where to locate Behaviour Support Plans and Risk Assessments for the children at Libra, and the importance of regularly updating and refreshing myself with their contents;
- that I must familiarise myself with all policies and procedures that are relevant to my role and adhere to the guidance contained within those documents especially those that are highlighted for priority reading and familiarisation – these are on Parago for me to access, review and sign to confirm my understanding and responsibilities.

Priority Policies to focus on:

Safeguarding including Flow Charts	Extremism, Radicalisation inc Prevent Duty	Health & Safety
Managing a Crisis and using Safety Intervention	Anti-Bullying (and Cyber-Bullying)	Safer Recruitment
Relational	Disclosure and Barring Service Checks	Social Media
Whistleblowing	E Safety	Staff and Visitors Code of Conduct
Complaints	First Aid	

I understand that failure to adhere to the commitment and responsibilities of my role may result in disciplinary proceedings and ultimately dismissal.

Signed by the employee:.....

Date:

Signed on behalf of the company:

Date: