



Working at Cheltenham College



CHELTENHAM
COLLEGE

Welcome to Cheltenham College

Cheltenham College is an exciting and ambitious School. We have deeply rooted values and a Christian ethos and seek to ensure that all our pupils recognise that their individual talents are fostered and developed. We encourage our pupils to:

- Be intellectually curious, developing academic rigour and the ability to learn independently
- Develop talents and interest that are far-reaching and not confined to the academic sphere of the school. We know this will bring enjoyment and enrichment to our pupils and others
- Seek the knowledge, skills and attitudes to succeed in a complex, fast-changing, multi-cultural society, with compassion, sound judgement and integrity
- Value spiritual, moral and aesthetic awareness and a breadth of understanding
- Commit to the service of others and a readiness to contribute to the common good with respect for people and their environment.

We are very much a community, and it is clearly evident, even on a short visit to College, that these values are held dear by the whole staff; both those who teach and those who support us in our teaching.

The final and most important element of our ethos is that we, as a school, recognise that to be inspiring, you need to be inspired. We make a significant commitment to staff development, through both internal and external courses, qualifications and in-service training. The success of our school rests on the enthusiasm and positivity of our staff. We value you and in return, expect the highest possible standards in all that you do. I hope that you find this booklet useful. You will find, I have no doubt, that your expectations of what it might be like to work with us are far exceeded.

Mrs Nicola Huggett
Head, Cheltenham College



I would like to offer you the warmest of welcomes on behalf of the Prep School community. I hope that you will find your time working here both enjoyable and rewarding. Teaching is without a doubt, the best job in the world.

To play a part in helping our young children grow into the extraordinary adults they become is a genuine privilege and we must never forget the crucial roles we all play and why we do it. Equally it can be a very challenging job at times and we must all work hard to support each other when things are tough. As a school we recognise that happy teachers do a much better job than unhappy ones and we will always do our utmost to ensure that you can work rest and play in equal measure so the children always get the very best out of you.

We will look after you and in so doing the children will receive a phenomenal education and childhood from our committed and talented staff. Thank you and welcome.

Mr Tom O'Sullivan
Head, Cheltenham Prep School



On behalf of the support services team I am pleased to welcome you to Cheltenham College. No matter which department you have joined, I hope that you will find your time at College exciting, challenging and enjoyable. This is a great place to work and we are delighted that you have chosen to join us.

Your contribution, in fact everyone's contribution to College is essential to our success and the achievement of our aims; please do not hesitate to let me know if there is anything I can do to help you.

Mr Phil Attwell
Bursar



About this Booklet

This booklet is designed to give you useful information about Cheltenham College and how we work. We hope that it will be helpful throughout your time here. We will update the booklet from time to time to keep it current and we will let you know when this happens. You can ask the HR and Payroll Team for a current copy at any time.

This booklet, along with the policies and procedures on the Policy Portal form your Employment Handbook as referred to in your Contract of Employment. Please check with your Head of Department/Manager for Portal access points available to you on site.

The contents of this booklet do not form part of your Contract of Employment. We do ask that you follow the guidance it sets out. Please make sure that you read this booklet and the policies in conjunction with your Contract of Employment. If you have any questions about this booklet, our policies or your Contract of Employment then please contact your Head of Department/Manager or the HR and Payroll Team for advice.

Our policies are held online so that you can always be sure that you are referring to the most recent version. Whilst all our policies are important there are four key policies that we ask you to read each year. It is your responsibility to make sure you are familiar with our policies, and with the key policies in particular and we will always let you know when there is a change to a key policy. There is a list of policies at the end of this booklet, including the four key policies, which all employees should read and familiarise themselves with. If you have limited access to the online system you should ask for paper copies of policies from your Head of Department/Manager or the HR and Payroll Team.

As a general note, where we refer to 'Cheltenham College' in this booklet it refers to both College and The Prep.

About Cheltenham College

Introduction

Our aim is to provide a first class all-round education, combining traditional surroundings within a dynamic and modern co-educational context. Our Christian ethos and vibrant, inclusive community underpins everything we do. We focus on developing the whole person, ensuring pupils have both the formal qualifications and personal skills to get the most out of life. We have a rich history and have been educating young people since 1841.

The foundation stone for a Junior School was laid in July 1908 on its present site in Thirlestaine Road. In 1993 we opened our doors to girls, and to 3 – 7 year olds at our Pre-Prep. Since that time, College has become one of the foremost Independent co-educational boarding and day schools in the country with an enviable reputation for academic achievement and breadth of co-curricular opportunities.

We continually invest in our environment to ensure both the upkeep of our beautiful buildings and to provide modern and creative spaces that enhance the overall learning experience in its widest sense. Investment which has been enhanced by generous donations from Old Cheltonians.

Our staff are dedicated to supporting excellence in the education and welfare of our pupils. As a team we are committed to demonstrating the highest standards of integrity and all take an active part in the wider life of College.



Our Schools and the Community

We take an active role in supporting our local community. This includes participation in the Cheltenham International Science, Literature and Music Festivals through sponsorship and the use of College buildings. Local schools are invited to attend events at College such as music recitals, sporting events, science days, mathematics challenges, and art classes. We contribute towards the success of local charities through participation in their activities and involve our pupils and staff to foster a 'sense of community'.

We always aim to be a 'good neighbour' and we are all responsible as employees to act as ambassadors for College, and maintain these valuable local relationships.

An Introduction to Governance and Management Structures

The Council

Our governing body is known as The Council of Cheltenham College and is chaired by the President of Council. Members of the Council, all of whom are volunteers, hold the legal status of charity trustees and bring an important blend of skills and experience to the leadership of College.

Council meets once each term and carries on much of its work via six sub-committees (Nominations, Audit, Remuneration, Education, Welfare & Safeguarding, Finance, Risk & Development).

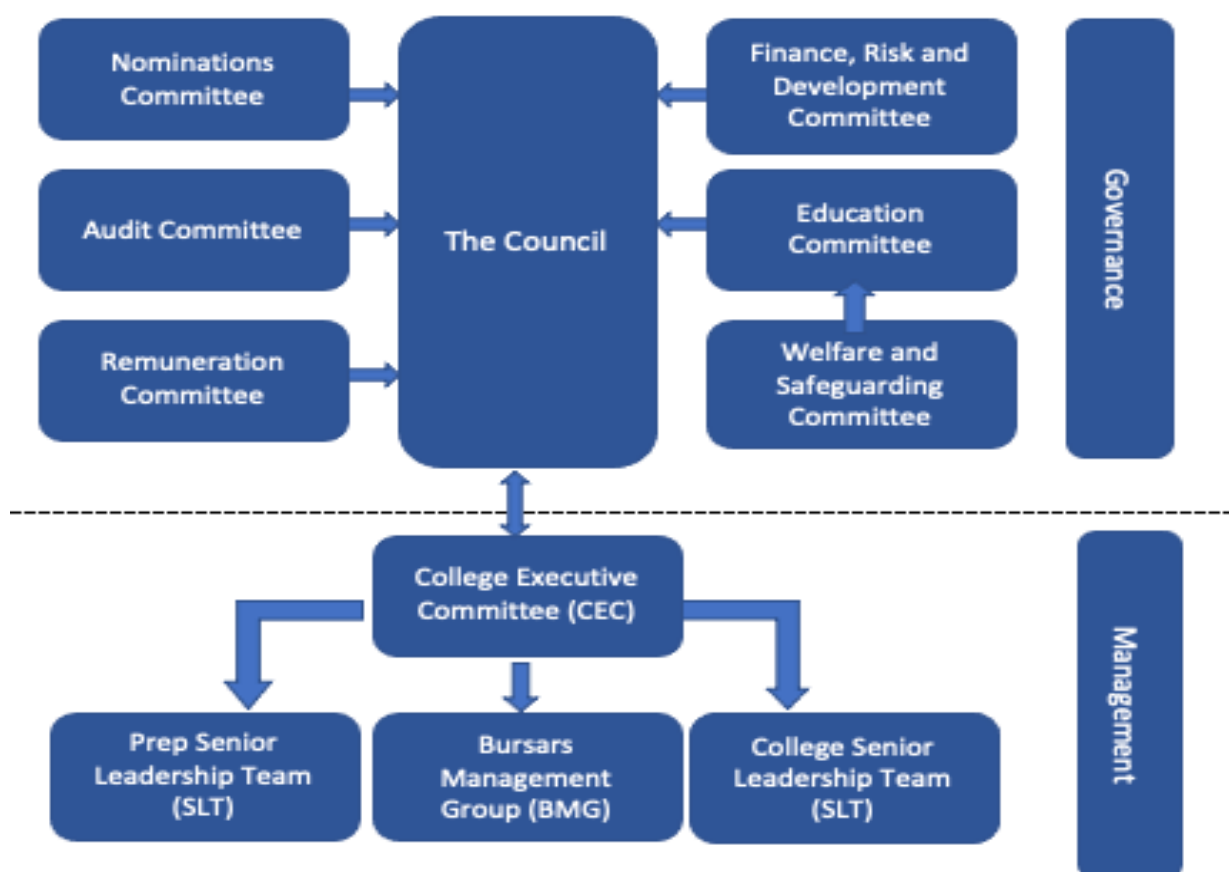
The College Executive Committee (CEC)

The day-to-day leadership of Cheltenham College is the responsibility of the College Executive Committee (CEC). CEC membership comprises the Head (who chairs the committee), the Bursar, the Head of The Prep, the Deputy Heads.

The CEC work focuses on Cheltenham College as a whole, in other words, both schools. The leadership of the individual schools is entrusted to the Senior Leadership Teams (the SLT) at the College and the Prep chaired by the respective Heads, and to the Bursar's Management Team.

Our Staff

Of course, more than anything else, we depend upon our staff, each one is valued for the contribution you make to the success and reputation of Cheltenham College. You can find out more about the organisation chart for College online or by asking your Head of Department/Manager.



Some Things You Should Know

Reception

It's essential that you let Reception know in advance if you are expecting visitors. Please be mindful that we are working in a school environment. All visitors must sign in and sign out at the appropriate Reception. The Reception team will prepare visitor badges as appropriate and take vehicle details as needed. You must ensure your visitor is accompanied as they move around the school. Please ensure you read the Visitor Policy before your guest attends Cheltenham College.

The Prep Reception is open between 08.00 and 17.00 Monday to Friday and between 08.00 and 12.30 on Saturdays during term time. During non term time the Reception desk is manned by the Administration Team between 09.30 and 16.00 Monday to Friday.

College Reception is open between 08.30 and 17.00 Monday to Friday all year round and between 08.30 and 12.30 on Saturdays during term time.

Both Reception desks close for public holidays.

Postal Service

Incoming post delivered to the Post Room located by the College Reception by 10.30. This is sorted by the Reception Team, for delivery to recipients during the morning.

Outgoing post is normally collected at approximately 15.30 from the Post Room. Items for the post should reach the Post Room by 15.00 latest. If you have items of post with special requirements, these should reach the Post Room by 15.00 latest.

Enquiries about special deliveries, including recorded and registered post, and courier services should be directed to the Reception Team. Post should be sent 2nd class as standard, 1st class as an exception.

Badges and Lanyards

All adults must wear a Cheltenham College badge whilst on site. Staff should politely challenge any adult who is not displaying their badge. Staff and volunteers have a white badge and a blue lanyard. Approved contractors have a green badge and a green lanyard. All other adults must be accompanied by a member of staff at all times.

Security, Door Locking and CCTV

Notify Security if you observe a suspicious or threatening person on site. All buildings are secured on electronic door locking systems. You will use a fob or wristband to access your work buildings. If you lose your fob/wristband, inform Security immediately.

All external areas of College are covered by Closed Circuit TV cameras. In addition, there are certain internal areas of College and Prep Buildings that also have cameras, these include, reception areas, assembly halls, restaurants and some Sports areas. Details of the coverage of CCTV cameras in College can be found in the CCTV Policy and its accompanying Privacy Impact Assessment.

There is always someone on site to provide Security/Porter cover, urgent contact can therefore be made 24-hours a day, 365 days a week on 07887 547314.

Car Parking and Bicycles

We are a town centre site with limited car parking available. Please do not park anywhere other than in a marked bay. You park at Cheltenham College entirely at your own risk, we do not accept liability for any loss or damage to vehicles (or their contents) whilst parked on site.

You must display a valid Cheltenham College Parking Permit, available from College Reception, in your vehicle at all times whilst parked on our property. Vehicles must be driven with care on the site and Speed limits of 5mph observed at all times.

Bicycles should be ridden and parked considerately. Changing facilities with showers are available for your use at the Sports Centre, downstairs in Prep Common Room, or in the Quad / opposite College Office.



Catering Services

You are entitled to lunch from Catering during your normal working hours in term time. Timings may vary so please check with your Head of Department/Manager. You are entitled to 20% discount from our commercial catering enterprise College Coffee, on production of your College ID card.

Sporting and Social Activities

Membership to the Cheltenham College Sports Centre is free of charge for employees and there is a nominal annual fee for your immediate family. Under 16's are free.

The Sports Centre Reception issues membership cards and will be able to help you with the simple application process. You must swipe your membership card on every visit.

Details of facilities and times of use are available from the Sports Centre on 01242 705551 or by email on sportscentre@cheltenhamcollege.org.

Extended family and visitors are welcome to accompany employees who are members, using the facilities at a nominal charge per visit. As above, under 16's are free.

Personal Property

Whilst we will take all reasonable precautions, we regret that we are unable to accept responsibility for your personal property. You are advised not to bring valuables to work, and you should keep essential belongings with you, or secured in a locker (where available) or in a safe place.

Found property should be handed in at Reception.



Work Equipment

IT, Phones, Printers & Audio-Visual (AV)

Our IT is looked after by our IT Department. Please contact them if you need any help, to report a fault or to request additional services or equipment.

Extension: 268

Direct dial: 01242 265 668

Email: itsupport@cheltenhamcollege.org

Computers, Laptops & Logins

You are given a username and password in order to join our computer network via WiFi as well as access your email, file stores and other IT systems, such as the school MIS.

If required by your role you will be provided with a laptop that remains College property but for which you may be personally, wholly or partially liable for repair or replacement costs if damaged due to negligence.

A few IT systems require a different username and password and some remote logins may require you provide a phone number or use an a mobile phone 'authenticator' app in addition to your password.

You are expected to understand and abide by the ICT Acceptable Use Policy that details your obligations when it comes to accessing the internet, handling College data and information and the use of College information and communication technology.

In summary this includes:

- Behaving online in a way that would not damage the reputation of Cheltenham College
- Handling sensitive information correctly; storing, transferring, and disposing of it securely
- Never storing or transferring our personal data to your personal device or account
- Taking care of our property and staying alert to the threat of cyber attack e.g. phishing

- Not attempting to circumvent the College security measures e.g. web content filters
- Not leaving your computer or phone unlocked when you leave it unattended
- Not attempting to access information that you do not need to access
- Not installing unapproved software or using unapproved online services
- Not using someone else's username and password, keeping your password secure
- Limiting personal use and not allowing friends or family access to your College device
- Reporting suspected or potential data breaches to the Data Protection Lead
- Accepting that Cheltenham College has the right to search, access and monitor all web browsing activity, emails, files and other communication data on its computer network or IT systems

Printers, Copiers and Scanners

You can print to nearly any printer in College using the "follow me" print queues. You will be given an ID card which when swipes at the machine logs you into the printer allowing you to release your print jobs. Print costs are charged to a department print budget. Heavy-duty devices capable of collating and stapling, scanning and copying are located in both Common Rooms and Receptions.

Telephones

Emergencies: Dial 999.

Voicemail: only available on some phones this is accessed by typing ## followed by the voicemail password for that extension.

A fax machine is available in College Office (01242 265676) and at the Prep Reception (01242 265620) for faxes.

Telephone directory amendments should be emailed to:

College: reception@cheltenhamcollege.org

Prep: prep.reception@cheltenhamcollege.org

AV Equipment

A range of audio-visual (AV) equipment is available from the IT Team. This includes; presentation laptops, pull up screens, portable projectors, cameras, camcorders, remote controllers and pointers. Requests for AV equipment must be submitted with a good period of notice (48 hours). An AV technician is available to support specific events, please contact Lettings for further details.

Entering into Contracts

If you are considering entering into a Contract or Agreement with an external provider for services to College, there is now a formal process to follow which includes completion of a 'Contract Authorisation Form'. Please be aware that this could cover a variety of situations and a member of SLT/BMG will take responsibility for final authorisation.

For further guidance and to download the relevant form, please go to the 'Staff' Portal on the Digital Zone, where you will find a folder entitled 'Entering into Contracts'.

Your Employment

Your Pay

Payday is usually the last Friday of the month. When a payday changes, for example due to a public holiday, then the Payroll Manager will let you know in advance.

Your Employee Benefits - Pensions

College operates a number of different pension schemes and the scheme that applies to you is outlined in your Contract of Employment.

When you join College, subject to the rules of the scheme, you will be automatically enrolled into the Workplace Pension that meets our obligations under the Workplace Pensions Regulations. We operate a Teachers Pension Scheme and generous Defined Contribution Group Personal Pensions.

Please make sure you take the time to understand the details in your Contract of Employment and in the other literature that will be sent to you in your first few months of employment.

If you have any questions about your pension scheme, then please contact the Payroll Manager.

Life Assurance

The level of Life Assurance benefit you are entitled to is in your Contract of Employment.

You need to make a formal “Expression of Wishes” regarding where you would like any insurance monies paid to in the event of your death in service. In the absence of any such declaration, the Cheltenham College Pension Fund Trustees would decide who should benefit from any insurance proceeds. Such payments normally fall outside your estate for tax purposes.

School Fees Discount

Teaching staff with children eligible to attend Cheltenham College, and who have satisfied the relevant entry criteria and been awarded a place, may receive a discount in accordance with our current policy. Fee concessions are granted at the absolute discretion of Council and may be subject to amendment or withdrawn. Council may, in exceptional circumstances, decide to award fee concessions to a member of the Support Staff. For further information regarding eligibility and the current level of staff fee discount please contact The Finance Director.

Annual Leave - Teaching Staff

Public holidays: Where a public holiday falls within the school term and Cheltenham College is open, you will be required to work and will not be entitled to a day off in lieu during term time. All paid leave must be taken outside term time.

Annual holidays: Teachers are not normally required to attend Cheltenham College during school holiday periods, except as detailed in individual contracts of employment. Teachers should ensure that they take at least the equivalent of 5.6 weeks of leave during each academic year.

Annual Leave - Support Staff

The holiday year is 1 September to 31 August. Holidays must be taken in the year in which entitlement arises and cannot be carried forward.

You must book paid annual leave with your Manager in advance. You should not make any holiday bookings that cannot be refunded before your holiday request is approved.

Where a public holiday falls within the term and we are open, you may be required to work.

Please check with your Manager for the specific arrangements appropriate to your role.

Your annual leave entitlement is set out in your Contract of Employment. All annual leave entitlement is pro-rated for staff who work to part-time or term time only contracts.

If your employment starts or finishes part way through the holiday year, then the entitlement to holidays during that year will be assessed on a pro-rata basis. When you leave Cheltenham College if you haven't taken all the holiday that you are entitled to then we will pay you for any days owed. If you have taken too many days, then we will make a deduction from your final salary.

Other Leave

From time to time it is understood that you may suffer difficult life events including bereavement. We will always endeavour to treat you with respect and sensitivity at such times. Granting this type of leave is at the discretion of the Head of Department/ Manager. Further details can be found in our Sickness Absence Policy and Time Off for Dependents Policy.

If you are called for Jury Service, then please let the HR and Payroll Team know.

Your Personal Details

It is your responsibility to ensure that we hold an accurate record of your home address, contact telephone number and next of kin details. If your details change then please let your Head of Department/Manager or the HR and Payroll Team know as soon as possible.

Please also refer to our Privacy Notice for Staff which can be found on the Policy Portal.

Your Payslip

Most staff have been set up to access their payslips online via the Cascade HR and Payroll system. If you are not able to access your payslip online then please contact the HR Team to ask for help on hrinternal@cheltenhamcollege.org. We are still able to produce a paper payslip for you if you are simply not able to access the system.

Expenses

College will normally refund reasonable expenses incurred by staff on our business.

Use of your own vehicle: If you are making a long business journey please consider if a Cheltenham College vehicle is available as this may be more cost efficient. Mileage rates are available from the Finance team.

Using a Cheltenham College Vehicle: It is your responsibility to make sure that you are familiar with the Vehicles Policy before you use it.

Rail travel: This should be by Standard class.

Accommodation and Subsistence: We will reimburse the reasonable cost of food and accommodation on the production of receipts.

Phones: We will reimburse the cost of business calls made on your own phone on the production of receipts.

Professional Subscriptions: We will consider the payment of subscriptions for employees who belong to various professional bodies where membership is directly relevant to the employee's job. Requests for reimbursement of subscriptions should be made to the Director of Finance. Union subscriptions are not eligible.

The reimbursement of expenses must be authorised by the appropriate Budget Holder and if over £500, the appropriate Master Budget Holder and is subject to the production of satisfactory receipts. The Budget Holder's own expense claims must be authorised by the appropriate Master Budget Holder, Bursar or Director of Finance. Your Head of Department/Manager will confirm the appropriate Budget Holder.

Our Management Principles

Introduction

We place great value on good working relationships between employer and employee and between employees. Efforts are continuously directed towards maintaining a constructive relationship and finding mutually acceptable solutions to workplace problems and issues. To this end we aim to:

- Achieve high performance standards by encouraging employee commitment and teamwork and promoting an attitude of respect and trust
- Maintain a work environment in which the personal dignity of each individual is respected and discrimination and harassment are not tolerated
- Provide employment conditions that are fair and competitive
- Communicate regularly with you about our objectives, achievements and significant developments
- Recognise the right of everyone to present a grievance, to appeal against a decision and to receive a response within a reasonable time

These principles form the basis of many of our policies and procedures and are intended, in addition to the normal expectations of acceptable behaviour, to promote an efficient, safe and enjoyable working environment.

Communications

We strongly believe in effective communication of information with all our people to promote a greater understanding of Cheltenham College's activities, the issues we face and the direction we are taking. We also value the comments and ideas of our staff. We encourage a two-way exchange between our staff and our management team. In order to be truly effective, the full commitment of everyone to our communication processes is essential.

Regular communications are circulated to keep everyone informed about College life including the achievements of our pupils. Daily Bulletins and other updates are issued by email and may be shared by your Head of Department/Manager if you do not receive email. Common Room Briefings take place in both Prep and College breaks on a weekly basis during term time.

We are pleased to have very active staff communications through our Chairs of each Common Room and through the Consultation Committees. These forums allow staff to raise ideas and issues and the Executive team to communicate information on the management, strategic direction and financial health of College.

Prep Common Room Communications

Communications with the Teaching Common Room at The Prep are through the Chair of Common Room, currently Alayne Parsley.

College Common Room Consultation Committee

College Common Room Consultation Committee meets twice a term and is convened by Mary Plint. Representatives from the teaching body of College are elected and you can find out who your rep is by visiting the Staff/Communications folder on the Digizone or by contacting the Chair of Common Room, currently Andrew Hollingbury.

Support Staff Consultation Committee

The Support Staff Consultation Committee meets twice a term and is convened by the Bursar. Representatives are elected from the Support Teams of College and Prep. You can find out more details including who your rep is, by contacting the Bursar's PA or by visiting the Staff/Communications folder on the Digizone.

Staff Code of Conduct

There are seven values underpinning the Code:

1. Wellbeing, development and progress of Cheltonians
2. Maintaining and developing the quality of your professional role
3. Helping Cheltonians to become confident and successful independent learners
4. Demonstrating respect for diversity and promote equality
5. Striving to establish a productive partnership with parents and guardians
6. Working as part of the College team and co-operating with other professional colleagues
7. Demonstrating honesty, integrity and high moral standards and endeavouring to ensure all actions are in the best interests of the Cheltenham College community

Please take some time to read through the *Staff Code of Conduct Policy* - this is one of College's four Key Policies.

A Quick Guide to our Employment Policies

There are some broad details of key policies in this booklet for ease of reference but you must always refer to the online system to ensure that the actions you are taking are in line with the latest full policies.

When you join us your Head of Department/ Manager will tell you how to access the online Policy Portal. If you do not have daily access to the online facility please ask your Head of Department/Manager for help.

Alternatively, you can request paper copies of policies from your Head of Department/ Manager or the HR and Payroll Team.

It is a requirement that you read the following five key policies every year in relation to your Safeguarding duties and you will be prompted via our elearning modules or by your Head of Department/Manager to do so:

- Behaviour Policy
- Keeping Children Safe in Education (KCSIE), Part 1
- Child Protection & Safeguarding Policy & Procedures
- Whistleblowing Policy
- Staff Code of Conduct

In addition, it is important that you are also familiar with the policies relating to your employment listed at the back of this booklet.

Please remember that it is your responsibility to ensure that you familiarise yourself with all the Cheltenham College policies that are relevant for you and your role here, including but not limited to the policies listed in this booklet.

If you have any questions about our policies at any time during your employment with us, then please talk to your Head of Department/Manager.

Having access to our policies and procedures is very important so if you have any difficulty accessing or reading the Policy Portal then please contact the IT Team as soon as possible.

Equal Opportunities

We are an equal opportunity employer and are fully committed to a policy of treating all our employees and job applicants equally.

We take all reasonable steps to ensure that we treat everybody fairly and to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, or sexual orientation.

As a community we must work together to make sure that the policy is effective in ensuring equal opportunities and in preventing discrimination.

You should bear in mind that staff can be held personally liable for any act of unlawful discrimination. Action will be taken under our Disciplinary Procedure against any employee who is found to have committed an act of improper or unlawful discrimination.

The principles of non-discrimination and equality of opportunity also apply to the way in which we must treat visitors, pupils, parents, suppliers and former members of staff. Should you feel uncomfortable about the way you or anyone else is treated at Cheltenham College, please make sure you raise this with your Head of Department/Manager.

Please make sure that you read the *Equal Opportunities*, Staff Policy.

Dignity at Work

As members of the College community we all have a duty to ensure that we set, demonstrate and uphold personal and professional behaviour which shows respect for others. College seeks to provide a work environment in which all employees are treated with respect and dignity and that is free from harassment and bullying as detailed in the Dignity at Work Policy. All employees are responsible for ensuring that this policy is effective in preventing harassment or bullying and maintaining a safe and pleasant work place for everyone.

Safeguarding and Child Protection

We all have an important part to play in upholding our duty of care in relation to safeguarding and child protection and that is why we provide everyone with training.

You are required to read carefully the *Child Protection and Safeguarding Policy and Procedures* and the guidance on *Keeping Children Safe In Education* (KCSIE) Part 1, and to ask questions should you need clarification. They are available from your Head of Department/Manager, or the HR and Payroll Team and on the Policy Portal.

The most important thing is that you report any concerns should the situation ever arise.

There are four categories of child abuse; physical injury, neglect, sexual abuse and emotional abuse.

The Child Protection and Safeguarding Policy will help you to understand how you might spot the signs and how we can work together to keep the children in our care safe.

If you have any concerns about the safety and wellbeing of the children in our care, then you must report this immediately to the Designated Safeguarding Lead Team. If you suspect or know that a member of staff is involved in causing harm to a pupil, you must inform the Head immediately. Further clarification is available in the *Child Protection and Safeguarding Policy*.

The full contact details of our Designated Safeguarding Lead Teams are available on the noticeboards throughout Cheltenham College.

If you have concerns about how a Child Protection and Safeguarding issue has been dealt with all staff should feel they can contact Gloucestershire Safeguarding Children Partnership on 01452 426 565.

You are contractually obliged to inform the Bursar immediately of any circumstances that may impact on your suitability to work with children, including, but not limited to any convictions, charges or cautions for criminal offences.

Please refer to the *Recruitment, Selection and Disclosure Policy* and Procedure or if you have any questions please speak to the HR and Payroll Team.

It is your absolute duty to play an active part in supporting good child protection and safeguarding practice at Cheltenham College and to ensure that we all work within the guidance offered by the policies.

Sickness Absence Policy: What to do if you can't attend work

Some teams may have a designated person other than your Head of Department / Manager who you should contact to report your absence. Please make sure that you check what the arrangements are for your team, including the appropriate telephone number to contact.

If you can't remember what number you need to call to report your absence then please call Reception at either College or Prep as appropriate (see the inside back cover of this booklet for contact details).

When you call you must let us know the reason for your absence and how long you expect to be off. If you have not been able to speak to your Head of Department/ Manager, then you should leave a contact number so they can call you back if needed. If you are a teacher, then you should make sure that your cover co-ordinator is aware.

Unless departmental rules permit otherwise, you should make contact personally by telephone. Email, text or social media contact is not sufficient contact (save by text phone for employees with a hearing impairment). Other than in very exceptional circumstances, it is not appropriate for a third party to make contact on your behalf.

If you have contracted a contagious disease, such as chicken pox, measles or flu, you must let your Head of Department/Manager know as soon as possible after diagnosis and you must not come back to work until medically fit to do so. This absence will be recorded as sick leave.

In the absence of any other agreed arrangement, you should contact your Head of Department/ Manager on a daily basis for absences of seven consecutive calendar days or fewer. For longer absences you will normally agree a contact plan with your Head of Department/Manager but you must keep in contact on at least a weekly basis.

Please make sure that you read the *Sickness Absence Policy* on the Policy Portal.

Living at College

We go to great lengths to ensure that we employ suitably qualified House staff. We invest considerable resources in their induction and in training on child protection. It is also necessary to require certain standards of the families, households and private guests of our House staff.

We value the contribution made by family and friends in supporting House staff but also have a duty of care for the safety and security of the pupils in our care.

If you are living on site, then it is your responsibility to make sure that you are familiar with and adhere to the guidance in the following policies:

1. Policy on Adults Living in Boarding House Accommodation or Accommodation within College Site
2. Policy for Animals on Cheltenham College and Preparatory School Property

Data Protection

The Data Protection Manager, Lucinda Mitchell, is the appointed Data Protection Lead (DPL) and working with others will endeavour to ensure that all personal data is processed in compliance with the relevant legislation.

We will, so far as is reasonably practicable, comply with the Data Protection Principles contained in the Data Protection Act to ensure all data is:

1. Fairly and lawfully processed
2. Processed for a limited purpose
3. Adequate, relevant and not excessive
4. Accurate and up to date
5. Not kept for longer than necessary
6. Processed in accordance with the data subject's rights
7. Secure
8. Not transferred to other countries without adequate protection

Please ensure you dispose of any confidential information responsibly. If you deal with personal information as part of your role, then you must ensure that you work within the principles above.

You must not access any information that you know to be confidential and which is not necessary to the performance of your role.

Please read the Data Protection Policy (staff), in the Data Protection Portal and refer to the Privacy Notices for more information about how College processes personal data (including your own).

All members of staff are responsible for reporting any data incidents to the Data Protection Lead, Bursar and Head of IT, including any occasions when personal data is accidentally or deliberately lost, altered, accessed by parties without permission, or used for unlawful purposes.

Confidentiality

Any information and/or records including details of pupils, parents and employees whether actual, potential or past, other than those contained in authorised and publicly available documents, must be kept confidential unless prior written consent has been obtained from your Head of Department/Manager. It is important to note that this requirement exists both during and after your employment. In particular, you must not use such information for the benefit of any future employer.

Your Contract of Employment includes a much more detailed explanation of your duty of confidentiality and you are asked to read it thoroughly. If you are unclear about it, you should speak with your Head of Department/Manager in the first instance.

The law states that where a teacher is facing an allegation of a criminal offence involving a pupil registered at College or Prep, the teacher concerned is entitled to anonymity until he/she is either charged with an offence or the right to anonymity is waived by the teacher. If publication is made on behalf of Cheltenham College, then College, specifically senior management and Council members, could be prosecuted. If a teacher is charged with such an offence, all communication must be directed through the respective Head who will have authority to deal with the allegation and any enquiries to ensure that this restriction is not breached.

Whistleblowing

Our *Whistleblowing Policy* ensures that members of staff are able to raise concerns internally, in confidence about fraud, malpractice, health and safety, criminal offences, miscarriages of justice, and failure to comply with legal obligations, inappropriate behaviour or unethical conduct, including safeguarding. The policy also provides if necessary, for such concerns to be raised outside the organisation.

Communications with the Media

You must not speak to or communicate with the media on any matter concerning College affairs, its pupils or regarding your position here without the prior written permission of the Heads or the Bursar. This includes postings on all social media, e-petitions etc. where you may be identified as an employee of Cheltenham College.

Your Outside Interests

You are expected to be loyal to our stated aims and objectives and may not engage in any outside activity, which, in the reasonable view of the Council, might interfere with the efficient discharge of your duties or is in conflict with the interests of Cheltenham College. You should at all times, both in and out of work, uphold our professional standards. You must notify Council of any outside conduct, activity or circumstances that are likely to either bring College into disrepute or put into question your suitability for your role here.

Right of Search

We reserve the right to carry out personal searches of employees in the workplace where there is a reasonable suspicion that the employee has committed an illegal act. We will ensure that the level of search is fair and reasonable, taking into account the circumstances giving rise to it.

Searches will be conducted with due regard to College's Equal Opportunities, Staff Policy and Dignity at Work Policy and carried out as discreetly as circumstances permit. The employee may like to have a colleague present to act as a witness or request that a search is attended only by people of the same gender.

As a matter of principle, we will always take instances of unauthorised possession of Cheltenham College, pupil or colleague property seriously and act accordingly.

Health and Safety at Work

Please make sure that you also read the *Health and Safety Policy* and watch the accompanying video e-learning module.

College is responsible for providing you with a safe and healthy working environment and for ensuring that pupils are safe and have a rewarding school experience.

It is your responsibility to take care of your health and safety and the safety of others who may be affected by your actions. You must comply with the safety policies and procedures of College.

You must wear any personal protective, or respiratory protective equipment, that is provided for you (depending upon the task that you are performing). Information is available on the Health and Safety Portal on Digital Zone. On the portal you will find the risk assessments for your work areas, forms, guidance and information that relate to Health and Safety. The Health, Safety and Risk Manager is the competent person to advise on Health and Safety matters and can be contacted on healthandsafety@cheltenhamcollege.org

Report and accidents or injuries that you observe or are involved in, including 'near miss' incidents, to the Health and Safety email address. It is important that we have the chance to learn from near miss incidents to help us avoid accidents in the future. All departments are provided with first aid equipment and there will be staff in your department, or close by, who are trained in first aid. Contact the Health and Safety email if you wish to become a first aider.

Defibrillators are on site at:

1. College Common Room
2. Prep Main Building
3. Health Centre
4. Sports Centre
5. Boathouse
6. Security Vehicle
7. Cricket Pavillion

All Porters and Security Staff are first aid and defibrillator trained.

Security

The Security phone number is 07887 547 314. Keep this number available or store it in your mobile phone.

Emergency Procedures

Upon discovering a fire or other emergency the priority is the safe and rapid evacuation of the pupils and staff.

1. If you see signs of a fire sound the alarm using the nearest 'call point'
2. Call the Fire Brigade – Dial 999, state the address clearly
3. Leave the building using the nearest available exit
4. Report to the assembly point
5. Inform Security on 07887 547 314

Security will assist with checking the building and resetting the fire alarm before you are allowed back in.

Evacuation safety:

- Don't take any risks
- Don't stop to collect personal belongings
- Don't return to the building for any reason unless authorised to do so
- Don't use lifts
- Never assume the evacuation is a drill

Anti Corruption and Bribery

Please take the time to familiarise yourself with College's *Anti Corruption and Bribery Policy*.

It is our aim to conduct all of our business in an honest and ethical manner. We take a zero tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate, and implement and enforce effective systems, to counter bribery. We will comply with the Bribery Act 2010, in respect of our conduct both at home and abroad.

Grievance/Disciplinary/Capability

As a responsible employer we have drafted formal *Grievance, Disciplinary and Capability* procedures. Although we always endeavour to resolve any issues informally in the first instance it is important that you read these documents. They are designed to ensure that we treat everybody in a fair and consistent way.

Dress

You should dress in a manner that supports our ethos, appropriate to your role and reflects our professional standards. Clothing should not give cause for embarrassment or misunderstanding and should be absent of any political or contentious slogans. If you wear our branded clothing, then please be mindful that you are acting as an ambassador for Cheltenham College.

In addition, for most roles it may be necessary to remove facial jewellery and to cover any tattoos that would otherwise be visible, please check with your Head of Department/Manager for individual guidance appropriate to your role.

Uniforms/Branded Clothing

If required for your role you will be issued with uniform/Cheltenham College branded clothing. This clothing is to be worn when carrying out your role, and is your responsibility to ensure that it is clean and presentable. All Cheltenham College branded clothing issued for your role remains our property and should be returned if you leave our employment. Any issues regarding clothing should be raised with your Head of Department /Manager.

ID Card

All our employees are required to have an ID card and carry it on them at all times whilst on site. As Cheltenham College is an open site, it is important that all employees are identifiable and our ID cards are the way we do this. At any point in time, you could be challenged to produce your ID card and therefore these should be readily available for inspection.

ID cards are produced by College Office.

Smoking

Cheltenham College is a non-smoking/vaping site (this includes College vehicles) and applies equally to electronic cigarettes. If you work long hours and are a smoker, then you should check with your Head of Department/Manager for further advice. You should always remain mindful of maintaining standards of appearance where you may be visible to students or to members of the public on or near the Cheltenham College site.

Alcohol and Illegal Drugs

As a member of our staff you are working in a school environment and must act in accordance with our ethos and principles. You are expected to exercise good judgement and be moderate when consuming alcohol on our premises during Cheltenham College social events.

It is, of course, never acceptable to consume illegal drugs or 'legal highs' on our premises or to report for duty whilst under the influence of alcohol or illegal drugs. Where dependency related problems arise, it is our intention to deal with these issues constructively and sympathetically. However, we must always put the welfare of pupils and other staff first and anyone found to be under the influence may be escorted from the premises and will potentially be subject to action under the Disciplinary Procedure.

Our Policies

It is a requirement that all staff read the following five key policies when prompted by your Head of Department/Manager to do so.

- Behaviour Policy
- Keeping Children Safe in Education (KCSIE), Part 1
- Child Protection and Safeguarding Policy and Procedure
- Whistleblowing Policy
- Staff Code of Conduct

In addition, it is important that you are also familiar with the following policies relating to your employment:

Health and Safety Policy

- Equal Opportunities, Staff Policy
- Dignity at Work Policy
- Disciplinary Procedure
- Capability Policy and Procedure

- Grievance Procedure
- Sickness Absence Policy
- Data Protection (Staff) Policy
- Staff ICT Acceptable Use Policy
- Anti Corruption and Bribery Policy
- The Family Friendly Policies (including Maternity (incl. Adoption), Paternity, Shared Parental Leave, Parental Leave, Time Off for Dependants, Carer's Leave and Flexible Working)
- Policy for Animals on Cheltenham College and Cheltenham Prep School property

Please remember that it is your responsibility to familiarise yourself with all our policies that are relevant for you and your role, not just the policies listed above.

If you have any questions about our policies at any time during your employment with us, then please talk to your Head of Department/Manager or contact the HR and Payroll Team. We are happy to provide paper copies of individual policies on request.

Contacts Details

Cheltenham College

Bath Road,
Cheltenham,
Gloucestershire,
GL53 7LD

Tel: +44 (0) 1242 265 600

Email: info@cheltenhamcollege.org

www.cheltenhamcollege.org

Reception are open from 08.30 to 17.00, Monday to Friday and, during term time, 08.30 to 12.30 on Saturdays.

Cheltenham Prep School

Thirlestaine Road,
Cheltenham,
GL53 7AB

Tel: +44 (0) 1242 522 697

Email: prep.reception@cheltenhamcollege.org

www.cheltenhamcollege.org

Reception are open from 08.00 to 17.00, Monday to Friday and, during term time, 8.00 to 12.30 on Saturdays.

Outside of office hours an answerphone service is available at both schools.

Other useful contact numbers

IT Team: 01242 265 668

HR and Payroll Team: 01242 705 570

Security/Porters (24 hours): 07887 547 314

For all genuine emergencies dial 999 and ask for the Police, Fire or Ambulance then contact the Security/Porters team on the number above.

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