



OSH

OLD SWINFORD HOSPITAL



Appointment of Deputy Head (Pastoral)

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Thank you for your interest in the position of Deputy Head (Pastoral) at Old Swinford Hospital. We hope that the accompanying information gives you some insight into our school and the importance of this role in our community.

Old Swinford Hospital is now in its 350th year. It was established in 1667 by Thomas Foley, a local ironmaster, landowner and MP who was influenced in his endeavour by Richard Baxter, an English Puritan church leader. Together, Foley and Baxter took the chief tenets of Paul's letter to the Romans, chapter 12, and worked to embed them in a new kind of school. 350 years later, these are still the principles that underlie this School and which instruct us that everybody is of importance and everybody has their own contribution to make.

Consequently, we value and believe in our pupils and students and encourage them to be the best they can be. Through personal example and effective practice, the Deputy Head (Pastoral) will play a vital role in having them realise the fullness of their own potential.

The Deputy Head (Pastoral) will be in charge of the day-to-day management of the School and of its boarding, deputising for the Headmaster when required, as well as focusing on all matters of welfare, pastoral care, safeguarding, behaviour and discipline. With responsibility for the leadership and management of boarding, and as a member of the Senior Duty Team, the post is residential.

This is a significant leadership role and a superb opportunity for:

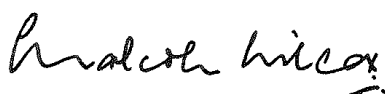
- A person with commitment, drive and ambition who wishes to make a mark;
- Who has the experience to sustain and build on our boarding community and deliver our welfare programme;
- Who has leadership qualities, and
- Who will embrace and promote the ethos and the spirit that is, and underlies, Old Swinford Hospital.

He or she will join not only a forward thinking and supportive senior team, but also a talented, hardworking and vibrant staff who are the main reason for the success of our school.

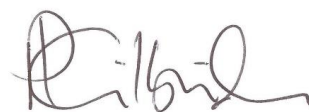
The role has a strong strategic as well as an operational dimension, and both are developed further in the accompanying job description.

If you can see yourself both relishing and enjoying this kind of challenge then we'd be delighted to hear from you. If you have any questions or want to have an informal discussion about the job or working at Old Swinford Hospital, do please get in touch.

We look forward to hearing from you.



Malcolm Wilcox
Chairman of Governors



Paul Kilbride
Headmaster



*Founded in 1667 by Thomas Foley 'for such maintenance and education and placing forth of
sixty poor boyes'*

... and now one of the country's leading state boarding schools with the majority of the School's students boarding and coming from a wide range of backgrounds in the UK, EU and overseas.

Welcome to Old Swinford Hospital

Overview

350 years ago when Thomas Foley set up and endowed the School he was forward thinking enough to see that his philanthropic ideals could benefit the lives of those individuals who came to his school. His principles are as current and relevant today as they were then and like the Founder each generation of those in governance, whilst maintaining a wealth of traditional values, has been forward thinking enough not to be afraid to move with the times. Today the School operates in a modern context as a Voluntary Aided boys boarding and day school and a day school providing sixth form education for girls.

Aims of the School

We aim to provide an outstanding education, both within and beyond the classroom, which enables all of our students to realise and exceed their potential. Above all, we aim to provide a uniquely stimulating and supportive environment in which all individuals flourish, grow in understanding, self-confidence and self-esteem and are fully equipped to meet the challenges and demands of life beyond school.

Our vision for each and every student is one in which they can discover who they can be and where:

- Children and young people come first
- We, and our students, have high aspirations and expectations
- Our community has strong and shared values
- They develop and grow with desired qualities
- Our students are prepared for their future lives

The School

At Old Swinford Hospital we have many things of which we are proud and not the least of these is our students. We are incredibly proud of their successes, their achievements, their drive and determination, their approach to learning and their deep sense of community. It is not a coincidence that every visitor pays compliment to them.

Excellence in education...



... is a goal each student and member of staff seeks to achieve. Our students are taught and guided by a team of professional and caring staff who seek to allow every one of them to achieve the best they are capable of, to develop lively and enquiring minds and to develop their knowledge and understanding of the curriculum and beyond.

The benefits of a boarding education...



... are there for all to see. Our boarding houses, with their extremely dedicated House staff are safe, secure environments where boys respect rules and observe standards. Boarding at Old Swinford means parents can feel confident that their boys are happy and well looked after whilst for them perhaps easing the juggling of the demands of a busy career and family life.

Boarding means prep can be supervised so that students can get the most out of this and private study. State boarding also gives parents value as they pay only for the accommodation and supervision of their children at school.

Celebrating success...



.. is not difficult for us to do be it on the academic side or in other activities such as our students winning the Young Engineer of the Year award and going on to represent the British entry in Europe, or our debating team similarly getting to international level. Our students, either individually or in teams, enjoy incredible success in the sporting field and their musical achievement is astounding.



The banner speaks for itself in the photograph above but much closer to home inter-house trophies in everything from sport to drama, dance and a whole raft of music are very highly competitive, after all, competing for your House is very close to your heart!

Extra-curricular activities...



... there is so much on offer throughout the school year that we won't start to list them here, safe to say there is a vibrant and varied programme of co-curricular activities and an equally exciting offer for weekend activities for boarders.



Participation in sport, music and extra-curricular activities is encouraged in all students but with such a range on offer, often the hardest thing is to accommodate the demand.

Strong sense of community ...



.... is something we are rightly proud of, encouraged in all aspects of school life and promoted by our House system. Older students are on hand to mentor younger House members and by their own actions become role models for the younger ones to follow. We are a community committed to excellence, where opportunities, standards and hospitality are important and where students can grow in understanding and self-esteem and recognise the importance of teamwork. We have a traditional ethos that expects

students to work hard, have high standards of personal presentation and behaviour and display courtesy and respect for others. Old Swinford students develop tolerance, trust, understanding, consideration and respect for others from all walks of life.

The School site....

....has had to grow to house and educate many more students than the Founder originally built it for. There are seven boarding houses, the last of which, Potter House, was completed in 2010. The original 1667 building still stands at the front of the school celebrating history and tradition now complimented and sitting comfortably with buildings added by successive generations each displaying characteristics of their time but reflective of their setting.



Our latest and very exciting project fell into place last year when we opened the refurbished Foster House as a dedicated Year 13 House. The re-design made it light and contemporary with ensuite rooms and facilities to prepare boarders for going on to university.

The Foundation ...

... also known as Old Swinford Hospital, or Thomas Foley's Charity is a Registered Charity which administers the endowment bequeathed by Thomas Foley. On his death he entrusted the governance of the School to his three sons and thirteen other "Feoffees". Today, the charity is administered by up to fifteen Feoffees, three of whom are direct descendants of the Founder. The School of the Foundation is the beneficiary of its trusts and the Feoffees take an active role in the School, appointing the majority of the Governing Body and providing bursary support towards the payment of boarding fees and other grants.



The Role

Overview

The Deputy Head (Pastoral) is responsible to the Headmaster and advises the Headmaster on all matters relating to boarding, welfare, pastoral care, safeguarding, behaviour and discipline at Old Swinford Hospital. He/she also keeps these matters under review and as such this role may evolve as the delivery of overall pastoral care and behaviour management change in light of internal reviews and external developments.

The Deputy Head Pastoral is a vital member of the Senior Leadership Team which also includes the Headmaster, the Bursar, the Second Deputy and the Head of Sixth Form. He/she will line manage Housemasters and Heads of Year, the School Counsellor, Chaplain, nursing staff and the Director of the Co-curriculum and work closely with other members of the Senior Leadership Team.

The Deputy Head Pastoral has responsibility for the leadership and management of boarding and for this reason, as a member of the Senior Duty Team, the post is a residential one. In recognition of the extent of the responsibilities of the role, the candidate will have only a light teaching commitment. The appointment is not subject dependent.

Key Responsibilities and Roles

This is a key appointment; the Deputy Head (Pastoral) will be responsible for the day to day management of the School and its boarding, deputising for the Headmaster when required.

The Deputy Head (Pastoral) will have the following key responsibilities and roles and may be asked by the Headmaster to carry out other duties relating to the job as required, from time to time.

Strategic Planning

- Work with the Headmaster, Senior Leadership Team and , where appropriate, with Governors, in developing effective pastoral care, behaviour management and safeguarding protocols and advise and report on boarding, welfare, pastoral care, safeguarding, behaviour and discipline at the School
- Contribute to and support the Governors' vision for the School
- Contribute to the wider work of the Senior Leadership Team in the process of continuous self-improvement

Leadership and Management

- Take the lead on internal boarding inspections and the self-evaluation of pastoral and welfare provision and monitor and promote house inspection action plans
- Keep under review and implement the School's policies and procedures to do with boarding, welfare, pastoral care, safeguarding, behaviour and discipline
- Keep under review and offer timely CPD to colleagues regarding boarding, welfare, pastoral care, safeguarding, behaviour and discipline

- Maintain oversight of provision for disadvantaged, vulnerable and looked after children
- Represent the interests of students and staff across the organisation and chair meetings and committees where appropriate
- Monitor, with the Data Analyst, patterns in achievement, welfare, behaviour and discipline; draw conclusions from the data and use discretion and judgement in formulating appropriate responses
- Keep up to date on best practice in boarding, welfare, pastoral care, safeguarding and behaviour management
- Have oversight of provision for extra and co-curricular activities and events and the weekend activity programme
- Quality assure the programme of non-qualification time across Years 7 to 13
- Assist the Headmaster in matters of staff welfare and discipline and participate in the recruitment of relevant staff
- Act as line manager for Housemasters, Heads of Year, School Counsellor, Chaplain, nursing staff and the Director of the Co-curriculum
- Oversee and lead the induction of boarding and medical staff and those line managed
- Handle relevant complaints
- Be a principle investigating officer where required
- Support and promote the School's strong Christian ethos and values

Pupil Behaviour, Welfare and Discipline

- Act as the Designated Safeguarding Lead, liaise with external agencies as required, and organize and/or provide staff training as appropriate
- Offer advice and guidance to colleagues both in boarding and in classrooms on behaviour management and conflict resolution
- Oversee the work of the pastoral teams in boarding, curriculum and the medical centre in order that they may work together effectively, efficiently and with coordination
- Monitor the quality and currency of welfare risk assessments, welfare plans, room risk assessments and all development plans to do with behaviour, welfare and discipline
- Be a strong and clearly visible presence in and around the site, encouraging high standards of appearance, presentation and behaviour and pre-empt matters as well as respond to them
- Support the peer mentoring programme through recruiting volunteers and by keeping the profile of mental health education high

- Ensure that all evidence used in support of exclusions is correctly curated and presented to the Headmaster
- Liaise with parents on matters of boarding, welfare, pastoral care, safeguarding, behaviour and discipline as required

Operational

- Undertake a light timetable of teaching and provide cover where necessary
- Participate in the Senior Duty Team rota
- Act as an appraiser in the staff performance appraisal process
- Proactively contribute to the marketing of the School, attending recruitment and open events and interviewing prospective pupils and parents as required
- Organise duty rotas for boarding, assemblies, senior duty cover and lunchtime supervision and monitor attendance at mealtime duties
- Allocate boarding tutors and academic tutors to houses and to year groups
- Monitor and report on attendance, behaviour and welfare
- Maintain and update the appropriate sections of the development plans, boarding self-evaluation and boarding and house action plans as required
- Keep under review our evidence in response to the Ofsted 2017 'Good' inspection and to move towards those areas we have identified we need to generate evidence to get to 'Outstanding'
- Keep all safeguarding records secure, up to date and compliant
- Liaise with the Bursar on the quality and condition, including health and safety and site security, of the school and boarding environment
- Liaise with and support the work of the careers coordinator in ensuring welfare and safeguarding arrangements on placements, trips and visits
- Liaise with and support the work of the School's Foundation where required
- Plan and manage the start and end of term arrangements
- Plan, implement and manage whole school and other events such as end of term church services and prize giving and support the school by attending events and matches and concerts for example
- Convene and chair meetings and committees where required
- Be responsible for Staff and Boarding Handbooks
- Maintain oversight of the School Calendar



The Person

Overview

This is a key appointment and, because of this, we are seeking to recruit a person with commitment, drive and ambition, who has the experience to sustain and build on our boarding community, deliver our welfare programme and provide leadership and who will embrace and promote the ethos and the spirit that is, and underlies, Old Swinford Hospital. They will visibly maintain the highest professional standards, have excellent interpersonal, communication and presentational skills, and the ability to work flexibly within the school structure.

Our school is historic but dynamic and the successful candidate to this significant leadership role will combine personal qualities with a depth of knowledge and together these attributes will make sure we continue to make a difference.

Qualifications and Qualities

The Governors are seeking to appoint a person who is:

- Proactive with a professional approach to creating a positive pastoral care environment within school
- Positive, self-motivated, creative and a problem solver
- Able to investigate, analyse, assess, monitor, evaluate, respond and make decisions
- Diplomatic and persuasive with the ability to engage, motivate and inspire others and to successfully lead change
- Adaptable and works flexibly
- Energetic, enthusiastic, reliable and with integrity
- Forward thinking with excellent communication and interpersonal skills
- Able to demonstrate an empathy for the School's ethos and values
- Knowledgeable in all aspects of safeguarding with experience of involvement with external agencies
- Prepared to be fully involved in all aspects of the School's busy life including in the co-curricular programme

With:

- A good honours degree
- Qualified Teacher Status (QTS) and a record of continuous professional development
- Experience of senior or middle management responsibilities in a boarding environment
- An excellent record as a teacher and proven good behaviour management skills
- A proven ability as a team player but who can also take the lead and team build
- Excellent time management skills and able to work under pressure and meet deadlines
- The ability to think strategically and a willingness to contribute to whole school development and improvement
- Strong organisational and administrative skills with an eye for detail and the expectation of high standards
- A good level of IT competency, data analysis, research and report writing



Terms of Appointment

Contract

The Governors will award a Contract of Employment defining the role and responsibilities of the Deputy Head (Pastoral) in relation to the Governing Body. The conditions of employment set out in the current School Teachers' Pay and Conditions Document will apply.

Residence

The Deputy Head (Pastoral) will be required to live in the accommodation provided on the school site during term time.

Competitive Package

- Salary will reflect the leadership role and be commensurate with the successful candidate's experience and qualifications
- The Deputy Head's House will be provided for the better performance of duties with rent and council tax paid and an allowance for heat and light
- Removal expenses will be paid (subject to approved quotations). In the case of recruitment from overseas, removal expenses will be paid only from the point of entry into the UK
- The cost of travel (including car mileage) will be reimbursed as per the School's policy

Checks and References

Old Swinford Hospital is committed to safeguarding and promoting the welfare of children and applicants are required to undergo an enhanced Disclosure & Barring Service (DBS) check.

The post will be offered subject to satisfactory confirmation of qualifications, references, and an enhanced disclosure check through the DBS.



How to Apply

If you want to see what you can be, and would relish and enjoy the kind of challenge this role will offer, then we'd be delighted to hear from you.

An application form can be obtained from the School's website at <http://www.oshsch.com/vacancies/>

Applications

Completed applications can either be returned by post or by e-mail as detailed below and must be received no later than 10am on **Monday 26th February 2018**.

Applications by post or email should be sent to:

Alison Davey,
HR Manager
Old Swinford Hospital,
Heath Lane, Stourbridge, DY8 1QX.

adavey@oshsch.com

Information to accompany your application

Please enclose with your application:

- a fully completed Application Form
- a letter of application of not more than two pages long summarising your proven ability related to the role and person specifications
- a brief CV including interests and other qualifications

Late or incomplete applications will not be considered.

Equal opportunities

Old Swinford Hospital welcomes applications for employment from all sectors of the community. The Governors can make exception to this policy for certain residential posts where gender may be specified and leadership posts which may be designated as requiring the post holder to be in sympathy with the specific Christian character of the School.

Any other questions?

If you have any questions or want to have an informal discussion about the job or working at Old Swinford Hospital, do please get in touch with Alison Davey at the address/email above or on 01384 817300.

Interviews

It is anticipated that applications will be reviewed by the Selection Panel in the week commencing 26th February with interviews at the School for those candidates selected for the long list on Friday 9th March when there will also be the opportunity to take a tour of the School.

Unless applicants clearly indicate that they would prefer otherwise references for candidates on the long list will be taken up prior to interviews on 9th March.

Candidates taken forward to the short list will be invited for further interview on Friday 16th March. During this time there will be the opportunity to meet with members of staff and students. Short listed candidates will also be asked to teach part of a lesson and complete tasks.

Old Swinford Hospital reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

Suitability to work with children

Old Swinford Hospital is committed to safeguarding and promoting the welfare of children and applicants are required to undertake an enhanced Disclosure & Barring Service check. The Governors of Old Swinford Hospital will pay for the DBS but you will be required to subscribe to the Government DBS Update Service which is an annual fee of £13.00 (2016)

Code of Conduct for Staff and Volunteers

1. Introduction

- 1.1. All staff and those who work in school in a voluntary capacity have a responsibility to act only in the best interests of those in their care and to protect them from harm. They are also expected to show exemplary standards of professionalism and propriety in their work for the School and to uphold its good name and reputation.
- 1.2. For ease of expression this Code of Conduct uses the term “member of staff” to indicate all who work within the School, either on a paid or voluntary basis. The Code of Conduct should also guide the conduct of adults living as part of the family of resident members of staff and those who work at Old Swinford Hospital as contractors or as their employees.
- 1.3. Guidance can change from time to time and it will be assumed that the current version of guidance referred to in this policy, at any point in time, forms part of the policy.

2. Protection of Children and Vulnerable Adults

- 2.1. Members of staff have a duty of care to all students in the School and must act at all times in a manner which safeguards and promotes their physical, emotional and moral welfare.¹
- 2.2. Members of staff must not seek physical, emotional or sexual gratification from their relationships with students, nor give the impression that they may be doing so. They must exercise care in using language or exhibiting behaviour which may be misconstrued as inappropriate and must avoid situations where their integrity may appear compromised.
- 2.3. Physical contact with students must be kept to a minimum and must only take place where it is necessary in the discharge of the duties of a member of staff. Except in cases of emergency, the reason for physical contact should be explained to students before it takes place and consent obtained.
- 2.4. Physical punishment of students is forbidden by law. Minimum necessary force² may be used in a situation to protect a student, member of staff or any other person from physical harm. Any incident where force is used to control or restrain students must immediately be reported in full, and in writing, to the Headmaster and Deputy Safeguarding Officer. A form is available from the Headmaster’s PA for this purpose, but an account should be written as soon as possible after the event, to which the form can later be added.
- 2.5. Any member of staff who believes that a student may be at risk of physical or sexual abuse (whether by an adult or a child) or of neglect has a legal duty to report the matter to the School’s Designated Safeguarding Lead (DSL) or in his absence the Deputy Safeguarding Officer. For this reason, members of staff should not give assurances of confidentiality when counselling students.
- 2.6. These provisions apply equally in the case of all students whether or not they are legally adults. They also apply in any situation where a member of staff may be working with vulnerable adults.
- 2.7. Under the Counter-Terrorism and Security Act 2015 the School has responsibility for preventing students from being influenced or affected by extremism and radicalisation. This responsibility is integral to the whole school approach to safeguarding and promoting the welfare of children and young people.³

¹ Safeguarding Policy

² Use of reasonable force – advice for headteachers, staff and governing bodies (July 2013)

³ Revised Prevent Duty Guidance for England and Wales (July 2015)

3. Professional Conduct

- 3.1. Members of staff must discharge their duties in the School to the best of their abilities and using their best endeavours, remembering that the interests of students are paramount. They must co-operate with colleagues and other adults as required and contribute to the creation of a pleasant and productive working environment.
- 3.2. Bullying of any kind, including sexual harassment, is entirely unacceptable.⁴
- 3.3. The Equality Act 2010 covers nine protected characteristics, which cannot be used as a reason to treat people unfairly. Every person has one or more of the protected characteristics, so the act protects everyone against unfair treatment. The protected characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation⁵. Members of staff must not demean or undermine students, their parents, carers or colleagues, or act towards them in a manner which is discriminatory on any of these grounds nor on the grounds of ability, appearance, ethnicity, or socio-economic circumstances.
- 3.4. Members of staff are expected to display and uphold the fundamental British values of democracy, the rule of law, mutual respect and tolerance of those of different faiths and beliefs.
- 3.5. Members of staff must comply with relevant statutory provisions and other instructions which support the well-being and development of students, including where these require co-operation and collaboration with outside agencies. They must comply with the requirements of statutory bodies relating to the examination, assessment and evaluation of student achievement and attainment.
- 3.6. Members of staff are expected to participate in continuing professional development activities as appropriate to their role in the School.
- 3.7. Members of staff must adopt appropriate professional dress during the school day and set a good example to students concerning behaviour and appearance at all times.
- 3.8. Old Swinford Hospital is designated as a Smoke Free Campus. Resident employees and their guests are however permitted to smoke in their domestic accommodation other than in areas of that accommodation which may be used by students and colleagues. Staff must never smoke where they may be seen by students.
- 3.9. Where members of staff are provided with accommodation for the better performance of their duties, they must ensure that the accommodation is maintained in a clean and presentable condition and that the provisions of their Licence with the Governing Body are observed.
- 3.10. Members of staff who are teachers are also statutorily obliged to act in accordance with part 2 of the teaching standards (2012) "Personal and Professional Conduct"

4. Supervision of Visitors

- 4.1. Members of staff have a responsibility to supervise their visitors at all times whilst on the School site, to ensure that they do not have unsupervised access to students and that they do not act in a way likely to cause inconvenience, annoyance or danger to staff or students.
- 4.2. Members of staff who are resident in Boarding Houses have an additional responsibility to ensure that any visitors who stay overnight in their accommodation do not have unsupervised access to students at any time during their stay. Any guests staying overnight (by which we mean that they are in accommodation at any time between 2am and 6am) then the member of staff must have informed the Senior Housemaster of the name of the guests in writing 24 hours before the event.⁶

⁴ Harassment & Bullying at work Policy

⁵ Equality and Diversity Policy

⁶ Keeping children safe in education September 2016

- 4.3. The School reserves the right to ask members of staff not to entertain on school property any individuals who are deemed in the opinion of the SLT to be unsuitable, or whose presence might lead to reputational risk.
- 4.4. All regular visitors (more than 3 times in a 30 day period) are required to have an enhanced DBS with the School.
- 4.5. Resident members of staff on one year contracts and gap assistants who reside in the accommodation provided are not permitted to have any overnight guests when the boys are in school.

5. Information Technology

- 5.1. Members of staff have access to the School's Information Technology facilities principally for the better performance of their duties. They may also use the facilities for personal purposes provided that in doing so they do not incur any cost to the School, hamper the use of the facilities for School purposes, cause damage or jeopardise the security of the School network or interfere with the performance of their duties.
- 5.2. Members of staff must always obey the School's Email & Internet Use Policy and Password Policy and, in particular, must never use the School internet facilities to view pornography or other inappropriate material. Resident members of staff are responsible for any use of the School's Information Technology facilities by other members of their household.

6. Financial Probity

- 6.1. Members of staff must maintain high standards of honesty and integrity in management and administrative duties, including in the use of school property and finance.
- 6.2. Members of staff must not hold monies belonging to the School, to students or their parents in their own bank accounts at any time or for any reason without the express consent of the Bursar. They must not use the resources of the School for their own benefit.
- 6.3. Members of staff making decisions concerning the procurement of goods or services must declare any conflict of interest that may arise.
- 6.4. Members of staff must not derive any personal pecuniary benefit from financial transactions entered into on behalf of the School or its students, other than those permitted by the Personal Pecuniary Benefit Policy.

7. Confidentiality and the Reputation of the School

- 7.1. Members of staff must not act in a way that is likely to bring Old Swinford Hospital into disrepute. They are reminded that, as employees, they have a duty of confidentiality to the School as their employer and they must therefore not divulge information concerning the School or any student to third parties, except in relation to their professional duties.
- 7.2. Only the Headmaster, or a person acting under the authority of the Headmaster, is entitled to speak on behalf of the School to the media.
- 7.3. Members of staff must not misuse or misrepresent their professional position, qualifications or experience or their role in the School.

8. Health and Safety

- 8.1. It is in the best interests of everyone that the School is a safe, healthy and accident-free working environment. The Health and Safety at Work Act 1974 places an obligation on all members of staff to:
 - 8.1.1. Work safely and use all equipment correctly, according to operating instructions.

- 8.1.2. Take reasonable care for the health and safety of themselves, other staff, students, visitors and the general public.
 - 8.1.3. Co-operate with the School to ensure that all relevant provisions of the Act are observed.
 - 8.1.4. Ensure that they understand and carry out all emergency procedures, fire precautions and evacuations procedures laid down by the School.
 - 8.1.5. Report immediately to their line manager any potential hazard to employees, students, visitors or the general public.
- 8.2. Staff are issued with a copy of the Health & Safety Policy and are expected to comply with the arrangements therein.

9. Whistleblowing

A member of staff who believes that criminal activity or wrongdoing, including extremist activity or any incitement to extremism, of any other serious kind is taking place in the School must report the matter to their line manager, to the Headmaster, Governors, the Police or other appropriate authority. In doing so they are protected from recrimination by the Governors' "Whistleblowing" Policy.

10. Conviction of a Criminal Offence

A member of staff who is convicted of a criminal offence including extremist activity or incitement to extremism, or has accepted a caution in respect of an offence, must report the fact to the Headmaster. The Headmaster will decide whether the severity and nature of the offence is such as to compromise the role of the member of staff in the School.

11. The Teaching Agency for England and other Professional Bodies

- 11.1. The conduct of teachers is regulated by the Teaching Agency which replaces the General Teaching Council as from 1 April 2012. Details regarding teaching standards, performance and conduct can be found at www.education.gov.uk
- 11.2. Some members of the support staff will also be subject to codes of conduct relating to their membership of professional bodies.