



ADVANCE
LEARNING
PARTNERSHIP

Multi Academy Trust

TRUST
INFORMATION AND
INDUCTION HANDBOOK

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Welcome to Advance Learning Partnership

As a member of our Multi Academy Trust, you are part of a vibrant, collaborative community dedicated to delivering excellent education.

In our Trust Strategic Plan, we emphasise our commitment to growth, inclusivity and excellent education through collaboration. We believe in creating a supportive environment for all, ensuring both our employees and pupils are happy, valued and successful.

Advance Learning Partnership (ALP) strives to be the leading employer in the region, continually seeking to improve our employee offer. At the heart of the Trust is our People Strategy, which is centred on developing talent, establishing a culture where collaboration and excellence are paramount, and placing a high emphasis on the wellbeing and professional advancement of our employees.

We are focused on empowering our employees, ensuring they feel appreciated and are well prepared to contribute to our goal of delivering outstanding education. Together, we meet our strategic objective of ensuring the success of every child.

The Trust's commitment to outstanding teaching and learning, leadership development and embracing innovation ensures many opportunities for you to collaborate with other employees and to progress professionally within and across the Trust.

This information and induction document encompasses essential information regarding your employment, aiming to equip and support you thoroughly as you embark on your role within our Trust or School.

We're excited to have you join us in this journey of shaping futures and changing lives.

Kelvin Simpson
Chief Executive Officer

INVESTORS IN PEOPLE®
We invest in people Platinum

Vision & Ethos

Advance Learning Partnership places the individual child at the heart of every strategy and investment.

Our guiding ethos, **'Your child is our child'**, shapes decision-making at every level, ensuring that each child receives an education of the highest quality – one we would expect for our own child.

We are committed to equipping our pupils with the values, skills and knowledge they need to succeed both in the classroom and in life. By nurturing confidence and resilience, we support their academic achievement alongside personal growth, recognising that both are equally important. Care and attention is reflected in the daily experiences within our schools, where every child is known, valued and supported.

As a forward-thinking and outward-facing Trust, our practice is shaped by research, technological innovation and a deep understanding of the changing world our pupils will inherit. We have high aspirations for every child and encourage them to set ambitious aspirations for themselves.

Our commitment to inclusion is reflected in our efforts to ensure every child thrives, regardless of their background or personal circumstances. We support and guide through strong school improvement structures, professional development and a leadership culture steeped in academic and social excellence.

We build dynamic civic partnerships that promote cultural understanding, sustainability and healthy living, bridging divides and strengthening community ties.

We remain dedicated to continuous innovation, collaboration and a shared sense of purpose, ensuring every child is happy, confident, successful and ready to make a positive contribution to society. Together, we are working to improve life chances and shape a brighter future for all.



The Trust Journey

Advance Learning Partnership was established in 2017 and has since grown into a mixed-phase Multi Academy Trust, serving both primary and secondary pupils across County Durham and Darlington.

The majority of our schools are located in communities facing significant social and economic challenges, and we are dedicated to improving outcomes for all children.

Our growth has been intentional and aligned with the Government's strategy for developing 'Strong Trusts'. We have followed a carefully managed path of organic growth, ensuring that each school joining the Trust receives the individual support and attention necessary for sustained improvement. At the same time, we have built an effective and efficient central team, providing high-quality services that enable schools to focus on delivering excellent education.

ALP is dedicated to creating inclusive educational communities where families have confidence in the journey their child takes, from age two through to further education, training, or employment. Our governors focus on continuous improvement, expanding our provision across all educational sectors and meeting the evolving needs of our pupils and communities.

Looking ahead, we are committed to building on our strong foundations. Schools that share our values, ethos and commitment to sustainable growth are welcomed into the ALP family through a considered and collaborative process. We continue to work closely with the Regional Director and the Department for Education to contribute to a cohesive, high-quality educational landscape across the Northern Region.

Please find useful links below to provide more information about our Trust.



Trust Charter



Prospectus



ALP Website



Our Schools

Trust Structure

GOVERNANCE

Governance of the Trust is the foundation of ALP. The governors are selectively appointed, highly effective and externally evaluated to ensure the Trust has a diverse, professional and skilled governance.

Governance is structured to ensure that the Trust Board (Trustees) can make informed strategic decisions through effective lines of communication with the sub committees and schools' Academy Councils. The Academy Councils hold the schools' leadership to account, ensuring that every school meets the needs of its children and community, whilst the Trust Board focus on the overall quality of education, financial expediency and development of the Trust.

EXECUTIVE LEADERSHIP TEAM

The Executive Leadership Team consists of the Chief Executive Officer and the Chief Operating and Financial Officer. Their primary function is to provide assurances to Trustees that all Trust academies are legally, financially and operationally compliant. They are responsible for the delivery of the strategic plan, formulated and agreed by Trustees and the effective translation of the Trust's policies into practice.

CENTRAL SUPPORT

The Trust recognises and welcomes the fact that each academy within their family is very different and works in different contexts, phases and settings. Being part of a Trust means there is a wealth of experience you can access and develop.

The Central Support Team, inclusive of the School Support Team, School Improvement Team and Children and Civic Services Team, is dedicated to providing exceptional, tailored support to each school. This team is continually developed to maintain highly qualified, professional and aspirational employees. They play a crucial role in ensuring that ALP schools offer the highest quality educational experience, aligning support with the specific needs of schools and their pupils. The team's efforts are integral in upholding the Trust's commitment to educational excellence for every child.

SCHOOL SUPPORT

The School Support Team provides expert, tailored services that enable schools to focus on what matters most, pupils' learning and wellbeing. Covering Finance, HR, IT, Data, Estates, Governance, Marketing, Procurement, Catering, Health and Safety, and

Community Partnerships, the team plays a vital role in supporting the day-to-day running of each school.

We embrace technology to improve efficiency, using automation, data intelligence and AI to reduce administrative workload and enhance support services. This enables staff to dedicate more time to teaching and leadership.

Our model promotes collaboration and long-term sustainability, supporting schools across different phases and locations. Through ALP Active, we also maximise the use of school facilities beyond the school day, turning them into community hubs that promote active, healthy lifestyles.

As part of ALP, staff benefit from collective expertise, shared learning, and a forward-thinking support structure designed to help every school thrive.

SCHOOL IMPROVEMENT

The School Improvement Team is dedicated to raising standards and securing the best outcomes for every child, delivered with urgency, equity and care. They work in partnership with individual schools, acting as an extension of school leadership teams and offering additional capacity and expertise where needed.

The team focuses on high academic standards, continuous improvement and innovative teaching practices. Research and development ensures we remain at the forefront of educational thinking, incorporating advances in pedagogy, technology and methodology.

Crucially, the team's work goes beyond academic outcomes, supporting the emotional, social and personal development of pupils to promote happiness and a strong sense of self-worth.

Our school improvement approach is built on five key principles: expert teaching, strong leadership, collaboration, contextualised support and shared accountability. Together, we are building a high-performing system where every school and every child can thrive.

CHILDREN AND CIVIC SERVICES

Our Children and Civic Services team supports ALP's commitment to delivering inclusive, community-focused education that prepares every child to thrive in a changing world. Working in partnership with schools and external agencies, the team ensures pupils receive a holistic education tailored to their needs, interests, and potential.

We prioritise wellbeing, early intervention and timely access to skilled professionals, ensuring all pupils, regardless of background or barriers, are supported to succeed. Our inclusive SEND provision promotes full participation in school life and equitable access to learning experiences.

The team works to remove barriers to attendance through close collaboration with families and communities, recognising that consistent engagement is key to pupil success. Safeguarding remains central to our work, with all schools providing safe, supportive environments.

Enrichment opportunities, such as curriculum-linked visits and heritage projects, promote pride, cultural understanding and a strong sense of identity. We also embed sustainability, health and social inclusion into the curriculum, helping pupils develop the values, skills and knowledge needed for life beyond school.

Central Service Provision

School Improvement				Children Services			School Support		
Strategic Leadership		Educational Excellence		Inclusion			Specialist Support		
Growing Leaders	Ethos Expectations	Curriculum	Teaching & Learning	SEND	Attendance	Governance	Finance	HR	
							Financial Services		
							Management Accounts	People Operations	
							Procurement	People Services	
Systems & Structures	Networks & Partnerships	Subject Support	Quality Assurance	Personal Development	Safeguarding	Estates	Policy & Compliance	IT & Technical Services	
				Careers		Health & Safety			
				Enrichment		Estates Management			
					Catering				
Learning Environment		Accountability		Connect Centres			Data	Marketing & Creative Design	ALP Active
Pastoral & Behaviour Support	Culture & Climate of Learning	Achievement & Outcomes	External Evaluations	Thrive	Aspire	Horizons			Active Partnerships
				SEN Specialist Support	Alternative Education	Wellbeing Education			Active Futures
ALP Institute				Civic Services			People Support		
Teaching & Learning	Leadership	Research		Education and Learning	Social Responsibility	Supporting Wellbeing	Values Driven Culture	Enhanced Benefits	
	Staff	Innovation Centres		Partnerships and Networks	Cultural Awareness	Professional Development	Career Pathways	Collaborative Learning Communities	
	Pupils	Collaboration							
Professional Development									
Career Programmes									

Securing **Excellent Education** through **Collaboration**

Shared Responsibilities

POLICIES AND EXPECTATIONS

The Trust outlines its expectations and working practices in a comprehensive set of policies, including mandatory documents applicable at both Trust and individual school levels. Every employee is responsible for familiarising themselves with these relevant policies of the Trust and their specific school. Additionally, it is imperative for employees to ensure their work practices are in strict compliance with these policy guidelines.

Additional non-policy expectations are set out in contracts, job descriptions, headteacher standards, teacher standards, professional standards and protocols relevant to individual roles. These documents provide further guidance on the expectations from each role within the organisation.

SAFEGUARDING

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. Safeguarding is everyone's responsibility. It is the responsibility of individual employees to be aware of their academy's Designated Safeguarding Leads (DSL) and the academy-specific safeguarding procedures in the event that you have a concern. Details are displayed around each academy site and also in academy receptions.

All employees and volunteers of the Trust must complete an enhanced DBS check. All employees must be aware of systems within their school which support safeguarding and these will be explained as part of the induction process. All employees who work directly with children are required to sign that they have read and understood part one of the most recent version of **Keeping Children Safe in Education**. Those employees who do not work directly with children must read Annex A of **Keeping Children Safe in Education**. Employees have a responsibility to remain compliant with this statutory guidance and, where applicable, be able to demonstrate impact. This is reviewed at the commencement of each school year. Employees working in schools are expected to maintain their safeguarding knowledge through additional training.

All colleagues should be familiar with school Safeguarding and Child Protection procedures and be confident of their responsibilities in the event of a disclosure, whether made by a pupil of the school or by a colleague. If you are worried about a child or young person, you must speak to a member of the safeguarding team in school.

All employees must be readily identifiable with photographic identification to be suitable to work with children and must prominently wear the appropriate coloured lanyard for their DBS status. All employees are expected to maintain a culture of vigilance when working in schools or the Trust offices and make appropriate challenges to any unidentified individuals.

Full details can be found in the **Safeguarding Policy**. Employees must ensure they have read and understood the Safeguarding Policy. Key policies and statutory documents will be issued at the safeguarding update in September each year and staff are expected to attend safeguarding training as required. All employees will receive safeguarding training within their induction period.

A bespoke safeguarding training programme is planned to run across each academic year. This is inclusive of prevent training and e-safety/online training, alongside topics identified within academies' geographical areas (contextual safeguarding) to equip all employees with the relevant knowledge to be able to recognise elements of safeguarding.

The Trust email address for safeguarding-related queries is safeguarding@alplearning.org.uk. Using this email address ensures a timely response to queries from the Safeguarding Strategic Lead.

HEALTH AND SAFETY

The Trust recognises its health and safety duties under the Health & Safety at Work Regulations 1999 and associated legislation.

A detailed Trust Health and Safety Policy is in place for each of the schools within the Trust.

To further support employees within the Trust, an ALP Health and Safety Handbook is readily available to new and existing employees.

Any uncertainty regarding health and safety is to be raised through normal management channels and where necessary, specialist advice and assistance will be provided by the Health and Safety Team.

The CEO has overall responsibility for health and safety. The CEO delegates responsibility for undertaking aspects of these duties through line management and identified roles.

The Trust email address for health and safety related queries is healthandsafety@alplearning.org.uk. Using this email address ensures a timely response to queries from the Health and Safety Team.

MANUAL HANDLING

If you need to move items or equipment, please seek assistance or complete the National College Certificate in Manual Handling to ensure you are appropriately trained and can minimise the risk of injury. This training must be renewed every three years.

WORKING AT HEIGHT

Unless you have completed the National College Certificate in Working at Height, you must seek appropriate assistance for any task that cannot be safely carried out from ground level while standing. Do not use ladders or any working at height equipment without the necessary training. This training must be renewed every three years.

FIRE SAFETY

The safe evacuation of everyone is a priority in the event of a fire. Protecting property comes second. Fire drills are held at least once a term, at varying times of the school day. Fire Marshalls are specifically nominated within each building. There are maps throughout each building and in all classrooms which detail fire exits.

Procedure in the event of a fire alarm:

- If a person discovers a fire, they should sound the alarm at the nearest fire call point and then leave the building by the nearest exit.
- They should proceed to the designated Fire Assembly Point, which differs depending on the

building. Please ensure you are familiar with the Fire Assembly Point for your location.

- Teaching staff are responsible for escorting their pupils safely out of the building in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the emergency evacuation lead.
- Employees should follow the procedures set out in any Personal Emergency Evacuation Plan (PEEP).
- Teaching and Support staff without any supervisory responsibility should wait at the sign posted visitor/employee assembly point with their team and make themselves known to the designated person undertaking an employee head count.

All employees complete the National College Annual Certificate in Fire Safety and identified employees complete the National College Annual Certificate in the Role of the Fire Warden.

FIRST AID

The Trust ensures that adequate arrangements are in place to provide sufficient first aid provision via a First Aid Needs Assessment. Please contact the school office if you or a colleague require first aid.

ACCIDENT, RECORDING AND INVESTIGATION

All employees must report any accidents, incidents, near misses and cases of work-related ill health that occur in our schools or at our Head Office. We record all incidents on an electronic form.

All instances are reviewed by the Health and Safety Team on a weekly basis. Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) must be notified to the Health and Safety Manager.

Serious injuries must be reported immediately to the most senior person within the establishment.

- First Aid boxes are available in every building and an appointed first aider can readily access one.
- First Aid should always be administered by a First Aider.
- Defibrillators are readily available on all school sites.

PRESENCE ON SITE

All site registration protocols must be observed and identification worn at all times when in school.

GDPR

Advance Learning Partnership is a GDPR compliant organisation observing relevant data protection legislation. Training on GDPR is given for new employees as part of the induction process.

Following data protection training, employees are expected to understand data protection risks and requirements appropriate to their role, and to observe best practice in accordance with the Trust's **Data Protection Policy and Procedures**.

Personal data may only be accessed on machines that are securely password protected. Any device that can be used to access data must be locked if left (even for very short periods). All storage media must be stored in an appropriately secure and safe environment that avoids physical risk, loss or electronic degradation. Work-related personal data can only be stored on school equipment (this includes computers and portable storage media where allowed). Private equipment (i.e. owned by the users) must not be used for the storage of work-related personal data.

You are expected to take reasonable care of equipment both on site and if equipment is taken home. No data or information belonging to pupils or other stakeholders should be put at risk because of the removal of equipment from site, or remote access to information from outside of the site. Expectations governing access to and use of data and equipment are set out in the **Data Protection Policy and the ICT Systems Acceptable Use Policy and Procedures**.

ALP operates a 'clean desk' policy. All paper based personal data will be protected by appropriate controls, for example data and information must be in a locked cupboard when not in use.

E-mail cannot be regarded on its own as a secure means of transferring personal data. Where technically possible, all e-mail containing sensitive information will be encrypted (for instance, attaching the sensitive information as a word document and encrypting the document/compressing with zip and encrypting).

The Trust's Data Protection Officer is Laura Mellis
dpo@alplearning.org.uk.

ACCEPTABLE USE

ALP provides a wide variety of ICT equipment for use by employees as an important tool for teaching and administration of the school. Use of school ICT equipment by employees is governed at all times by the **Acceptable Use Policy (AUP)**. Please ensure you understand your responsibilities under this policy, and direct any questions or concerns to a senior leader in the first instance. All employees have a responsibility to use the school's ICT system(s) in a professional, lawful and ethical manner.

Deliberate abuse of the school's ICT system(s) may result in disciplinary action (including possible termination of employment) as well as possible civil and/or criminal liability. This policy is not intended to limit arbitrarily the ways in which you can use the system(s), but to ensure compliance with the legal responsibilities of the school and employee, to safeguard the reputation of the school, and to ensure the safety of all users. Please respect these guidelines, many of which are in place for your protection.

The Employee AUP complements the E-Safety/Online Safety Policy. **Please ensure you have read and comply with guidance in the E-Safety Policy.**

This Acceptable Use Policy is intended to ensure that:

- Employees and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- School systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Employees are protected from potential risk in their use of technology in their everyday work.
- To ensure employees will do their utmost to protect and educate the pupils in the academy.

USE OF SOCIAL MEDIA

The expectations regarding safe and responsible use of social media applies to all employees. The term social media may include (but is not limited to): blogs, wikis, social networking sites, forums, bulletin boards, online gaming, apps, video/photo sharing sites, chatrooms and instant messenger. All ALP employees engaging in social media are expected to do so in a positive, safe and responsible manner.

All employees are advised not to publish specific and detailed private opinions, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others. We will control learner and employee access to social media whilst using work provided devices and systems on site. The use of social media during working hours for personal use is not permitted. Inappropriate or excessive use of social media during working hours or whilst using work devices may result in disciplinary or legal action and/or removal of internet facilities.

Concerns regarding the online conduct of any employees on social media should be reported to the Designated Safeguarding Leads and will be managed in line with the relevant policies and procedures.

EMPLOYEE PERSONAL USE OF SOCIAL MEDIA

The safe and responsible use of social networking, social media and personal publishing sites will be discussed with all employees as part of employee induction and will be revisited and communicated via regular employee training opportunities.

All employees are advised to safeguard themselves and their privacy when using social media sites. Advice will be provided to employees via employee training and by sharing appropriate guidance and resources on a regular basis.

Full details are outlined in the Trust's Online Safety Policy.



Induction Information

The Induction Process

The Induction Process is designed to allow you to make the best possible start to your role within the ALP Trust and family of schools. Employees joining ALP in a first role within the Trust will be offered an induction process at Trust and school level; colleagues who have previously been through Trust induction will be offered a partial induction process at school level, the aim of which is to allow employees to become familiar with health and safety, safeguarding and other requirements within a new school.

TRUST INDUCTION

Trust induction is an opportunity to learn about the wider work and impact of ALP, our shared values and Trust-wide policies and working practices; and to meet colleagues including School Support, School Improvement and Children's Services teams.

SCHOOL INDUCTION

When arriving on site, you will be asked to register your presence in school, and to complete or to provide proof of confirmation for the basic safeguarding checks required if you have not already done so. New employees will be met by their Line Manager. The Line Manager is responsible for ensuring that the induction checklist has been fulfilled. New employees should previously have been introduced to their Line Manager if this was not part of the interview process.

It is the Line Manager's responsibility to provide a tour of the site, including emergency protocols, parking availability and arrangements for registration of presence on site. Site-specific information is available for Line Managers where helpful.

Line Managers should be the first point of contact for any queries or questions.

The induction programme will include:

- An induction timetable including a diary of induction meetings/briefings;
- An induction checklist of the policies, procedures, employee protocols, including dress code, and training to be covered;
- A site map with emergency exits and entrances clearly marked;
- A copy of the Induction and Information handbook;
- Links to key policies including the Safeguarding, Health and Safety, Data Protection and Code of Conduct;

- Details of work shadowing and other training to be provided;
- Details of any probationary arrangements where appropriate;
- Details of the team, department, school and Trust structures as appropriate to the role; and
- Access to ICT equipment and systems.

It is the Line Manager's responsibility to discuss other areas that may impact on you during your employment, including training needs, performance management and other opportunities that may arise. It is the Line Manager's responsibility to ensure your induction process is further adapted to your needs, is appropriate to your level of responsibility and previous experience, and to provide additional support where required.

THE PROBATION PROCESS

Where applicable, ALP contracts include a probationary period of up to six months. The purpose of the probationary period is to provide regular review of your integration into your new role, and to allow training and additional support to be given where required.

Completion of the probationary period for support employees is based on a satisfactory report having been received from the Line Manager and for the Trust to be satisfied that you have demonstrated the level of capability for, and commitment to your role that could reasonably be expected in the appointed position.

PERFORMANCE MANAGEMENT AND APPRAISAL

Performance management and appraisal processes are managed as part of the Trust's **Teachers Performance Management and Support Staff Performance Management Policies**.

Performance management and appraisal cycles are based on the setting of clear, reasonable objectives appropriate to your role, and set before or as soon as is practicable after, the start of your employment.

Recommendation for pay progression will be made where appropriate, by the line manager subject to the maximum of your pay range or grade, in accordance with the Trust's Pay Policy. Teachers looking to progress to and through the upper pay range should refer to the Pay Policy.

Capability procedures are applied only where serious concerns have been identified that the performance management process has been unable to remediate. These are managed as part of the Trust's **Teacher Capability and Support Staff Capability policies**.

TRUST GRIEVANCE POLICY AND PROCEDURES

The Trust Grievance Policy and Procedures are the mechanism for resolution of concerns raised by employees. Any employee of ALP may register a grievance under the Grievance Policy.

The grievance process is designed to allow the employer to be held to account, including for decisions made by employees in their capacity as a manager within the organisation. Issues that may lead to registration of grievances include treatment at work, concerns regarding health and safety within the organisation and discrimination.

Grievance processes should not be used to resolve interpersonal challenges with colleagues, or to unreasonably delay or undermine disciplinary or capability processes, or to challenge requirements that would be part of ordinary expectations within the workplace. Where colleagues experience interpersonal difficulties or are otherwise unable to fulfil standard expectations within their role, they are required to report to their Line Manager as the first point of contact, to use their best endeavours to resolve the situation and to accept reasonable offers made in resolution including the offer of mediation.

Use of the Grievance Policy with the intention to cause worry, upset, annoyance or embarrassment to individual colleagues is not appropriate, and may result in use of the Grievance Policy being determined as vexatious.

While ALP seeks to be a positive and supportive employer, the Trust reserves the right to respond appropriately to complaints or grievances which may reasonably be determined to be vexatious in nature.

EXIT PROCESS

Employees who have submitted notice to ALP are expected to positively comply with expectations for 'the exiting process', the process by which the contribution of a departing employee is celebrated and the continuance of their work assured.

This includes:

- Returning all equipment and Trust assets to a Line Manager;
- Identifying additional responsibilities carrying access to information, so that access can be suspended when legally appropriate to do so;
- Helping to hand over work including current projects;
- Supporting the recruitment and training of additional employees; and
- Engaging with exit interviews and other processes designed to promote the continuous improvement of services.

EMPLOYEE DEVELOPMENT

The Trust prioritises providing professional learning and development opportunities for all employees. It strives to offer high-quality local, regional and national training, as well as custom-tailored training created specifically for our employees.

The continuous learning and development of employees adheres to the DfE's Standard for professional development.

This standard highlights key aspects such as:

- Focusing on improving and evaluating pupil outcomes;
- Grounding in strong evidence and expertise;
- Encouraging collaboration and expert challenge;
- Extending over a significant period.

Every employee has the opportunity to engage in training that meets their individual needs.

Information on training and professional development relevant to your role will be given as part of the induction process.



ALP INSTITUTE OF TEACHING, LEADERSHIP AND RESEARCH

The ALP Institute of Teaching, Leadership and Research is a central hub for professional development across all roles within the Trust. It offers high-quality training, coaching and research opportunities for teachers, support staff, and leaders at every level. The Institute promotes a culture of collaboration, innovation and continuous learning, helping staff to develop the skills, knowledge and confidence needed to excel in their roles. Working in partnership with universities, research organisations and sector experts, the Institute ensures access to the latest evidence-informed practice that drives improvement and supports career progression across the Trust.



ALP Institute Website

CAREER PATHWAYS

We are committed to supporting the professional growth of all employees, whether working in our schools or in central support roles. Clear and accessible career pathways are in place to help individuals develop their skills, take on new challenges and progress in their careers. We recognise the value of every role and actively support progression, whether within teaching, support services, administration, leadership, or specialist areas. Our aim is to ensure that every employee feels valued, supported and equipped to achieve their full potential within the Trust.

INTERNAL COMMUNICATION

Internal communication supports a healthy organisational culture at ALP, it drives employee engagement, and ensures that everyone is working toward the same goals. We believe effective internal communication leads to increased productivity, employee satisfaction, and overall business success, as clear and open communication channels help build trust and engagement and ensures employees feel valued and connected to the organisation.

All of our internal communications allow for feedback, enabling employees to voice their concerns, offer suggestions and report issues. This feedback loop is critical for continuous improvement.





Employment Information

Employment Information

TERMS OF EMPLOYMENT

All offers of employment are subject to the Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of relevant qualifications specific to the role and successful completion of a 6 month probationary period. Where employees are employed on an apprenticeship contract there is a 6 month probationary period, with a interim review at 3 months.

EQUALITY AND DIVERSITY

The Trust is opposed to all forms of discrimination and committed to ensuring all children, applicants and employees are respected and treated fairly at all times. The Trust ensures the services it provides are accessible and beneficial to every employee.

As part of the ongoing commitment in ensuring equality and diversity across the Trust, all employees will be expected to complete an online Equality and Diversity training session, details of which will be provided to employees by the Trust or their individual academy.

EXPECTATIONS AND STANDARDS OF CONDUCT

It is the expectation of ALP that all employees will conduct themselves in a manner commensurate with the highest standards in order to maintain public trust and confidence and be beyond reproach in the performance of their duties. Employees are expected to behave in a fair, courteous and supportive manner to colleagues within the schools and the wider Trust, and to operate within their policies and procedures. Physical violence, verbal abuse and swearing are unacceptable and will not be tolerated.

All employees are expected to maintain this general conduct. If an offence in law is committed outside of working time and the offence is one that could damage public confidence or have a direct effect on their work, the employee may be subject to formal procedures. It is an expectation that employees will declare all information relevant to the Trust or to their contract of employment. It is the employee's responsibility to understand relevant disclosure rules, or to seek further guidance where required.

Employees must have proper and professional regard for the ethos, policies and practices of the Trust and maintain high standards in their own conduct, performance, attendance and punctuality. Employees

should ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law or breach the policies and procedures of the Trust, and always show respect for the rights of others.

Teachers must have an understanding of, and always act within, the statutory frameworks which sets out their professional duties and responsibilities. The conduct of all teachers must always be in line with the Teachers' Standards and, where appropriate, the leadership requirements. Where employees are members of professional bodies, they must also comply with any standards of conduct which are set by that body.

WHISTLEBLOWING

Advance Learning Partnership are committed to running the Trust with honesty and integrity, and expect all employees to maintain high standards. However, all schools face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential in order to prevent such situations occurring and to address them when they do occur.

Where the concerns are of suspected wrongdoing, malpractice, or dangers in relation to the school's activities concerning matters of public interest, employees should refer to the **Confidential Reporting (Whistleblowing) Policy**. Matters of a personal or more general concern are covered by the **Trust Grievance Policy**.

DRESS CODE

Education is a formal and professional vocation. A dress code should reflect this and it is important that ALP employees project a professional image to pupils, parents and other stakeholders. The dress code reflects the high expectations of the academy and Trust in terms of teaching and learning, behaviour and pupil uniform. It is recognised that employees within the Trust and schools perform a variety of different roles and the dress code takes this into account.

Employees will provide a professional appearance in order:

- to convey a sense of professionalism to pupils, parents and employees and to build organisational identity;
- for reasons of health and safety; and
- to ensure site employees, catering employees, technicians, lunchtime supervisors and cleaning employees are easily identifiable to pupils, parents and employees and to provide legitimacy.

Clothing for all office employees must be appropriate professional attire, not casual wear. Any employee who requires a reasonable adjustment to be made to this dress code for reasons of disability or requires adjustments on other grounds protected by the Equality Act 2010 should contact their Line Manager. ALP will review and grant requests for adjustments on a case-by-case basis.

LEAVE OF ABSENCE

Decisions on leave of absence are an operational matter, and are made in accordance with policy requirements; however, the Trust recognises that it may not always be appropriate to prescribe rigid rules in respect of leave of absence, particularly in respect of requests received on compassionate grounds.

Where possible, it is expected that you will arrange leave of absence during school holiday periods. There is no provision for an annual leave entitlement for teachers, and we should therefore not normally receive any requests from teachers to take a holiday within term-time.

Leave of Absence requests should be recorded on iTrent in advance of the date of intended absence. For more details please refer to the Leave of Absence Policy. The Executive Team/Headteacher may use discretion in exceptional circumstances.

ANNUAL LEAVE

Any support employees appointed on a 52 week contract of employment are entitled to take annual leave. Requests for annual leave are submitted to your line manager via your Employee Self-Service portal. You will be given information on how to access the portal as part of your induction. Details of your holiday allowance will be discussed as part of your induction.

ABSENCE PROCEDURES

If you are taken ill or injured while at work you should report this to your Line Manager. If applicable, permission to leave work will be granted by the most senior leader within the establishment.

If you cannot attend work you should normally telephone the school office/HR no later than 7.30am on the day you would normally be expected to start work. This time may differ across schools and will be confirmed as part of your induction. Once returned to work, you must inform your designated site leader.

In exceptional circumstances where you are medically unfit to make the call, you should arrange for someone to make this call on your behalf.

The following details should be provided:

- The nature of your illness or injury;
- The expected length of your absence from work;
- Contact details;
- Any outstanding or urgent work that requires attention.

For more details please refer to the Sickness Absence Policy.

RETURNING TO WORK

Return-to-Work Interviews are recorded within the Return-to-Work Form. This should be an opportunity for your Line Manager to check you are well, look at any adjustments required and give an update on the team/role. For a long term absence, this will be managed by the Executive Team/Headteacher and HR.

ATTENDANCE MANAGEMENT

Advance Learning Partnership retains the right to manage attendance in line with its Sickness Absence Policy. This Policy provides a framework for recording and managing absence, supporting a positive and proactive approach that enables early identification of issues and helps to reduce the impact and cost of absence.

EMPLOYEE SELF-SERVICE – iTRENT

On commencing employment with the Trust you will receive a welcome email from the HR Team. Within this you will be provided with details on how to access your Employee Self-Service area. This system allows you to access your payslips, personal information, book annual leave (if applicable) and request advance absences.

Should you have any questions relating to logging onto iTrent, or if you experience any difficulties with the system, you can contact the HR team at alphr@alplearning.org.uk.

EMPLOYEE WELLBEING

Advance Learning Partnership is committed to maintaining its status as an employer of choice. We recognise that successful recruitment and retention depend on a strong support system that promotes staff wellbeing and empowers colleagues to make the most of a wide range of opportunities.

The employee wellbeing package is available to all employees.

Whenever feasible, the benefits are structured to be at no cost to the employees. In cases where a contribution from the employee is necessary, joining a specified benefit scheme is optional, and significant efforts have been made to minimise expenses. Employees will be informed of any fees required to access the benefits where relevant.

Advance Learning Partnership offers employees:

- Sector competitive pay;
- Defined benefit pensions;
- Opportunities for pay progression and recognition of additional responsibilities;
- Annual cost of living adjustment.

BENEFITS

Advance Learning Partnership offers a fully inclusive, personalised suite of benefits, designed to enhance the quality of our employee experience. This comprehensive range of benefits is a key strategy in our recruitment and retention efforts, contributing to our status as an employer of choice. By offering these tailored benefits, we ensure that our employees feel valued and supported, which is central to maintaining a committed and satisfied workforce.



Employee Benefits





Administrative Information

Head Office Information

OPERATING HOURS

The Trust Head Office is located within Whitworth Park Academy and opens at 7.00am each morning and closes at 6.00pm on Monday; 7.00pm on Tuesday, Wednesday and Thursday, and 5.30pm on Friday. Please ensure you exit the building before these times to allow the site team to secure the building.

Each schools' opening and closing times are different, please familiarise yourself with the opening and closing times applicable to your location.

SECURITY

Our Head Office premises team operate to the above times ensuring that there is at least one member of the team on site at all times. To support with site security whatever your location we ask that:

- All employees ensure their emergency contact details are up to date on iTrent.
- All employees sign in and out when entering and exiting the building, this includes during break or lunchtimes.
- All employees wear their badges at all times of the day.
- All employees keep their ID badge safe and secure and notify IT immediately if their badge is lost or stolen, to ensure this does not cause any breach in security.
- All visitors wear an identification badge.
- Visitors without an enhanced DBS must always be supervised by a member of staff employed by the Trust.

VISITORS TO SCHOOL

Employees will receive appropriate access, an ID badge and lanyard. Employees awaiting a DBS must follow the visitor's procedure below. When visiting other schools, employees should ensure they sign in and out and follow the school specific procedures.

You should ensure your visitors have reported to the main school reception. Visitors will be asked to show their DBS certificate and any formal identification/photo ID. Regular visitors will be asked for permission to store their DBS details on the Single Central Record within the school.

Employees and visitors should always display their ID badge/visitor badge clearly. Green lanyards are used where visitor DBS details have been checked and red lanyards are used where DBS information has not been provided.

Visitors without DBS should be accompanied at all times and remain in the area of school they are visiting. Employees should accompany visitors to sign out at the school reception and return the lanyard.

SCHOOL DINING

Employees may wish to use school dining facilities. **Please speak to the school office to discuss dining arrangements and to be added to the payment/biometric system.**

CAR PARKING

Visitor parking is available at the Trust Head Office and is clearly signposted upon entry to the school site. Designated parking bays for ALP employees are also located on-site and clearly marked. The site also has 6 Electric Vehicle charging bays which are available for employee use (charges apply). The speed limit is 5mph across all our school sites.

IT Administration

ACCOUNT SETUP

All employees are provided with individual login credentials. Passwords must meet the requirements set out in the Trust's Password Policy and must not be shared under any circumstances. Two-factor authentication is also in place to enhance security.

EMAIL

The Trust uses Microsoft Outlook for email communication, which can be accessed via the web-based version in Microsoft 365 or through the desktop application. Work email accounts must be used solely for professional purposes.

IT SUPPORT

If you require IT support, this needs to be logged as a support ticket on iAM Compliant.

As part of your induction, it is essential to complete several key documents and read policies that relate to **online safety, cyber security and data protection**. These documents are mandatory for all employees to ensure a comprehensive understanding and adherence to our protocols in these critical areas. The completion of these documents is integral to your induction process and plays a vital role in maintaining the safety and security standards of our organisation.

IT TRAINING COURSES

- Annual Certificate in Data Protection & GDPR for Employee for Secondary Schools and Academies



Data Protection & GDPR

- Certificate in Display Screen Equipment for Secondary Schools and Academies



Display Screen & Equipment

ISSUES LOGGING

If you notice anything that is broken, a hazard or something that doesn't quite look how it should please report it using our ticketing system 'iAM Compliant'. This will bring the issue to the attention of one of our team (including site, IT and estates teams) to ensure it can be prioritised and dealt with effectively.

Please also use this system for reporting and requesting support from the site/IT teams around events such as open evenings, assemblies or drop-down days. This can be logged in advance to help planning.



iAM Compliant

Financial Procedures

QUERIES & SUPPORT

If you have any finance-related queries, system issues, or support requests, please log a ticket via iAM Compliant. This ensures your request is directed to the appropriate team member and can be resolved efficiently.

ORDERING

All orders must be placed using the Trust's financial system. The process is as follows:

- The order is submitted and routed to the relevant budget holder for approval.
- Once approved, the Central Services Team sends the order to the supplier.
- Invoices will not be paid unless a purchase order has been generated prior to the purchase.

This is a key financial control to ensure compliance with our internal procedures and audit requirements.

STAFF EXPENSES

Staff expense claims should only be submitted when no alternative purchasing route is available. Please note the following:

- Claims for Amazon purchases or those from overseas companies will not be approved.
- The supplier must already be registered on the Trust's finance system.
- If you encounter any issues, please raise a query via iAM Compliant **before** making a purchase.
- All expense claim forms must be signed by the claimant and accompanied by a valid VAT receipt for the items purchased.

Approved employee expenses are reimbursed weekly via BACS.

PROCUREMENT

Our commitment to financial sustainability is reflected in a robust procurement strategy that:

- Aligns with the Trust's strategic and educational goals;
- Utilises collective purchasing power to deliver value for money;
- Prioritises ethical and socially responsible procurement;
- Complies with the Trust's Financial Regulations and broader public procurement legislation.

All contracts and service level agreements (SLAs) must:

- Be approved in line with the Trust's Scheme of Delegation;
- Be reviewed by the Procurement & Contracts Manager prior to signing.

This ensures all agreements meet compliance, quality and value expectations across the Trust.

MILEAGE CLAIMS

Mileage claims are processed by the Finance Team. Please ensure:

- Your vehicle is covered by business insurance.
- A VAT fuel receipt dated within 6 months of the journey is attached (required for VAT reclaim).

POLICY LINKS

Please find below a link to all policies relevant to this document.



iAM Compliant



IMP



Staff Expenses Claim Form



Mileage Claim Form



Policy Links

YOUR CHILD IS OUR CHILD

Advance Learning Partnership

Whitworth Lane, Spennymoor, Co. Durham, DL16 7LN

T: 0300 373 8600 E: alpadmin@alplearning.org.uk alplearning.org.uk

Kelvin Simpson

Chief Executive Officer

Claire Oates

Chief Operating & Financial Officer

Securing **Excellent Education** through **Collaboration**