



*Maple Medical
PRU*

*Staff Induction
Handbook
2023/24*

Introduction:

Maple is a 'Pupil Referral Unit' which serves the whole of the Doncaster area. All the pupils who attend the Centre have medical needs and/ or autism. The referral paths for Maple are;

SEND P&F Panel usually referred from CAMHS. This is for pupils with severe and enduring mental health disorders.

From medics for children who are too ill to attend mainstream but are not in hospital.

From SEND panel for children with ASD (Autistic Spectrum Disorder) and an EHCP.

Part of the service includes the hospital school at DRI. This includes the home tuition service.

Staff at Maple

Senior leadership team



Head teacher
Lois Cherrington



Deputy Head
Daniel Shires



Assistant Head
Jane Morgan

Teacher in Charge – Marie Walker (Teacher in Mulberry)

Business Manager – Ann-Marie Jones

Inclusion Manager – Josie Blacklock

SENCo – Gemma Langley (Teacher in Mulberry)

Teachers

Lynne Elliott (Maths)

Tina Metcalfe (Science)

Dawn Fuller (English)

Sharon Heath (Science)

Claire Riley (Hospital school)

Judith Owen (Hospital school)

Lisa Johnson (Mulberry)
Carl Ryde (ICT)
Louise Garner (ECT – Mulberry)
Beth Hampshire (Mulberry)

Teaching Assistants

Mark Powell
Lorraine Price
Suzanne Armistead
Lucy Smith
Justine Langan
Beth Lowe
Cathryn Richardson
Barbara Sharp
Carole Robertson
Jennie Watson – HLTA
Jane Scott
Lucy Metcalfe

Learning Mentor

Lisa Waddoups

Office Manager

Cat Hand

Receptionist

Julie O'Brien

Site Manager

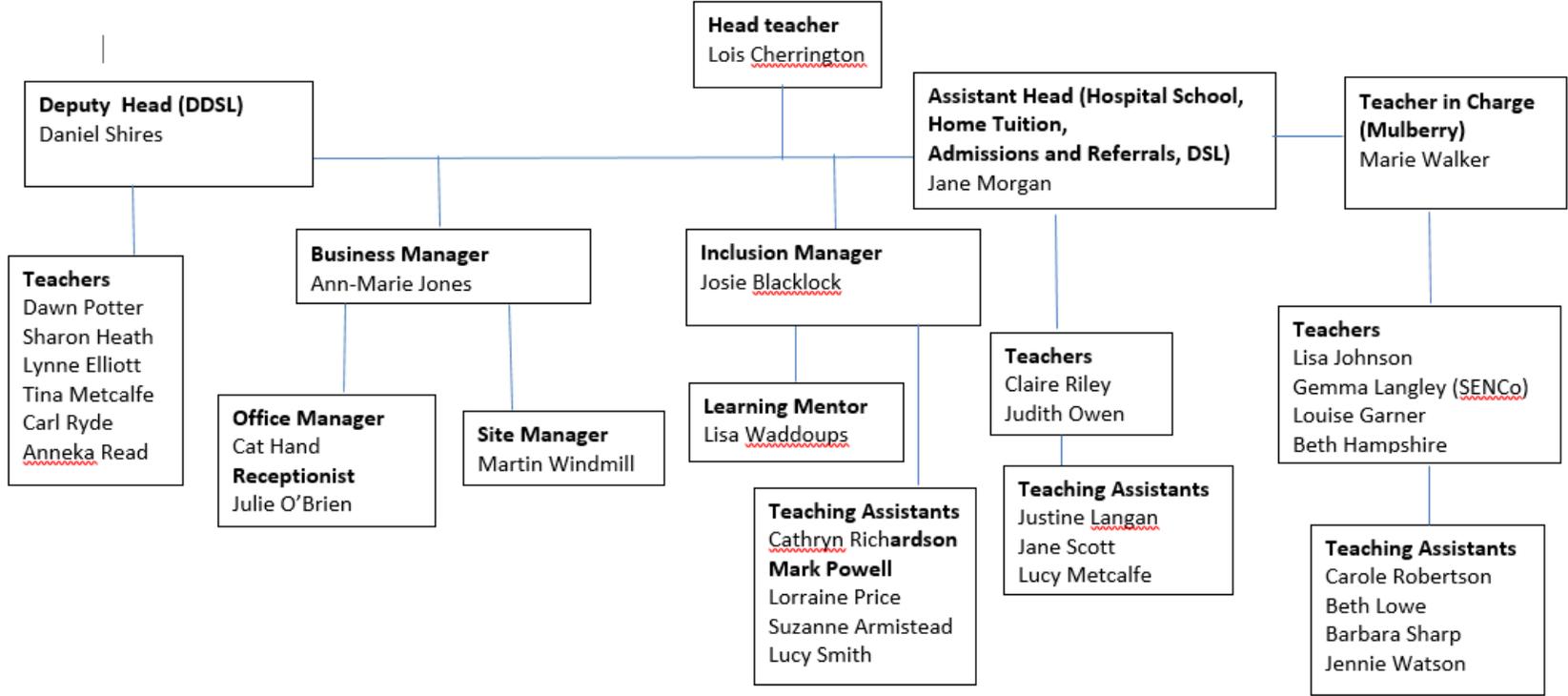
Martin Windmill

Management Committee :

The Centre has a management committee to which the Head is expected to report at least once every term. Currently members are:

Mike Gallafent	Community (Chair)
Dr Steph Ward	Community (Vice Chair)
Teresa Archibald	Community
Denise Holliday	Community
Lois Cherrington	Staff (Head teacher)
Zoe Ward	Parent
Jess Walker	Local Authority
Karen Joyce	Community
Ann-Marie Jones	Observer

Maple Medical PRU



Pupil Admission:

The reasons for referral to Maple Medical PRU are as follows;

- A pupil has been diagnosed with a severe and enduring mental health disorder
- A Pupil has a medical condition whereby they cannot attend mainstream school and may require home tuition or access to a small medical unit on the recommendation of their consultant.
- A pupil is in hospital
- A pupil has Autism with an EHCP

Capacity

Maple is funded for up to 58 fulltime equivalent pupils. The Hospital School caters for pupils in hospital and they are taught in the classroom or by the bedside (Reception to Yr11). Home tuition caters for pupils as requested by consultants for pupils unable to leave their homes for medical reasons (Reception to Yr. 11).

The School Day

KS3&4

Time	Activity
8:45am-9:00am	Registration/ Tutor time
9:00am-10:00am	Lesson 1
10:00am-11:00am	Lesson 2
11:00am-11:10am	Break
11:10am-12:10pm	Lesson 3
12:10pm-12:40pm	Lunch
12:40pm-12:50pm	Registration
12:50pm-1:50pm	Lesson 4
1:50pm-2:00pm	Break
2:00pm-3:00pm	Lesson 5



Mulberry Nurture Groups

Time	Activity
8:45am-9:00am	Registration
9:00am-9:45am	Morning tasks
9:45am-10:30am	Session 1
10:30am-11:00am	Break
11:00am-12:00pm	Session 2
12:00pm-12:45pm	Lunch
12:45pm-1:00pm	Independent reading time
1:00pm-1:40pm	Session 3
1:40pm-2:00pm	Choice time
2:00pm-3:00pm	Reflection, rewards and tidy up

Hospital School

Time	Activity
8:30am-9:00am	Hand over from the ward round
9:00am-10:15am	Lessons in class or on the ward
10:15am-10:30am	Break
10:30am-11:45am	Lessons in class or on the ward
11:45am-12:45pm	Lunch
12:45pm-2:45pm	Lessons in class or on the ward
2:45pm-3pm	Lesson write up

School rules

Staff – when leaving the premises ensure that you have signed in and out of the register, also make a member of staff aware of your absence.

Pupils are not allowed to leave the premises or go to the shops during lunch times or breaks.

Smoking, Drugs and Alcohol:

Pupils may NOT smoke (including e-cigarettes), carry /consume alcohol or carry/take drugs at any time on or around the premises.

Staff and Smoking:

Staff who may wish to smoke or vape in break times must go off the premises

Visitors and Smoking:

Visitors are not allowed to smoke or vape on the premises.

Drinks:

Pupils are provided with tea, coffee, juice and fruit during break times and water is available at all times

Absence:

If you are ill and unable to work, please notify one of the leadership team in one of the following ways:

Lois Cherrington (Head) –01302 572796

Daniel Shires (Deputy Head)– 01302 572796

Jane Morgan at Hospital School – 01302 642784

Ann-Marie Jones – 01302 572796

Sickness absence is to be reported up to 10am on the day of sickness, but preferably the evening before or in the morning between 7 am and 8am so that alternative cover can be arranged.

When you return to work you must fill in a self-certification form which is available from the admin team. If you are absent for more than one week, you will need a doctor's note.

Trigger points are 15 days or 5 occasions in a 12 month rolling period. This is reduced pro rata for part time staff.

Leave of Absence:

There may be other times when you need to be absent from work, such as the illness of your child or close family member who needs your care, or for a funeral for example. All permissible reasons are listed on the Leave of Absence policy, a copy of which is available from the business manager and it is also on the website. The business manager also holds leave of absence request forms which should be completed ASAP.

Absence for Medical / Dental Appointments:

All routine appointments with doctors and dentists, for example, should be made outside of working hours wherever possible. However, there may be occasions when an emergency appointment is needed and staff should discuss this with the Head and be agreed at the Head's discretion, should such a need arise. Leave of Absence request forms should be completed prior to this discussion and handed to the Head prior to the date of the request or immediately upon return to work in the case of urgent appointments. If a member of staff is on strong medication please inform us, a referral to Health & Wellbeing may be sought for advice and support.

Safeguarding

All staff are trained in child protection and there is a Maple Safeguarding policy which staff are expected to familiarise themselves with. Copies are available from the Heads Office and on the website.

Designated Safeguarding Lead (DSL) – Jane Morgan

Deputy Designated Safeguarding Leads (DDSL) – Daniel Shires, Lois Cherrington. Claire Riley and Josie Blacklock, Lisa Waddoups

All hospital school and appropriate other Maple staff have training in Moving and Handling.

Other related policies which are available on the website are;

- Physical Intervention
 - Drugs
 - SEND
 - First Aid
 - Anti-bullying
 - Behaviour
 - E-safety
 - Self-Harm
 - Disordered Eating
 - Suicide Prevention
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Reporting:

Reports are done every term with pupil's progress, targets and attendance. In the Hospital School, reports are produced for long stay/ recurrent pupils on the request of a consultant.

Equality and Diversity:

Equality of opportunity at Maple Medical PRU is based on the following core values:

The ethos of Maple supports the development of self-respect and self-esteem in all pupils, staff and the community it serves.

We place a high value on diversity and treat every member of the Maple community as an individual. In this respect, we aim to meet the needs of all, taking account of differences of gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. We have an Equal Opportunities and Inclusion policy that can be accessed via our website. We achieved the Inclusion Quality Mark in 2021.

Careers

Careers is delivered within the timetabled curriculum, across all years, alongside the PSHE curriculum. It is planned and delivered so that the curriculum is progressive, year on year, to provide students with the skills, knowledge and understanding to make informed careers decisions and to be able to manage their own careers as they go through adult life. Our focus is on the true development of knowledge and understanding, rather than solely conducting sessions that focus on CV writing, cover letter production as these are required less and less, as job applications move online and app based. Furthermore, we facilitate the students to undertake purposeful assessments to aid a careers interview, meaning that the discussions are purposeful and more likely to conclude with an aspirational yet realistic plan.

This approach was instigated in the 2022/23 academic year and will be developed over the subsequent years, as the service is evaluated on an ongoing basis and the formal evaluation is submitted to contribute to the production of the SEF (Self Evaluation Form).

Students engage with employers and training providers / post 16 providers through each year group, which exceeds the legislative expectation (January '23).

Each year one student is made the 'Careers Ambassador', who attends the careers meetings within school, sits on the student council and is able to answer questions that other students have, or signpost students to the relevant people to improve their understanding of careers and to remove any barriers.

In the 2023/24 academic year the next phase of development for careers will be instigated with essential skill development targets being set, tracked and acknowledged. With also wider curriculum areas raising careers awareness, where naturally possible.

If you have any further questions, then speak to the Careers Leader in the first instance.

Staff Induction Checklist – Fire and Emergencies

A tour of the building	
Fire warning system	
Emergency exits	
Fire assembly points	
Actions on discovery of fire	
Location of firefighting equipment	
Fire drill practice/ procedure	
A fire lecture in hospital (Hospital School staff only)	
Fire wardens and sweep areas	
Lockdown procedures	

Health and Safety

1st aid procedures and location of 1st aid equipment	
Accident and near miss reporting procedures	
Health and Safety Policy	
First aiders on site	

Safeguarding

Designated person named and contact given	
Deputy Designated persons/ contacts given	
Child protection training organised	
Prevent, FGM , Online Safety training organised	
Safeguarding induction handbook given	
Child protection policy given	
Team teach training organised (if applicable)	
Confidentiality policy	
Protocols on record keeping	
Procedures for reporting concerns	
'Keeping Children Safe in Education' (part 1)	
Information sharing	
Behaviour policy	

Acceptable use agreement	
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Other

Keys/ fobs where appropriate	
Location of toilets explained	
Email given	
Staff details form to fill in	
Travelling and subsistence explained	
Details of eating facilities	
Information about noticeboards	
Information about parking	
Form for ID badge	
Signing in and out system	
Privacy notice given/ GDPR	
Code of Conduct	



School Holidays 2023-2024

School Holidays	Starts	
First Day of School	4 Sep 2023 (Mon)	
Autumn Half Term Holidays	23 Oct 2023 (Mon)	30 Oct 2023 (Mon)
Christmas Holidays	25 Dec 2023 (Mon)	8 Jan 2024 (Mon)
Spring Half Term Holidays	12 Feb 2024 (Mon)	19 Feb 2024 (Mon)
Spring Holidays	29 Mar 2024 (Fri)	15 Apr 2024 (Mon)
Summer Half Term Holidays	27 May 2024 (Mon)	3 Jun 2024 (Mon)
Summer Holidays	24 Jul 2024 (Wed)	2 Sep 2024 (Mon)

School will also be closed on these days for training/ bank holiday;

Monday 4th September 2023

Tuesday 5th September 2023

Wednesday 6th September 2023

Monday 22nd July 2024 (Disaggregated)

Tuesday 23rd July 2024 (Disaggregated)

Device and technology acceptable use agreement for staff

Whilst our school promotes the use of technology or devices, and understands the positive effects they can have on enhancing pupils' learning and community engagement, we must also ensure that staff use technology and devices appropriately. Any misuse of technology and devices will not be taken lightly and will be reported to the headteacher in order for any necessary further action to be taken.

This agreement outlines staff members' responsibilities when using technology and devices, both school-owned and personal, and applies to all staff, volunteers, contractors and visitors.

Please read this agreement carefully, and sign at the bottom to show you agree to the terms outlined.

Data protection and cyber-security

I will:

- Use technology and devices, including the use and storage of personal data, in line with data protection legislation, including the Data Protection Act 2018 and UK GDPR.
- Follow the school's Data Protection Policy and any other relevant school policies and procedures.

I will not:

- Attempt to bypass any filtering, monitoring and security systems.
- Share school-related password with pupils, staff, parents or others unless permission has been given for me to do so.

Using technology in school

I will:

- Follow the E-Safety Policy.
- Only use ICT systems which I have been permitted to use.
- Ensure I obtain permission prior to accessing materials from unapproved sources.
- Only use the internet for personal use outside of lesson times.
- Only use recommended removable media and keep this securely stored.

I will not:

- Install any software onto school ICT systems unless instructed to do so by the headteacher or ICT technician.
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- Search for, view, download, upload or transmit any inappropriate material when using the internet.

Emails

I will:

- Only use the approved email accounts that have been provided to me when sending communications regarding school business.
- Ensure any personal information that is being sent via email is only sent to the relevant people and is appropriately protected.

I will not:

- Use personal emails to send and/or receive school-related personal data or information, including sensitive information.
- Use personal email accounts to contact pupils or parents.

School-owned devices

I will:

- Only use school-owned devices for the purpose of carrying out my school responsibilities.
 - Only access websites and apps that have been approved by the headteacher.
 - Understand that the usage of my school-owned devices will be monitored.
 - Keep my school-owned devices with me or within my sight at all times.
 - Transport school-owned devices safely.
 - Provide suitable care for my school-owned devices at all times.
 - Only communicate with pupils and parents on school-owned devices using appropriate channels.
 - Ensure I install and update security software on school-owned devices as directed by the ICT technician.
 - Seek permission from the headteacher before using a school-owned device to take and store photographs or videos of pupils, parents, staff and visitors.
 - Immediately report any damage or loss of my school-owned devices to the Head teacher.
 - Immediately report any security issues, such as downloading a virus, to the ICT technician.
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- Understand that I am expected to pay an excess for any repair or replacements costs where the device was damaged or lost as a result of my own negligence.
- Make arrangements to return school-owned devices to the ICT technician upon the end of my employment at the school.

I will not:

- Not permit any other individual to use my school-owned devices without my supervision, unless otherwise agreed by the headteacher.
- Install any software onto school-owned devices unless instructed to do so by the headteacher or ICT technician.
- Use school-owned devices to send inappropriate messages, images, videos or other content.
- Use school-owned devices to view, store, download or share any inappropriate, harmful or illegal content.
- Use school-owned devices to access personal social media accounts.

Personal devices

I will:

- Only use personal devices outside lesson times.
- Ensure personal devices are either switched off or set to silent mode during school hours.
- Only make or receive calls in specific areas, e.g. the staff room.
- Store personal devices appropriately during school hours, e.g. a lockable cupboard in the classroom.
- Understand that I am liable for any loss, theft or damage to my personal devices.

I will not:

- Use personal devices to communicate with pupils or parents.
- Access the school's WiFi using a personal device unless permission to do so has been granted by the headteacher or ICT technician.
- Use personal devices to take photographs or videos of pupils or staff.
- Store any school-related information on personal devices unless permission to do so has been given by the headteacher.

Social media and online professionalism

I will:

- Follow the school's Social Media Policy.
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- Understand that I am representing the school and behave appropriately when posting on school social media accounts.
- Ensure I apply necessary privacy settings to social media accounts.

I will not:

- Communicate with pupils or parents over personal social media accounts.
- Accept ‘friend’ or ‘follow’ requests from any pupils or parents over personal social media accounts.
- Post any comments or posts about the school on any social media platforms or other online platforms which may affect the school’s reputation.
- Post any defamatory, objectionable, copyright-infringing or private material, including images and videos of pupils, staff or parents, on any online website.
- Post or upload any images and videos of pupils, staff or parents on any online website without consent from the individuals in the images or videos.
- Give my home address, phone number, mobile number, social networking details or email addresses to pupils or parents – any contact with parents will be done through authorised school contact channels.

Working from home

I will:

- Ensure I obtain permission from the headteacher and DPO before any personal data is transferred from a school-owned device to a personal device.
- Ensure any data transferred from a school-owned device to a personal device is encrypted or pseudonymised.
- Ensure any sensitive personal data is not transferred to a personal device unless completely necessary – and, when doing so, that it is encrypted.
- Ensure my personal device has been assessed for security by the DPO and ICT technician before it is used for home.
- Ensure no unauthorised persons, such as family members or friends, access any personal devices used for home working.

Training

I will:

- Participate in any relevant training offered to me, including cyber-security and online safety.
 - Allow the Head teacher and DPO to undertake regular audits to identify any areas of need I may have in relation to training.
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- Employ methods of good practice and act as a role model for pupils when using the internet and other digital devices.
- Deliver any training to pupils as required.

Reporting misuse

I will:

- Report any misuse by pupils or staff members breaching the procedures outlined in this agreement to the headteacher.
- Understand that my use of the internet will be monitored by the ICT technician and recognise the consequences if I breach the terms of this agreement.
- Understand that the headteacher may decide to take disciplinary action against me, in accordance with the DMBC Disciplinary Policy and Procedure, if I breach this agreement.

Agreement

I certify that I have read and understood this agreement, and ensure that I will abide by each principle.

Name	
Signature	
Date	

