



Carlton VC Church of England Primary School

Staff Handbook and Code of Conduct 2026-2027

'I am the vine, you are the branches; those that abide in me and I in them will bear much fruit' (John 15:5)

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Staff
Governors

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Part A – School Information and Procedures

Staff Roles

Headteacher: Mrs Jo Bevis (4 Days a Week)
Assistant Headteacher: Miss Jasmine Notaro (1 Day a Week)

Squirrels Class: Class Teacher: Miss Charlotte Bowyer
Nursery and YR – both continuous provision.

Hedgehogs Class: Teacher and SENDCO: Mrs Simmonds
Years 1 and 2 both continuous provision.

Woodpeckers Class: Teacher: Mrs Nicola Collier
Years 3 and 4

Owls Class: Assistant Headteacher: Miss Jasmine Notaro
Year 5 and 6

Teaching Assistants

Mrs Alison Birch (M-F 9-3:00)
Mrs Sarah Coxon (M-F 8:45 to 1pm)
Ms Tracey Edwards (M-F 8:45 to 1pm)
Mrs Laura Carpenter (M-F 8:45 to 3:45)
Mrs Oksana Chervonya (M-F 12 to 5:30)

Office Manager: Mrs. Lynne Pinfold (Mon – Fri 8.00-3.30pm)

Clerical assistant: Mrs. Estelle McConachie (Tues 8.30 -3:30pm; Mon, Wed, Thur, Fri 8:30 to 1pm)

Site Agent: Mr. Barrie Simpson (10 Hours)

Chair of Governors: Mrs Katherine Wilkinson

Governing body: The school is supported and challenged by a dedicated Governing Body consisting of nine members. Working closely with school leaders, the Governing Body provides strategic oversight, ensures accountability, and helps to shape the school's vision, values and continued development.

Chair of the PTFA: Mr Anthony Conway

Staff responsibilities

Senior Leadership Team

Headteacher and DDSL	Jo Bevis
Assistant Headteacher and DSL	Jasmine Notaro
SENCO and DDSL	Rachel Simmonds
Finance and Admin	Lynne Pinfold

Curriculum Teams

EYFS Team	Rachel Simmonds / Charlotte Bowyer (Shadow)
SENCO	Rachel Simmonds
Behaviour	SLT
Mentoring Induction Lead	Jo Bevis and Jasmine Notaro
School council and Pupil voice	Nicki Collier
English KS1 and KS2 Writing & Reading Early Reading/Phonics Phonics across the school EYFS Writing	English Team: Jasmine Notaro, Jo Bevis, Rachel Simmonds and Charlotte Bowyer (Shadow).
STEM – Science, Maths, Computing and DT	Jo Bevis, Jasmine Notaro and Rachel
MFL, RE, Art, Music, History and Geography	Jo Bevis, Jasmine Notaro, Rachel Simmonds, Nicki Collier and Charlotte Bowyer (Shadow).
PSHE, RSE, and PE	Jo Bevis, Jasmine Notaro, Rachel Simmonds
Wellbeing of staff and children	Alison Birch

School day

Before School Club from 8.00am

After School Club 3.30-5.30 pm (6pm by prior arrangement).

School gates will be opened at 8:45am.

School gates will be locked at 8:55am.

Playground Duty for first thing in the morning: -

Monday to Friday:

Headteacher or a member of SLT will be on the playground placed by the gate.

One staff member from each class, if possible, should be outside to meet and greet the children as they come onto the playground.

Children will take part in active activities outdoors until 8:55am (if raining active activities will take place in the Hall).

Nursery children can enter the school through the office or join in with active activities if they wish.

Registration 8:55 to 9:15am – attendance register plus lunch register must be completed by 9:15am.

Learning Time: Main class activities/lessons should start at 9:15am.

Assembly: Every day.

Monday: 3:10pm Mrs. Bevis – Value of the Week (Jo Bevis)

Tuesday: 3:10pm – Reverend Peter or Year 6 (Jasmine Notaro to lead – Jo Bevis prepare)

Wednesday: Collective Worship including Values or Music Assembly (Nicki Collier)

Thursday: 3:10pm – Connecting with Spirituality (Jo Bevis)

Friday: 3:10pm Celebration Assembly – Certificates to be ready for: Golden Book, Values, Dojo Certificates for individuals and Houses. (Jo Bevis)

Nursery – continuous provision will be directed by the EYFS teacher and the Nursery Lead. Healthy Snacks and Fruit to be eaten sitting down.

YN/YR-Y6 (10:45-11:00) Healthy Snacks and Fruit to be eaten sitting down in their classrooms (Eat and Read) before break.

12:00– 12:30 All children eat lunch together in the hall

12:30 -1:00 – All children out to play.

End of School: Gates open at 3:30 p.m. and will be manned by a member of SLT.

Squirrels children remain in classroom and handed to parents through EYFS Gate.

Hedgehogs and Woodpeckers children remain with their teacher in the playground until collected by parents.

Owls Children Year 5 and 6 - children may walk home alone **if the parent/carers permission form has been completed.**

Morning Break: The children are allowed to bring only **healthy** snacks for morning break.

Lunchtime Arrangements

Children in years R, 1 and 2 will have free school meals provided but, if preferred, can still bring a healthy packed lunch.

Children in years 3, 4, 5 and 6 can have a cooked school dinner (ordered and paid for by parents/carers on an app) or bring a healthy packed lunch.

If a child has forgotten his/her packed lunch staff are to let the office know and they will call home to find out what the parents would like us to do. If no reply a school meal will be ordered. Staff can also order the cooked school lunch via the caterer's app – see the office for details.

Wet Playtime

Break wet play: All children to go to the hall, with a book and read to either younger children or themselves. A stack of books should be taken to the hall. TAs on duty will go to the hall.

Lunch wet play: The children will go into 2 classrooms which will be determined on the day by Mrs Birch. Heads of Houses may choose which room to go in.

Health and safety

IN THE EVENT OF FIRE OR DURING A FIRE DRILL

Emergency Action Plan and site plan attached (Appendices A, B and C)

- **Woodpeckers:** will walk in an orderly fashion through Badger's Room and gather in the 'Woodpeckers Area' on the playground and will wait for their class teacher to call the register.
- **Hedgehogs:** will exit through the external classroom door, walk in an orderly fashion to the playground where they will gather at the 'Hedgehogs Area' and wait for their class teacher to call the register.
- **Owls:** will exit through classroom door, making way around back of The Haven towards playground. They must use the first set of steps up to the Forest Classroom to allow Hedgehogs to use the far steps. They will then gather in the 'Owls Area' and wait for their class teacher to call the register.
- **Squirrels:** will exit through the external doors leading to the Outdoor area and walk in an orderly fashion to the playground where they will gather in the 'Squirrels Area'. **Nursery Children** to gather with Squirrels in the outside area before proceeding to the Squirrels Area and wait for their class teacher to call the register.
- **TEACHERS IT IS YOUR RESPONSIBILITY TO CHECK YOUR CLASSROOM AND TOILETS TO MAKE SURE IT IS EMPTY BEFORE YOU LEAVE, CLOSING ALL DOORS AND WINDOWS BEHIND YOU. THIS MAY BE DELIGATED TO A TA THROUGH CLEAR INSTRUCTION.**

Non-teaching staff/Visitors will exit through the nearest available fire exit and gather in the playground by the bicycle shed.

Office Manager to check toilets, staff room, kitchen, committee room and hall.

Office Clerk to take registers, visitor's book, grab bag and keys for gates – outside. If no Clerk on duty then Office Manager to do this.

Office Clerk/Manager to hand registers to teachers.

When all staff and children are accounted for the teacher will **lift the register in the air** above their head. When all teachers have raised registers. Mrs Bevis will address all.

If children are working in different areas the adult supervising will lead them through the nearest exit and onto the playground to stand with their class.

LOCKDOWN

Staff will be contacted regarding a lockdown through the school Walkie-Talkie system. This system will be checked throughout the week at various.

In the event that the school needs to be locked down securely Please read Appendix B.

ILLNESS, ACCIDENTS AND INJURIES

Adults

If any adult is injured in the classroom or playground inform Office staff, asking for a qualified First Aider, (listed below). Record the incident in the Incident Book, which you will find in the Office.

Children

If a child is injured in the classroom or playground it should be dealt with by a qualified First Aider (see list below). All injuries should be recorded on CPOMs and a Dojo sent home to inform parents. **This is the responsibility of the member of staff who has dealt with the injury at first contact** to record incidents.

If a child is unwell and unable to stay at school – ask Office staff to contact parents or other named contact. ‘**Emergency Contact**’ folder in the Office.

Inhalers and other medical devices (EPI pens etc) are kept for the relevant children in the office cupboard in a marked medical bag. A copy of “Safer working practice for the protection of children and staff in education settings” can be found on the staff shared drive (google drive).

For injuries requiring admission to hospital, or ‘dangerous occurrences’ further reporting is needed – see RIDDOR

FIRST AIDERS

NAME	QUALIFICATION	EXPIRY DATE	NOTES
Mrs J Bevis	Paediatric First Aid	08/28	
Mrs S Coxon	Paediatric First Aid	04/27	
Miss J Notaro	Paediatric First Aid	04/27	
Mrs A Birch	Paediatric First Aid	09/28	
Miss C Bowyer	Paediatric First Aid	09/28	
Mrs R Simmonds	Paediatric First Aid	09/28	
Mrs O Chervona	Paediatric First Aid	09/28	
Mrs J Bevis	Poolside Resuscitation	04/27	
Miss J Notaro	Poolside Resuscitation	04/27	
Mrs N Collier	Poolside Resuscitation	04/27	
Mrs R Simmonds	Poolside Resuscitation	04/27	
Mrs E McConachie	Poolside Resuscitation	04/27	

Safeguarding

The safeguarding ethos in our school is led by a 'it could happen here' culture.

DESIGNATED SAFEGUARDING LEAD (DSL): Miss Jasmine Notaro

DEPUTY DSLs: Jo Bevis, Rachel Simmonds and Nicki Collier.

All staff are responsible for reporting incidents or concerns on the same day.

Safeguarding incidents or concerns should be added onto CPOMS as soon as possible. Each entry should not take longer than 10 minutes and should follow the A B C way of recording – A – What happened before, B the behaviour – C the consequence.

The DSL and DDSLs will read and comment on these and will come back to you to let you know they are dealing with it through the action function. It is all staffs responsibility to monitor actions and take necessary steps

Whistle blowing

Please make sure you know the whistle blowing procedure – the policy can be found in the file in the staff folder – in Current Policies.

Behaviour management

Our policy is based on the principles of mutual respect, self-control and proper regard for others. Our aim is to create a safe, happy and secure environment in which children learn consideration and respect for everyone.

In all of this, a strong emphasis is placed on fostering positive relationships between staff and pupils and on the co-operation and support of parents.

Be ready, Be respectful and Be safe is our strapline for behaviour showing the children that their behaviour is their choice. We reward behaviour which shows that a child is following 'The Carlton Way' and we use a stepped approach for sanctions.

All staff must read and sign to acknowledge that they have read and understood the behaviour policy and **must be consistent with the steps shown.** The behaviour policy and other relating documents are in the staff folder under Current Policies. If you need more support with this please see a member of SLT.

Part B - Staff Code of Conduct

Purpose

This Staff Code of Conduct sets out the standards of professional behaviour expected from all employees, volunteers, and contractors working within the school. All staff have a duty to act in a manner that upholds the values, reputation, and safeguarding responsibilities of the school at all times.

Professional Conduct and Behaviour

- Staff must conduct themselves professionally, respectfully, and responsibly at all times, both in the presence of pupils and when representing the school.
- All interactions with pupils, colleagues, parents, and outside agencies must be courteous and supportive.
- Staff must maintain appropriate professional boundaries with pupils both inside and outside of school.

Punctuality and Attendance

- Staff are expected to arrive **in school and fully ready to work** by their contractual **start time**.
- Entering the building **at** your start time is **not acceptable**; preparation must be completed before the working day begins.
- Staff must attend all required meetings, duties, and activities on time.
- Any absence must be reported by **telephoning** the Headteacher – Mrs Bevis or the Assistant Headteacher – Jasmine Notaro **by 7:30am on each morning of absence**. Texting or whatsapping **will not** be accepted as an appropriate form communicating absence. Failure to communicate appropriately could result in disciplinary action.

Absence

- Paid leave of absence of up to 3 working days in any 12 month rolling period must be granted for the purposes of attending to a sick spouse, partner, child, parent, a person who stands loco parentis to that member of staff, a person resident with the employee
- Paid leave of absence of up to 5 working days will be granted in the case of the death of: a spouse, partner, child, parent, sibling, parent/son/daughter-in-law, grandparent, a person who stands loco parentis to that member of staff, a person resident with the employee
- Absence for attendance at a funeral will be paid for a spouse, partner, child, parent, sibling, parent/son/daughter-in-law, grandparent, a person who stands loco parentis to that member of staff, a person resident with the employee. This is part of the 5 days paid absence. All other funerals will be unpaid and at the discretion of the headteacher and/or Governing Board.
- Absence for a wedding will be granted at the discretion of the Headteacher and/or Governing body.
- Compassionate leave – paid/unpaid. This is at the discretion of the Headteacher and/or Governors
- Special circumstances for paid leave – attendance at an award's ceremony e.g. graduation of a close family member, attendance at court as a witness

Illness

The school is required to monitor sickness absence of all employees and take appropriate action when a trigger point is met. The Sickness and Absence Policy for School Based Staff (BBC) recommends the following trigger points:

- Unacceptable patterns of absence (eg: regular Friday and/or Monday absences; repeated absences linked to holidays)
- 3 periods of absence in a rolling 3 month period.
- 8 or more working days in a 3 month rolling period.
- 4 periods in a rolling 6 months rolling period.
- 15 days or more working days absence in a 6 month rolling period.
- 5 periods or 20+ days absence in a rolling 12 months period.
- All long term absences (20 consecutive working days).

If trigger points are flagged up, you may be asked to attend an informal interview with the headteacher. Depending on the circumstances your headteacher may wish to make a referral to the Occupational Health Service. This is a supportive service and is important in assessing your individual healthcare needs in regard to the workplace and what needs to be done to improve your attendance at work or to assist you back to the workplace in the most appropriate way. Your Headteacher will advise you of the referral procedure and explain why a medical opinion is being obtained prior to any referral.

Medical Appointments

You are expected to arrange appointments for the doctor and dentist in your own time. Special leave for these purposes will only be granted in exceptional circumstances (such as cancer screening and appointments) and will be at the discretion of the Headteacher and or Governing body.

Flexibility and Deployment

- All staff must be open and willing to work **wherever and with whomever** they are required each day, as directed by school needs.
- Staff may be reassigned to different duties, groups, or individuals at short notice to ensure the smooth running of the school.
- Instructions from the Headteacher and Senior Leadership, must be followed promptly and professionally.
- If the the school has needs that require you to work in other areas of the school, you are expected to apply yourself readily and professionally.

Following School Policies

- All staff must work in accordance with the school's policies, procedures, and expectations at all times.
- It is the responsibility of each staff member to ensure they are familiar with current policies, including behaviour, safeguarding, health and safety, teaching and learning, and data protection etc. Not reading the policies is **not** an excuse as all policies are readily available.

Safeguarding and Child Protection

- Safeguarding is the highest priority and a shared responsibility.
- Staff must follow all safeguarding procedures without exception, including the reporting of concerns **immediately** using the school's designated safeguarding platform - CPOMS
- Staff are expected to use safeguarding systems competently and confidently.
- Concerns must be reported factually, promptly, and in line with statutory and school guidance. Keep it short but factually correct please do not add opinions.
- Staff must complete all safeguarding training and refreshers when required.

Confidentiality and Data Protection

- Staff must handle all personal, confidential, or sensitive information responsibly and in accordance with GDPR and school policy.
- It is essential that all staff keep confidential information within the school.
- When discussing children with parents, no other children must be named or spoken about.
- Staff members with children in school must not talk about other children to any parents.

Professional Relationships and Teamwork

- Staff must work cooperatively with colleagues and contribute positively to the wider team.
- Disagreements must be handled professionally and never in front of pupils.
- All staff are expected to contribute to a positive school culture and uphold high expectations.

Use of Technology and Social Media

- Personal mobile phones must not be used during working hours except in designated break times, unless you are a member of the Senior Leadership Team or have been directed by a member of this team to do so.
- SMART watches must not be used by staff unless mobile phones have no connection.
- Staff must not use personal devices for photographing, filming, or communicating with pupils, unless permission has been granted by the Headteacher – for example during residential trips. All photos must be deleted when returning to school and phone shown to the head teacher to evidence this.
- Social media use must not bring the school into disrepute.

Dress Code

Staff are all professional people, and it is expected that you all dress in accordance to how and who you are teaching/working with. Clothing must be appropriate, modest and suitable for working in an educational environment

Health, Safety, and Welfare

- Staff must follow all health and safety procedures and report hazards, concerns, or incidents immediately.
- Staff must be fit to perform their duties and should not attend work under the influence of alcohol or any substance that would impair judgement.
- Staff need to seek support from Senior Staff as soon as possible if they feel that their wellbeing is in a declining state.

Church of England school

As a proud Church of England school, our Christian vision and values are at the heart of everything we do. They shape our relationships, decision-making, teaching and the way we care for one another. We warmly welcome staff, pupils and families of all faiths and none; however, all staff are expected to actively support and uphold the Christian ethos of the school through their professionalism, conduct and interactions. This includes treating everyone with dignity, compassion, kindness and respect, supporting and participating in Collective Worship, promoting our Christian values in everyday practice, and serving as positive role models for our pupils. By embracing our shared vision, every member of staff contributes to creating a welcoming, inclusive environment where all members of our school community are encouraged to flourish academically, socially, emotionally and spiritually.

Commitment to Professional Development

- Staff must engage in ongoing training and CPD as directed by the school.
- All statutory training must be completed within required timeframes.

Breaches of the Code of Conduct

- Failure to comply with this Code of Conduct may result in disciplinary action in line with the school's disciplinary procedures.
- Serious breaches may constitute gross misconduct.

Acknowledgement

All staff are required to read, understand, and sign this Code of Conduct annually, see appendix D. Appendix D is to be signed and given to the office to be put inside your personnel file. It is each staff member's responsibility to ensure they uphold these standards every day.

Appendix A
CARLTON C of E PRIMARY SCHOOL

Fire: EVACUATION / EMERGENCY ACTION PLAN

Assembly Point

Playground

Action on discovery of fire

- Sound the alarm using the nearest fire alarm call point
- Leave the building by the nearest fire exit
- Do not re-enter the building
- Report to the assembly point on playground or grassy area next to drive
- Call the fire brigade by mobile phone (after leaving the building)
- Liaise with the fire brigade on their arrival
- Only attempt to tackle small fires if confident to do so
- Do not put yourself at risk

Action on hearing alarm

- Leave the building by the nearest exit
- A member of office staff to take grab bag, keys to gates, registers and contact numbers, outside
- A member of office staff to check toilets, staff room, kitchen, committee room and hall for children/adults.
- Do not re-enter the building
- Report to the assembly point
- Take registers and check everyone is present.
- Call the fire brigade by mobile phone (after leaving the building)
- Liaise with the fire brigade on their arrival
- Class teachers are responsible for the pupils in their class during any evacuation see 'Health and Safety' section in staff handbook.
- The office staff / headteacher are responsible for any signed-in visitors during evacuation

Visitors

- Ensure all visitors and contractors are taken to the assembly point
- Assist any disabled persons with their evacuation as necessary

Pupils

- If pupils are unable to return to the building, parents to be contacted by mobile phone
- Children to be taken on to field by staff until they are collected

Appendix B
CARLTON C of E PRIMARY SCHOOL

VISITOR INSTRUCTIONS IN THE EVENT OF A FIRE

ASSEMBLY POINT

PLAYGROUND

Squirrels huddle by the bike shed.

Hedgehogs huddle by the frog bin

Woodpeckers huddle by the PE Shed

Owls huddle by the tyres activity on the edge of the playground.

ACTION ON HEARING ALARM

On hearing the fire alarm (a long continuous bell) please follow the instructions of the class teacher.

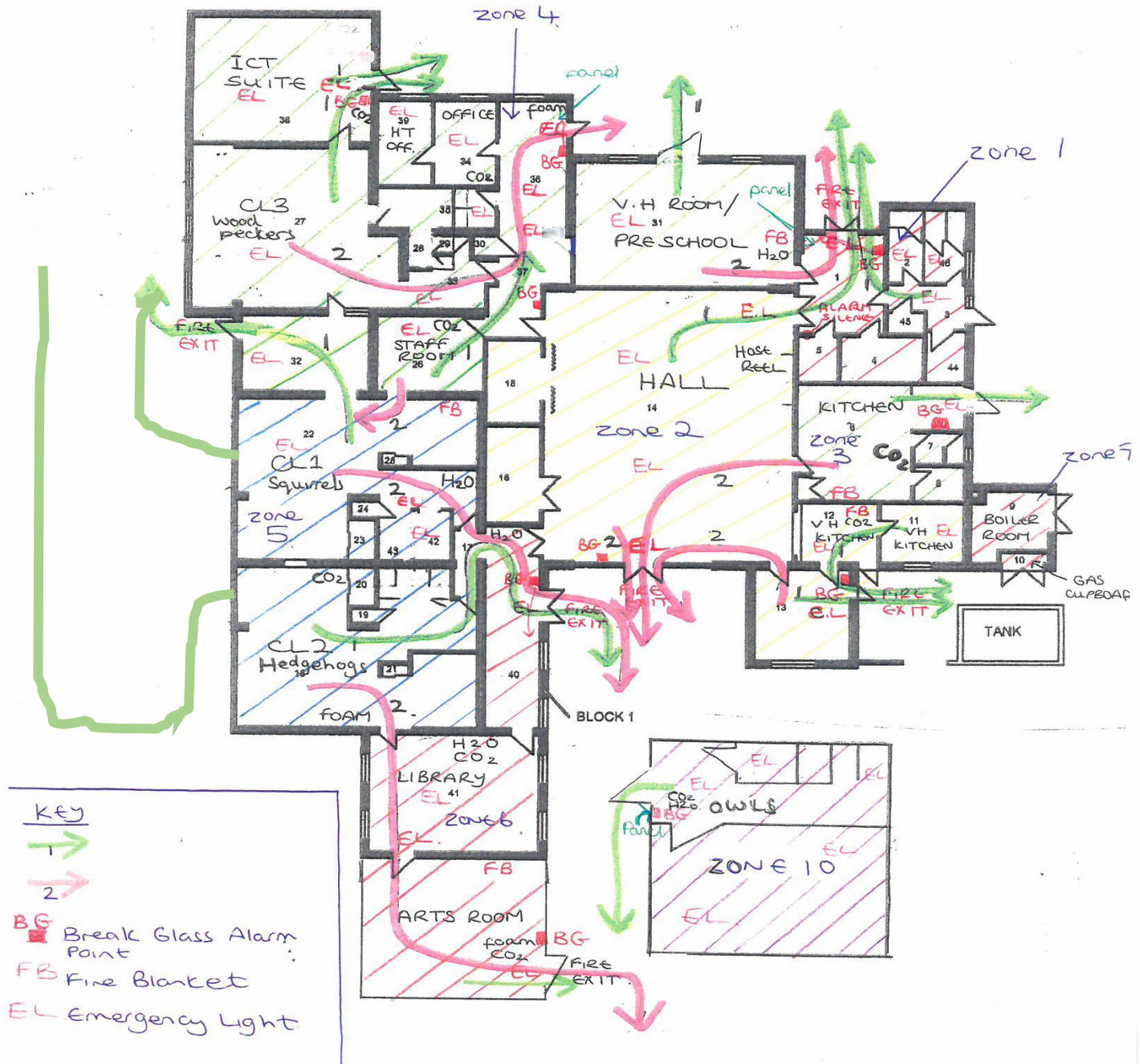
If you are working with a group of children in school, away from the class and you hear the fire alarm, please escort the children quietly and speedily in single file out of the nearest fire exit. Do not stop to pick up equipment.

You should assemble in the playground in the above huddles, teachers, TAs and visitors to wait with their class for the register to be called. It is essential that we can account for all children and adults on the premises.

CARLTON C of E PRIMARY SCHOOL

FIRE EXITS, EMERGENCY ROUTES, LOCATION OF FIRE FIGHTING EQUIPMENT

FIRE ASSEMBLY
POINT (PLAYGROUND)



Staff Handbook

*I _____
acknowledge that I have read and understood the contents of the Staff Handbook and the
Staff Code of Conduct.*

Signed _____

Date: _____