



ADVANCE
LEARNING
PARTNERSHIP

Multi Academy Trust

Trust Information and Induction Handbook

CONTENTS

Welcome	3	Administrative Information	20
Aim & Ethos	4	Head Office Information	21
About Us	5	Operating Hours	21
Trust Structure	6	Security	21
Governance	6	Security and Visitors to School	21
Executive Leadership Team	6	School Dining	21
Central Support	6	Car Parking	21
School Support	6	IT Administration	22
School Improvement	6	Account Setup	22
Children and Civic Services	6	Email	22
Central Service Provision	7	IT Support	22
Shared Responsibilities	8	IT Training Courses	22
Policies and Expectations	8	Issues Logging	22
Safeguarding	8	Financial Procedures	23
Health and Safety	9	Ordering	23
Manual Handling	9	Expenses	23
Working at Height	9	Mileage Claims	23
Fire Safety	9	Procurement	23
First Aid	9	Policy Links	23
Accident, Recording and Investigation	9		
Presence on site	9		
GDPR	10		
Acceptable Use	10		
Use of Social Media	11		
Employee Personal use of Social Media	11		
Induction Information	12		
The Induction Process	13		
Trust Induction	13		
School Induction	13		
The Probation Process	13		
Performance Management and Appraisal	14		
Trust Grievance Policy and Procedures	14		
Exit Process	14		
Employee Development	14		
Internal Communication	15		
Employment Information	16		
Terms of Employment	17		
Equality and Diversity	17		
Expectations and Standards of Conduct	17		
Whistleblowing	17		
Dress Code	18		
Leave of Absence	18		
Annual Leave	18		
Absence Procedures	18		
Returning to Work	18		
Attendance Management	18		
Employee Self-service – iTrent	19		
Employee Wellbeing	19		
Benefits	19		

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. Our ethos, 'Your child is our child', drives us to ensure every child receives an outstanding educational experience, just like we would want for our own children.

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

Advance Learning Partnership 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

Aim & Ethos

Advance Learning Partnership's priority is to ensure that every strategy and investment is focused on benefitting the individual child.

Our ethos of 'Your child is our child' permeates every aspect of the Trust and influences decision making at every level of our organisation. It is our expectation that the quality of educational experience every child receives at ALP is of equal quality to that which you would expect for your own child. The individual child is at the core of all we do and all we strive to achieve.

We equip our pupils with the values, skills and knowledge they require to succeed in the classroom and beyond. In doing so, we instil confidence so children can flourish both academically and personally. We recognise that academic and personal development are inextricably woven and of equal importance. This is reflected in our schools through the individual care and attention afforded to each child.

ALP is a forward thinking and outward facing Trust; we embrace technological advances and our practice is informed by research and evidence based practice. We are determined to ensure our pupils are equipped to meet the challenges of a rapidly changing world. We have high aspirations for all of our pupils and we encourage them to have high aspirations for themselves.

We equip
our pupils
with the **values,**
skills and
confidence
for success.



About Us

Advance Learning Partnership was established in 2017 and has grown to its current position spanning County Durham and Darlington, with many of our schools serving areas of high deprivation.

The Trust currently consists of 9 secondary and 9 primary schools and is responsible for over 8200 children and over 1200 employees.

Between 2017 and 2021 ALP grew by around one school per year. Trust growth accelerated in 2022 and we expect to maintain this expansion rate in line with the Government's strategy for the growth of 'strong Trusts'. The Trust's growth to its current position has been a deliberate and careful plan of organic growth, designed to ensure the provision of the necessary care and attention needed for each individual school's improvement as well as the management and development of an efficient and effective centralised support structure.

The Trust Board is determined to continue to strengthen and enhance our existing provision through the development of an inclusive educational provision which supports all educational sectors.

We are keen to continue our progression, building on our strong foundations. Schools seeking to join the ALP family of schools will be considered using the principles of growth set out in our 'Trust Growth Strategy'. ALP will continue to work alongside the Regional Director and the Department for Education to support the establishment of a cohesive educational landscape and strengthen the educational provision within the Northern Region.

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



Trust Charter



Prospectus



ALP Website



Our Schools

Trust Structure



Trust Leaders

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 operates as a fully centralised unit, encompassing a broad spectrum of services that include Finance, Governance, IT, HR, Data, Estates Management, Marketing, Catering, Health and Safety and Community Partnerships. This comprehensive and inclusive approach

guarantees bespoke and tailored support, provided by highly qualified professionals possessing in-depth expertise in their respective areas. Such a structure is instrumental in ensuring our schools receive robust support, allowing them to concentrate on delivering high-quality education. This is achieved by alleviating the burden of operational concerns, thereby enabling educators to focus primarily on their core teaching and learning responsibilities.

SCHOOL IMPROVEMENT

The School Improvement Team is dedicated to achieving high academic standards, continuous improvement, and innovative teaching methodologies for every child. The team focusses on four key areas: strategic leadership, educational excellence, learning environment, and research and development. The team's focus on research and development demonstrates its commitment to being at the forefront of educational practices, incorporating advancements in pedagogy, technology and methodologies. The team's objectives extend beyond academic achievements to encompass the happiness and sense of worth for each child. This embodies a comprehensive educational approach that values the emotional, social and personal growth of pupils. The School Improvement Team work for and with the individual schools. They are considered an extension of the individual schools' leadership teams, providing enhanced capacity and skills for the schools to use as required.

CHILDREN AND CIVIC SERVICES

The Children and Civic Services Team is committed to providing an exceptional educational experience that is both available and accessible to every child. This team consists of specialised leaders, including: a coordinator of Personal Development for all children; a Safeguarding leader focused on improving practices related to safeguarding, attendance and alternative education options for our pupils; and a leader in Special Educational Needs who is supported by a team of specialists who concentrate on addressing the essential needs of our pupils.

From a Civic perspective, the team have established local partnerships across both the public and private sectors that improve the prosperity and experiences of children and the communities that ALP serves.



Central Service Provision 2023-24

School Improvement				Children's Services			School Support		
Strategic Leadership		Educational Excellence		Access to Education			Specialist Support		
Growing Leaders	Ethos Expectations	Curriculum	Teaching & Learning	Enrichment	Wellbeing	Estates	Finance	HR	
						Health & Safety	Financial Services	Employee Services	
						Estates Management	Management Accounts		
						Catering	Procurement	Payroll	
Systems & Structures	Networks & Partnerships	Subject Support	Quality Assurance	Life Chances & Careers	Safeguarding	Community Partnerships	Policy & Compliance	Marketing & Publicity	
Learning Environment		Spotlights		Inclusion			Data	IT & Digital Technologies	Governance
Pastoral & Behaviour Support	Culture & Climate of Learning	Literacy	Personal Development	SEN Specialist Support	Alternative Education	Attendance			
		Early Years	SEN / Disadvantaged	Civic Engagement			People Support		
Accountability		Research & Development		Social	Economic	Cultural	Health & Wellbeing	Sustained Professional Development	Communities of Learning
Achievement & Outcomes	External Evaluations	Evidence Informed Practice	Research Community	Wellbeing	Leadership	Facilities & Environment	Career Opportunities	Enhanced Benefits Package	Employer of Choice
Your child is our child							INVESTORS IN PEOPLE We invest in people Platinum		

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, and professional standards and

protocols relevant to individual roles. These documents provide further guidance on the expectations from each role within the organisation.

All policies referred to in this Induction Guide, along with the Trust's suite of policies, can be found on our compliance system, **Every**.



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 your induction. 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** which is located on Every. Employees must ensure they have read and understood the Safeguarding Policy. Key policies and statutory documents will be issued to you at the Safeguarding update in September each year and you 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 Health and Safety at Work Act 1974 makes it the legal responsibility of the Trust and its employees to take reasonable care for the health, safety and welfare of themselves, other employees and all other persons who may be affected by their acts or omissions.

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

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 Manager.

MANUAL HANDLING

If you are required to move items or equipment, please ask for help or undertake the manual handling course to ensure you have the appropriate training to reduce the risk of injury.

WORKING AT HEIGHT

Unless you have undertaken a working at height training course, you must seek appropriate help to address anything you cannot do from the ground in a standing position. Please do not use ladders or working at height equipment without training.

FIRE SAFETY

The safe evacuation of everyone is our 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 go to the Fire Assembly Point. This is different in each building. You should familiarise yourself with the applicable **Emergency Evacuation Policy**.
- 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.

FIRST AID

Advance Learning Partnership will ensure that adequate arrangements are put 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.

The Health and Safety Policy and Handbook is available on Every.

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.

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 **GDPR (General Data Protection Regulations) Policy and Procedures** located on Every.

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) and set to auto lock if not used for five minutes. All storage media must be stored in an appropriately secure and safe environment that avoids physical risk, loss or electronic degradation. 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 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 **GDPR 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 Gavin Smith
safeguarding@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 DSL 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 **Appraisal and Performance Capability 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.

Recommended suitability for pay progression will be made where appropriate, by the appraiser 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.

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 where this would tend to, or is intended 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 member 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.



INTERNAL COMMUNICATION

Internal communication fosters 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 an interim review at 3 months.

For employees employed on apprenticeship contracts, successful completion of a 6 month probationary period, with a review at 3 months is expected.

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 we 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. Our 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 our schools perform a variety of different roles and our 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 member 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** which is held on Every. 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 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.

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 reserves the right to manage attendance in accordance with the **Attendance Management Policy**. The Attendance Management Policy is designed to support the recording and management of absence, underpinning a positive regime which allows problems to be identified at an early stage, and the costs and disruption of absence to be minimised.

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 hr@alplearning.org.uk.

EMPLOYEE WELLBEING

Advance Learning Partnership works to maintain the employer of choice status. We understand that achieving our goals in recruitment and retention hinges on providing a support system that fosters employee wellbeing and enables team members to take advantage of various 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;
- Performance related 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 significantly. 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

Head Office is located within Whitworth Park Academy and opens at 6.00am 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.

SECURITY AND 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 Head Office as soon as you enter the school site which is sign posted. ALP employees have allocated parking bays at Head Office which are also signposted. 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 receive their own logins and passwords. Passwords must comply with the **Password Policy** and must not be shared with anyone else.

EMAIL

The email system used is Microsoft Outlook. This can either be used through the web-based version in 365 or using the Microsoft Outlook desktop application.

IT SUPPORT

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

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 (2023-2024)



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 'Every Issues'. 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.



Every

Financial Procedures

ORDERING

All orders must be placed on the Trust financial system, **Hoge**. The financial system will send the order electronically to the relevant budget holder for approval. Once approved, orders will be sent to suppliers by the Central Services Team.

Explore instructional videos on order placement, supplier addition and more on Hoge under the 'Help' tab.



Hoge

PROCUREMENT

Our dedication to financial sustainability is evident in the meticulous execution of a comprehensive procurement plan, aligning resource allocation with the Trust's strategic objectives. Leveraging the Trust's collective purchasing power enables us to generate savings for individual academies whilst obtaining added value through collective procurement of supplies and services.



Trust Contracts Booklet

Should you have any finance related queries or if you experience any difficulties with the system, you can contact the Finance team finance@alplearning.org.uk.

POLICY LINKS

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



Policies and Procedures

EXPENSES

Please ensure you have discussed the expenditure with the budget holder before purchasing any items. The forms must be signed by the claimant and must be accompanied by a VAT receipt for the goods purchased. Employee expenses are paid weekly by BACS.

Please scan and send your claim form and receipt to finance@alplearning.org.uk.



Access Expenses Claim Form

MILEAGE CLAIMS

Mileage claim forms can be found on Firefly. Please ensure you have business insurance for your vehicle. Mileage claims should include a VAT fuel receipt dated within 6 months of the claim.

Please scan and send your claim form to finance@alplearning.org.uk.



Mileage Claim Form





Advance Learning Partnership

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

T: 0300 373 8600 **E:** aladmin@alplearning.org.uk alplearning.org.uk

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