

## NORTHUMBERLAND PUPIL REFERRAL UNIT

### Staff Induction

Name:

	Area	Date	Lead Person	Signed	Signed
1	General introduction/Welcome/Purpose of P.R.U. Tour of unit – classroom, toilets etc <b>P.R.U. Brochure given/received</b>		Headteacher		
2	Roles and responsibilities of all staff, introductions to all staff		Headteacher		
3	Child Protection Looked After Children (LAC) <b>Safeguarding Policy given/received</b>		Office Manager		
4	Confidentiality		Headteacher		
5	Support Systems		Headteacher		
6	Health and Safety at Work Responsibilities <b>E Safety Policy given/received</b>		Office Manager		
7	Daily Routines		Office Manager		
8	Office Systems		Office Manager		
9	Discipline and Good Order <b>Behaviour Management Policy given/received</b>		Headteacher		
10	Physical Intervention and Safe Care <b>Restraint Policy given/received</b>		Headteacher		
11	Policies		Office Manager		
12	Rewards and Sanctions System		Headteacher		
13	Monitoring and Assessment of Pupils		Rhondda Rowell		
14	Record Keeping Responsibilities		Office Manager		
15	County Systems for Staff and Policies for Employees Disciplinary procedures for Staff		Headteacher		

# **NORTHUMBERLAND PUPIL REFERRAL UNIT**

## **Notes for Induction**

### **1 Introduction and Purpose**

When set up - September 1998

Who for – pupils at risk of permanent exclusion, currently also for permanently excluded pupils

Purpose

Managed by – Tom Dexter Headteacher

Management Committee Role

Funding

Nature of Pupils

Issue P.R.U. brochure

### **2 Role and responsibilities of all Staff**

Expectations of all staff – courtesy, respect, professional self/team work

Responsibilities - Teaching staff – planning, preparation, delivery of lessons

Teaching and learning environment, whole school atmosphere

Discipline, noise level, body language

Responsibilities – Office Manager, HLTAs, Classroom Assistants

### **3 Child Protection and Looked After Children**

Designated Persons

Reporting Procedures

Vigilance and whole picture

What to do if concerned and what not to do

Issue Safeguarding Policy

### **4 Confidentiality**

Records

Talking about pupils and when not to

Professional expectations of all staff

Reporting of breaches of confidentiality

### **5 Support Systems**

Structure of support

Accessing support from County i.e. Welfare Officer

1:1 sessions with Line Managers

Daily de-brief – importance of effective communication

Communicating lesson objectives to support staff

### **6 Health and Safety at work**

Responsibilities

Adhering to procedures i.e. fire drill

Recording and reporting accidents and incidents

Issue Health & Safety Policy

## **7 Daily Routines**

Working hours

All staff working arrangements are set for the benefit of the service

Teachers – Teachers’ Pay and Conditions around the P.R.U. school day

Office Manager – 37 hrs: 8 30 am 4 30 pm Monday to Thursday, 8 30 am – 4 pm Friday

HLTAs – Full Time – 37 hrs: 8 30 am – 4 20 pm Monday to Thursday, 8 30 am – 3 50 pm Friday

20 mins for lunch

TAs – Full Time – as HLTAs

TAs – Part Time – as agreed to benefit the service

Team work – this must be part of the whole thing – all staff must be able to rely on each other

Rota for supervision on yard as shown on group timetable. If you are unable to meet your commitment, please ensure that SLT are made aware to allow them to arrange a substitute.

There should always be two members of staff on duty, no one member of staff should be left on their own.

## **8 Systems**

Office Manager to show all paperwork, location and purpose

## **9 Discipline and Good Order**

It is everyone’s responsibility – no demarcation between status of staff – all adults help all pupils to behave appropriately. Remain aware of atmosphere in unit and be open to the fact that sometimes for the good order a decision will be taken that is not for discussion in front of pupils – can talk about it later – just go with the flow and trust that management are acting with the bigger picture in mind. Please feel free to correct any staff misunderstanding of a situation – also apologise to pupils if you have got it wrong – must be fair to all.

## **10 Physical Intervention and Safe Care**

Issue County guidelines and P.R.U. policy – discuss body language, approach, tone of voice and the need to speak to pupils and visitors politely and respectfully. Be aware at all times of the mood/look of pupils, read files, and don’t antagonise pupils. Be the adult – don’t engage in arguments with pupils or back them into a corner. Never point fingers at anyone, be assertive not aggressive. Physical intervention is a very last resort, be clear when it is acceptable and work as part of a team with other staff. Always write up any incident, however trivial; it is easier to justify actions at a later date if you have followed procedures correctly. Do not be alone with a pupil, never touch them and do not allow them to touch you or be over familiar. Do not assume that a pupil will interpret your actions the way you intend them. Pass on anything you notice about a pupil and be open with colleagues and treat all pupils equally. Treat everyone with respect and only raise your voice if someone is in danger. Call for help in a calm manner.

## **11 Policies**

All policies are available on request; they are also available on staff share

## **12 Rewards and Sanctions**

Headteacher leads this – discussion of scheme in operation

### **13 Monitoring and Assessment**

Show scheme in operation to new staff, new staff to look at individual pupil files

### **14 Record Keeping**

Look at medium term planning, discuss expectations for each person – look at pupil's records, eg. referral form, telephone log, ask if not sure, keep records up to date. All records should be available in unit – i.e. lesson plans and work record of pupils.

### **15 County Documents**

Check all relevant documents have been issued, any questions? Discuss 'Equality' and 'Dignity at Work' – staff have a responsibility to treat each other with respect and must not make comments that may cause offence. Tell others if you are not happy with the way they treat you or speak to you; if you aren't satisfied with outcome, please see the headteacher. As all P.R.U. staff are centrally employed, please be aware that you are able to access the Employees Handbook on the County Intranet.