**NTS School Policy**

**Child Safeguarding Policy**: Enhanced DBS checks for staff

Safeguarding certification

**Code of Conduct**:

The staff will maintain a friendly attitude at all times. Will be dressed presentably and will address students and parents professionally.

**Data Protection policy**

Confidentiality of information will be maintained and all personal and medical information will be stored safely and securely.

**Health and Safety Policy**: venue: St Peter’s Church Hall, Filton.

The school’s venue has a health and safety policy which we adhere to. We will ensure the premises are secure and safe for the staff and students. The fire exits, evacuation procedures and points, and fire alarms will be checked before the start of each session. We will inform the parents in case of an emergency after following the safety procedures to evacuate the site.

We will aim to prevent accidents and cases of ill health by managing the health and safety risks in the venue. All equipments and the premises used will be checked for health and safety risks to ensure a safe environment for the session. Clean toilets and running water will be checked before commencing the session.

The school venue has a first aid box for use in case of emergency and this will be checked before the start of each session.

**Ethics / discrimination Policy**

The NTS is committed to uphold the culture and structure of the school to ensure it becomes equally accessible to all children – whatever their age, race, gender, ability or disability. The aim for all of us involved in the school is to provide both a structure and the opportunities which will allow all children to be treated fairly and with respect so that they can have an enjoyable experience and reach their potential.

**Staff Termination Policy:**

4 weeks notice to be given in writing to the Principal of NTS to facilitate a smooth transition and training of new staff.

**Staff Maternity Policy:**

Staff can avail a maternity leave from one month to up to twelve months. Maternity absence notice should be rendered in writing to the principal at least four months in advance before the delivery of the child.

**Maternity Cover:**

Return to work notice should be given in writing to the Principal at least four weeks in advance.

Keeping in touch days can be availed during your maternity leave. This includes teaching cover, admin or any other role within NTS.

**Staff Absence Policy:**

Staff members are allowed only sick / carer / Emergency / Planned Holiday leave. Any absence due to Sickness or Emergency should be notified to the designated HR staff by 9.00am on that school day. One planned holiday per year for up to two weeks is allowed and this has to be notified to the Principal by giving at least four weeks’ notice.