**POLICIES TO READ**

As a team, we are obliged to make sure we comply with DfE and Ofsted requirements. The following policies are in place to ensure we all work together in a consistent, fair, safe, and professional manner. All members of staff\* are required to read our Safeguarding Policies and Teaching and Learning Policies by 7th September 2016. Once read, you need to photocopy this page Policies to Read Form sign at the bottom, and hand them to our the school office. All other policies should be read by the end of September 2016. Copies will be kept in your HR file.

\*For members of staff who are not class-based, policies highlighted on the form in blue must be read. All policies are available on the secure staff area on the school website.

**IF UNSURE ABOUT ANY ASPECT(S) OF SCHOOL LIFE, CHECK THE POLICY CHECKLIST AT THE END OF THIS HANDBOOK, AS OUR POLICIES COVER ALL ASPECTS OF WHAT WE DO AT RANDAL CREMER PRIMARY. IF IN DOUBT, SPEAK TO OUR HEADTEACHER.**

The following policies are the ones you should start with.

|  |  |
| --- | --- |
| NAME OF POLICY | Date Read |
| Behaviour Policy |  |
| Fire Safety and Procedures |  |
| Health and Safety Policy |  |
| Marking and Presentation Policy |  |
| Child Protection and Safeguarding Policy |  |
| Communication Policy |  |
| E-Safety and Data Protection Policy |  |
| Homework Policy |  |
| Staff Code of Conduct |  |
| Uniform Policy |  |
| Whistleblowing Policy |  |
| Staff Acceptable Use Policy of ICT |  |
| Keeping Children Safe in Education – DFE Guidance |  |

I have read the above policies;

Signed Print Name

Date Position

Other Policies: