

Wednesday Whistle

Policy Updates



A period of staff consultation is now open for staff to comment on the proposed implementation of the following revised policies/documents:

- Code of Conduct
- Social Media Guidance
- Dignity at Work
- Redeployment

Copies of the draft documents for the consultation are available to all on the staff portal through the WeST website. Both soft and hard copies of the policy documents are also available directly from the WeST HR team.

These policies are subject to regular review and have been developed from standard Local Authority models. The policy documents have been reviewed for consistency in terminology and reflect the existing entitlements from earlier policy versions already implemented. We are currently liaising with trade union colleagues through the Joint Consultative and Negotiation Committee (comprised of trade union representatives, senior Trust officers and Headteacher representation) meetings and we anticipate presenting final documents at the Trust Board HR Committee on 15th October. Following this we will share detail of implementation arrangements as once ratified these policies will be live across the whole Trust.

Should you wish to provide any comments on the documents these will be taken in to account before final versions are confirmed and formally adopted by WeST for use in all schools. We would ask please that all comments are submitted to HR@westst.org.uk by 9am on Monday 14th October. These may be submitted directly and individually or via your school leadership teams.

Should you have any questions you can discuss these with your school leadership team or directly with HR colleagues or on 01752 891754 ext. 1765.

Guidance on Right to Work Checks, the Single Central Record and retaining evidence on the personal file



Right to Work checks were introduced with effect from 27 January 1997 following the enactment of the Asylum and Immigration Act 1996.

This means that employees employed prior to this date are exempt from these checks. You can mark your single central record **EXEMPT**.

Anyone employed after this date was required to have had their Right to Work confirmed by the employer.

From 2006, it became a civil offence for employers not to make and keep a record of these checks. In practice, though these checks were undertaken due to the complexity of DBS check documentation and Right to Work check documentation, retention has not always been the practice in all schools. Where original documentation has not been retained, a retrospective check of employees' Right to Work Documentation should be made. Document(s) should be marked **"retained as retrospective evidence of an employee's Right to Work in the United Kingdom", signed and dated by the person carrying out the check**. Copies cannot be accepted as you must physically check the documents in person and ensure that they have not been tampered with and are original. Please read the guidance below for more information. **The documents required for DBS checks are not the same as required for the Right to Work checks.**

In these cases, the SCR should be marked with the date of the retrospective check. It is important that the person presenting the SCR is able to explain these issues to the inspector.

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For checks carried out as part of normal pre-employment checks at the time of recruitment, copies should be signed with a statement that they were **"retained as evidence of an employee's Right to Work in the United Kingdom"**, and dated by the person carrying out the check and retained on the personal file. The SCR should be marked with the date of the check.

Start Date	SCR	Personal File
Prior to 27/01/97	EXEMPT	Nothing to be retained
From 28/01/97	Date of retrospective check	Appropriate ID Document to be retained and signed to confirm retrospective Right to Work check
At point of recruitment	Date of Check	Appropriate ID Document to be retained and signed to confirm Right to Work check

With effect from 16 May 2014 these civil penalties and requirements were tightened and from 12 July 2016, it became a criminal offence to fail to confirm that someone that the organisation employs has the Right to Work in the United Kingdom. This means that any one who is paid, whether on contract or by casual claim is subject to these checks **before they begin employment**.

The penalty for not complying with this law may be the imposition of a civil penalty of up to £20,000 per employee, or where the immigration service finds that you have wilfully failed to conduct these checks, an unlimited criminal fine and up to 5 years' imprisonment.

To support your administration staff with conducting these checks correctly, a Home Office Checklist is included in the Recruitment Toolkit which is available in the HR Resources folder on your local drive or on the link below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/774286/Right_to_Work_Checklist.pdf

If you need advice or guidance on these checks, please contact the HR Team for support on hr@westst.org.uk.

REMINDER

WeST Governor Conference Monday, 25 November 2019

A reminder for all WeST governors, trustees, members and clerks to let us know if you can join us on the afternoon of Monday 25th November for this annual event.

If you could click on the link and complete the brief booking form we would be very grateful.

<https://www.surveymonkey.co.uk/r/RGDF72J>

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Disqualification under the Childcare Act & Disqualification by Association



It's that time of year again and the question of Disqualification under the Childcare Act again becomes prominent in people's minds.

Full guidance on this is available in the HR Resources folder for senior leaders and senior support staff in all WeST schools in the Trust prior to 1 September and we are working with our new colleagues to ensure that these folders are accessible as soon as possible.

Briefly, there are two main things to remember:

1. Disqualification under the Childcare Act only applies to staff engaged in "Childcare" for Early Years (up to the 5th birthday) and Later Years (up to the 8th birthday) or for those engaged in the management of these facilities.

This means that if you do not have breakfast or afterschool clubs catering to these age groups or a nursery provision directly controlled by your setting, you will not need to carry out these checks. **The column in your SCR should be marked N/A.**

If you do provide this type of facility, for the age range concerned, you do need to conduct these checks but only on staff providing the Childcare, their Managers and the Manager of the Childcare provision along with anyone in the upper leadership line connected to the provision; i.e. the Headteacher, the EPP, Director of School Improvement, the CEO and the Chair of Trustees. Anybody outside of your school leadership will be checked via the WeST SCR. **Your SCR should be marked YES for the pertinent members of staff only and N/A for all other staff.**

2. Disqualification by Association now only applies to Childcare provided in Domestic settings. You therefore no-longer need to carry out these checks on any staff, however we have been advised by the DFE that you must retain previously collected data on the personal file for the life of the record and for 6 years post-employment.

If you need any further help or support with this, please contact the HR Team on HR@westst.org.uk.

Vacancies

The following vacancies are currently being advertised within our schools:



Chaddlewood Primary School

Learning Support Assistant

[See attached document](#)

Coombe Dean School

Teacher of Food

[Click here for more details](#)

Ivybridge Community College

Assistant Principal - Director of Mathematics

[Click here for more details](#)

What's Happening

8 October - Primary Headteachers Meeting

9 October - WeST Trust Board Meeting, Coombe Dean School, 4.30pm

10 October - Secondary SI Meeting, Coombe Dean School

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Jasmine sets an all-time British Swimming Record



Ivybridge Community College Year 9 student, Jasmine D'Cunha competed recently in both the British Swimming Championships, which were held in Glasgow, and the English Swimming Championships, held in Sheffield.

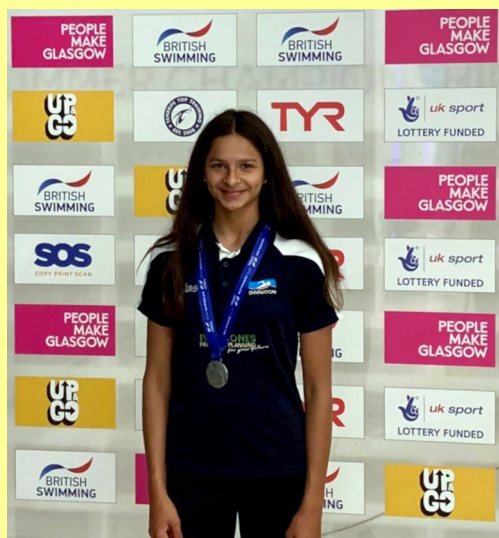
Jasmine has been competing since the age of 9, with her main stroke being Breaststroke.

Jasmine competed in the 50m, 100m and 200m Breaststroke events, putting in excellent performances in all 3 events. As she races in a dual age group, she has to race against girls 18 months older than her, so this was a massive achievement. At the Championships she smashed her personal best time in 50m Breaststroke to get to the final. At this event she won a silver medal, only 0.1 sec behind the winner who was over a year older than her. Jasmine's time in the 50m Breaststroke, not only currently ranks her No 1 in Great Britain for her own age group, but her race time gave her the 'all time British record' for a 12 year old in this event.

Jasmine said that, "I didn't like swimming when I was younger; it was only when my sister persuaded me to join her swimming club that I began to enjoy it. Although it is hard work, I really enjoy the time spent with my friends. I'm very happy and proud of my achievements and I really hope to qualify for all three events in the British Nationals next summer."

Jasmine's current Great Britain rankings in her age group are as follows: 14th in the 200m Breaststroke, 4th in the 100m Breaststroke and 1st in the 50m Breaststroke.

**** Update **** On Friday, 20 September Jasmine found out that she has qualified for the 50m Breaststroke at the British National Championships in April 2020 at the London Aquatic Pool. This meet doubles up as the Olympic trials too. Congratulations Jasmine, and all the very best in your Olympic trials.



"I never teach my pupils. I only attempt to provide the conditions in which they can learn".

- Albert Einstein

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APPRENTICESHIP NEWS



*Available now -Apprenticeships
in Teaching and Learning*

- You can become a teacher through the apprenticeship route (Level 6)
- There is one apprenticeship standard for teaching assistants (Level 3)
- The Early Years Educator apprenticeship (Level 3) incorporates approved EYE qualifications for working within this sector

The Learning Institute is WeST's in-house provider of apprenticeships

Apprenticeships are a good way to provide training for new staff and established staff who may be taking on new roles. It is important that we keep good staff and enable them to progress in their careers within our multi academy trust.

There is, however, a "missing link" when we seek to recruit teaching assistants to a full teaching role; the teacher apprenticeship requires applicants to have a degree – the same requirement for other initial teacher training routes. Whilst there is not as yet an undergraduate teacher apprentice route, The Learning Institute can support school staff to get their degree through the foundation and top up degree in Teaching and Learning.

If you wish to know more about foundation degrees, check out the TLI website:

<https://www.learninginstitute.co.uk/our-courses>

or contact TLI on: degrees@learninginstitute.co.uk

If you are interested in apprenticeships, either for yourself, or for your staff contact our apprenticeships team to find out about the programmes that are available by emailing:

apprenticeships@learninginstitute.co.uk

INITIAL TEACHER TRAINING



*OUR NEWLY QUALIFIED TEACHERS
COMMENCE THEIR CAREERS*

19 of The Learning Institute's Newly Qualified Teachers have started their teaching careers this term after a glitzy graduation ceremony organised to celebrate their success.

The Learning Institute has been training teachers for over a decade. Producing high quality professionals to improve the standard of education in the region.

This term 19 of the Learning Institute's most recent alumni have entered the teaching profession employed in a range of schools in Plymouth, Cornwall and beyond.

The achievements of the cohort were celebrated at the end of last term with a glamorous graduation ceremony



If you wish to know more about our routes into teaching, check out the TLI website:

<https://www.learninginstitute.co.uk/itt> or contact Ania on: ania@learninginstitute.co.uk

"Overall, TLI have been an excellent as a training provider. Sessions have been delivered by expert teachers, TLI staff are very experienced and supportive. Would 100% recommend!" Graduate feedback, 2019

Stronger Together...every child in a great school