



LONDON ACADEMY

Cambridge International School

London Academy Casablanca Faculty Handbook 2018 - 2019

For explicit definitions and explanations regarding any LAC policy, you may contact the main office to request a copy of the full policy. Each year staff must sign a form indicating understanding and acceptance of, as well as their intentions to abide by all information presented in the LAC Faculty Handbook.

This faculty handbook was amended in August 2018. It was reviewed in March 2019. It will be reviewed as necessary

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Safeguarding

At LAC we take the safeguarding of students very seriously. During orientation all staff will receive Safeguarding training and advice of how we deal with safeguarding at LAC.

There is a Designated Safeguarding Lead (DSL) and a Deputy Designated Safeguarding Lead (DDSL). Their roles are given in an appendix at the end of the handbook.

You will see posters with their photographs and contact details placed around school. If you have a concern about the welfare of a student please contact them as soon as possible.

Designated Safeguarding Lead - Barbara Ouharda

barbara@londonacademy.ma

Deputy Designated Safeguarding Officer - Sanae Bennouna

sanaeb@londonacademy.ma

Educational staff working hours

Teaching staff working hours (teachers and teaching assistants) are 08:00 to 17:00 Monday to Friday. On Fridays there will be various staff meeting, whole faculty, primary or secondary meetings or year group collaborative meetings.

Teachers are also expected to work on parent/teacher conference days, professional development days, school fairs, back to school nights, open house, graduation and other special events.

Parent/teacher conferences and professional development days are scheduled differently from year to year, so on these days teachers are expected to be here according to the approved schedule.

All new teachers to London Academy Casablanca arrive mid-August for orientation. Returning faculty and staff arrive one week prior to the first day of school to participate in orientation and prepare their classrooms. The maximum workload of full-time teachers is twenty four (24) teaching hours. This does not include duties. Duty schedules will be given.

Make-up school days: Rarely make-up teaching days must be scheduled for Saturday or additional day in June because of Islamic Religious Holidays.

All teachers and support staff work **4 days** beyond the last day of school for students. Please plan holiday travel accordingly.

Attendance at school functions

Professional responsibilities may not always fit into the time constraints of a school day. At times attendance at meetings and school functions, and the preparation for classes, will occur after normal school hours. Your attendance not only shows an interest in the school, but means a great deal to the students as well as the parents. Time spent with students and parents outside of the classroom develops positive rapport and good will.

It is an expectation of London Academy Casablanca that anything determined to be a professional obligation will require your attendance.

Staff meetings

Staff Meetings are held 1 day each week on Fridays. All staff members are required to attend. Other meetings may be called as deemed appropriate by the administration. These are generally held at the end of the teaching day but a meeting may be scheduled during a weekend or holiday for emergency purposes.

Friday meetings will consist of: Full faculty meetings, committee meetings, child study meetings, parent meetings, accreditation committees, or other collaborative work. Please do not schedule any appointments for Fridays.

After school activities

- Students on campus after the 16:00 dismissal must be supervised by the activity teacher.
- Students are expected to stay in the activity until it ends at (usually by 5:00pm). At that time, the teacher should escort students out to the late collection room. The teacher is responsible for supervision of those students for up to 10 minutes after the end of the activity.
- Students not picked up by this time will remain in the late collection room under the supervision of a teaching assistant.

Classroom supervision

Students must never be left unattended in a classroom by a teacher. A teacher must be with children at all times. If you have to leave your classroom for an emergency, send a responsible student to the office or to a nearby teacher who is on his or her planning period to come to your classroom. If you see another staff person walking by, ask them to come in for a few minutes.

Teachers should never leave their classroom to pick up photocopies during class time. Students are not allowed to pick up photocopies either. Please prepare to have all your copies picked up in advance.

Supervision duty

Supervision duties are part of professional responsibilities. During duties teachers need to be visible, vigilant, punctual, and mobile. Sitting or standing in one place during assigned duty period is not considered adequate coverage. Please move around the duty area.

Duty areas must never be left unsupervised. If the area needs continued supervision, a teacher should wait in the area until the next teacher arrives on duty. Please remember that you may be asked to cover a duty at any time even though you might not be scheduled that time.

When on duty full attention must be given to the students. Do not leave students unattended under any circumstance. Teachers are not expected to prevent every accident, however duty personnel must use reasonable care when covering duty areas. Remember this is not a planning, marking, reading, socialising or relaxation time.

All teachers should also remain alert to possible problems whenever they are around students, not just when they have assigned duties. When moving from class to class (for example at lunch), we must react quickly to prevent small problems from becoming more serious ones.

A duty schedule will be created and distributed. We really try to assign you as little supervision duty time as possible. Please take this responsibility seriously. The control of student behaviour during these times sets the tone for behaviour elsewhere in the school, including in your classroom.

Nursery to FS2 break time

Teachers on recess or playground duty should:

- Clarify boundaries
- Assure that students are in the correct areas.
- Monitor the bathrooms.
- Assure that students only eat in the assigned areas and not in the hallways or on the playing fields (basketball courts, outside of cafeteria, classrooms, or football field).
- Require that all students dispose of their litter.
- Ensure that students stay within the assigned play area.
- First Aid Kits are available in the clinic area.

Playground supervision

Teachers will be assigned supervision on a regular basis throughout the year. During supervision, teachers will:

- Be present in playground always during the assigned periods (morning period, recesses, at the end of the day after classes etc.).
- Walk around the playground and/or supervision area to ensure complete supervision.
- Ensure students remain in assigned areas.
- Supervise the orderly behaviour in the cafeteria
- Ensure students are following playground regulations - littering, rough playing, improper language is not permitted.
- Administer appropriate discipline as needed.
- Not be using their phones except for school messages.

Cafeteria Supervision

Teachers, please remind your students about the lunchroom rules, and enforce them when you are present in the cafeteria.

- Nursery - Year 6 must sit as a class with their teacher and teaching assistants
- Year 7 - Year 13 students may walk to the lunchroom alone. Students must walk quietly to their seats, sit properly, and use the appropriate utensils to eat.
- A responsibility of LAC students is to learn and use proper table manners
- Students should eat their own food calmly and quietly.
- They should not share food or take it from another's plate.
- Students must speak quietly with students at their table.
- Students may not "give orders" to local staff

Teachers must assist in the constant supervision of students. It is the responsibility of every faculty member to redirect students who they see breaking rules or acting inappropriately.

Classroom organisation and maintenance

To ensure quality care of our campus facilities all employees should:

- Insist that students keep their desks and floor areas clean.
- Be careful that no dirt, clay, paper, etc. goes down the drain in the sinks in the Nursery area, the art room, or the science laboratory/classroom.
- Check desks regularly to see that students do not deface them. Let the students know that you will monitor this. If a student defaces a desk or chair, the teachers must monitor that student in cleaning off the marks. If something is damaged, please complete a maintenance request form or emailing the facilities manager directly.
- Please do not use packing tape (wide brown tape), as it damages all surfaces and is very difficult to remove.
- Refer all students who destroy school property to the head teachers so that their parents can be billed for the repairs. This offence should be followed up with a discipline referral.
- Set an example for the class by having your classroom neat and practicing good housekeeping at your own desk and throughout the room.
- Do not leave a vacant classroom's doors or windows unlocked at any time.
- Make certain the classroom is left in a neat and orderly fashion (desks lined up, nothing on the floor, teacher's desk neat, whiteboard clean, cupboard doors locked, and displays organised).

- Students should pick up pieces of paper and other types of litter before they leave. This is essential so that the cleaning staff can do their jobs efficiently.
- Students should be given clear guidelines regarding the care they are expected to have for their classroom.

Damaged or lost property

Where a teacher or any employee, either by own fault or in violation of the employer's instruction, loses or damages books or any other material under the school's custody the employer has the right to deduct from the teacher's (employee's) salary such amount as may be necessary to replace the loss or repair the damage.

In the case of teacher resource books and Laptops provided by London Academy double the cost of the item will be deducted.

Classroom Textbook Inventory

Teachers keep reading and math materials in their classrooms. An inventory will be taken yearly by the librarian and copies shared with the classroom teacher.

Display Areas

Displays are designed to reflect the teaching and learning that takes place in the classroom, and they should help to create a friendly, relaxed, and attractive environment.

Display areas should include teaching aides and information, student work, and prompts for assisting students with their organisational skills (classroom rules, calendars, expectations, etc.).

Displays should be relevant and up to date.

Work Areas

Everything should be clearly labeled. By the end of the first week of school all students should know where everything goes. Areas should be kept neat and well organised.

Classroom Furniture

All furniture should be kept in the best possible condition; any broken or damaged items should be reported to the maintenance staff immediately.

Tables and desks should be clean and free from graffiti.

Tidiness

All resources used by the students should be stored in a tidy and organised manner. Train the students to be responsible by requiring them to do this themselves! The teachers and the students' personal items should be stored in a neat manner, and in an easily accessible area. The classroom should be clean and tidy, students should help ensure that the floors and inside of desks are clear of trash and that the desk and chairs are returned to their place at the end of the class. Students should also ensure that they have all their personal items before leaving the class.

Food

Food is allowed only in designated areas. Please define these areas for the students. In addition, we do not want students eating and playing. Please have them sit and eat first.

Academic duties

Curricula used at LAC

There are several different curricula in use at LAC.

Cambridge curriculum:

- Years 1 to 9
- English, English as a second language
- Mathematics
- Science
- Global Perspectives
- ICT

National Curriculum:

- Years 1 to 9
- P.E.
- Art
- Music

Moroccan Ministry of Education Curriculum:

- Nursery to Year 13
- French
- Arabic
- Islamic Studies
- Massar

All of these curriculum documents are shared with teachers on OneDrive. If you are not sure the ask:

- Barbara Ouharda for Cambridge and National Curriculum documents

- Salima Hammoujite for Moroccan Ministry of Education curriculum documents

Lesson plans

- Effective teaching requires planning. Your lesson plan book/computer files should contain teaching plans as well as information on student performance.
- Lesson plans should include both medium term plans and weekly lesson plans.
- Lesson plans should be cross curricular as much as possible.
- All teachers are required to turn in lesson plans weekly using Planbook.
- These will be discussed at the weekly meetings

Welcome letters

Teachers should prepare a Class Welcome Letter. You should tell a little about yourself, why you are qualified to teach their children. Tell the parents about classroom rules, how to contact you, etc.

These are due by the end of the first week of school. Please email a copy of your syllabus (all units to be taught in the coming year) or class welcome letter to the appropriate Head Teacher. See your Headteacher if you would like examples of what is expected. The welcome letter will be given to students at the relevant open days..

Substitute folder

All teachers must submit a week-long emergency substitute folder to the appropriate Head Teacher by the end of September each year.

Each teacher needs to meet with the Head Teacher to designate a classroom space where plan is available.

Folders should include:

- Daily schedule/duties
- Class lists
- Seating chart
- Lists of students on transport, special needs, allergies and medical problems
- Location of books, materials, etc. that a substitute will need to use
- Plans and materials for one week that can be used at any time through the year.
- Any other material or information that may be helpful to a substitute
- Anecdotal notes on students.
- Students should participate in activities comparable to a regular day of class

After being used these folders will need to be updated with new plans.
Review your folder periodically for relevancy.
Substitute plans should not be used for planned personal leave or sick days.

Expectations and consequences

Some aspects of teaching are expected to be carried out regularly and completed by the set deadlines. These expectations are not arduous but if we do not fulfil them it has a detrimental effect on many people.

A list of these expectations:

- Lesson plans completed and available at the start of every week
- Student attendance taken daily
- Report cards finished on time, complete with grades and comments
- Weekly newsletters ready by midday the Friday prior
- Being on supervision duty at the assigned time
- Punctuality to both work and classes
- Taking too many days off work without either arranging it or having a medical certificate
- Using phones when in charge of students

Persistent failure to carry out these tasks might result in consequences decided upon by the Human Resources manager.

A list of consequences in the order in which they will be delivered:

- A verbal warning, a note of which goes in a teacher's file
- A written warning
- A final written warning
- Pay withheld until all work is completed/dismissal

Syllabus

All teachers will complete a syllabus for each course taught. The syllabus should include your course description. This can be taken from the Cambridge Framework or the National Curriculum documents.

Student portfolios

All students should have a portfolio of work. This work will be given to the next year teacher to have a better understanding of his or her students.

Portfolios should:

- Include work from all subjects chosen by both the teacher and student
- All work should be dated and the learning objective included

Emergency procedures

Throughout each year, students will be involved in drills and practice situations for various emergency plans such as fire drills and site evacuations.

All Emergency Plans should be clearly posted near the door of each classroom.

Dress code

LAC staff should project a strong, positive and professional image to students, parents, and the community. Students are strongly influenced by their teachers. Remember we are asking students to dress well and always in uniform. We must be respectful of that.

In addition, we want to always be respectful to the Moroccan Muslim host culture. No one is standing at the gate judging you, but we trust you to adhere to these requirements.

Examples of inappropriate attire

The following are not appropriate for our school environment:

- workout clothes
- tights or leggings (without a skirt over them)
- Shorts
- short skirts
- sheer (see-through) clothing
- low-cut/revealing tops, excessively tight-fitting clothing
- sleeveless tops that bare shoulders
- beach type sandals/flip-flops.
- jeans are never to be worn unless there is a day where the dress code states that jeans are appropriate.
- Clothes should be ironed so not creased

N.B. These examples are for men as well as women

The general rule to follow is to dress as a professional. An adult coming into the school should be able to tell the difference between you and the students straight away

If you have a question regarding the appropriateness of attire, please speak with your Head Teacher.

Code of conduct

This code represents an effort to establish a strong ethos of professional and ethical behavior for LAC staff. We feel that it represents the high standards for the LAC community to which our staff is committed.

LAC staff members should:

- Demonstrate in their teaching and in their dealing with others respect for the dignity and rights of all persons.
- Demonstrate in their dealing with students the belief and commitment that all children can learn.
- Refrain from commenting negatively on students or their families.
- Use good judgment when discussing school business, student behaviour or achievement.
- Refrain from divulging information received in confidence except in situations where there is a professional need to know. This includes talking about any student to members of another student's family.
- Emphasise the positive qualities of colleagues and the school.
- Refrain from the spreading of rumours. Gossiping about problems with others doesn't fix anything. Any talk that negatively impacts the school or a constituent of LAC is punishable by the administration. Rumours and gossip do not have a home at LAC.
- Find the appropriate channels to make suggestions for improvements or practices.
- Conduct themselves in a manner consistent with the dignity of the profession and the philosophy of the school.
- Abide by and respect the school's policies, procedures, and contractual obligations.
- Refrain from making demeaning remarks to students. This could be cause for discipline.
- Always remember that you are the school. It's only as good as you are. If you see something wrong, fix it! Act!
- Remember that the private English-speaking school community is small in Casablanca. When you are in public, please conduct yourself appropriately. It is imperative because all CAS, AAC, GWA, and LAC teachers, parents and students travel in small circles.

In addition to the code of conduct:

- Teachers are not allowed to accept gifts exceeding 1000 dh/ 100 usd / 75 gbp
- Teachers are not allowed to work, tutor, or visit student homes without LAC's permission.

- Parents are to communicate with teachers via school phone, LAC email, or on ClassDojo. Teachers are not allowed to friend parents on Facebook or any other social media platform.

Cell phone use

To assure the health, safety, and academic success of our students, personal cell phone use by staff is strictly prohibited. LAC has a direct landline which is to be used should staff need to be informed by family for emergency situations.

- Cell phones should be turned off and not used while students are in sight (e.g., in classrooms, in the garden, or in the canteen).
- Faculty and Staff are obliged to use personal cell phones only during scheduled breaks and in designated areas.

Since students are prohibited from using telephones while at school, employees must set a good example and not use them in student areas. This also refers to texting.

The exception is the use of the school's Whatsapp group messaging to ask for help or contact teachers or the nurse.

Students are discouraged from bringing mobile phones to school. If it is necessary, they are to remain switched off and out of sight during and between classes. In some circumstances, a student may receive permission to use his/her cell phone under teacher supervision.

Students may have cell phones at school but are prohibited from using after entering the school premises and before leaving at the end of the school day. This includes all cell phone applications (for example, cameras, text messaging and music).

Teachers should confiscate student phones if the student is using it on campus. Confiscated phones should be turned in to the Head Teacher. They will be returned to the student's parents after a week.

Sending and receiving mail

You may receive mail at the school. Make sure that it is addressed to your name at London Academy Casablanca. Mail takes about 2-4 weeks and parcels 5 to 6 weeks. Any parcels will not be delivered to school, instead you will receive a delivery notice. When you receive the delivery notice, you must go to the post office on the same day. The post office will return the item if not picked up within 5 days. Ask for help to arrange transportation for pickup.

For small packages and parcels, LAC has a local P.O. Box
London Academy Casablanca
Bloc D, Douar Drabna
Bouskoura
Casablanca 20800

Teachers are issued a mailbox located in the teacher workroom. Internal memos are placed in the mailboxes. Please check your mailbox daily.

Personal incoming mail is distributed to staff members by the receptionist.

Use of common spaces

The Teacher Workroom and Main Office are the common spaces at LAC. Please use these areas in a way that is respectful to your colleagues. We all need a corner and a little time away from students now and then. Conversations frequently occur in these spaces that are confidential. Thus, ***students are not allowed in the teacher workroom.***

Students may go to the office with a pass from a teacher.

Teacher Workroom

- Teachers should pick up their own copies.
- Students may not go into the copy room at ANY time. It is important for students to know that they are not to enter this room.
- We are trying to save trees and money so please make the bare minimum of copies.
- Please do not use the printer to print copies for an entire class. Print one copy and make photocopies instead.
- Making illegal copies of materials, including computer software, videos, and books which are protected by copyright laws, is not endorsed by the school's administration.
- Children/students are not allowed in the staff lounge, this includes the children of staff members.
- Meetings with parents are not to be held in the teacher room.
- Out of consideration for your colleagues, please collaborate in keeping these rooms clean and tidy by leaving your personal belongings in order when you are not in the room.

Smoking

LAC is strictly a non-smoking campus. This applies to all staff, students, and parents while on school property.

Use of facilities

Teachers are expected to use the Calendar to schedule activities that require the use of the LAC Facilities other than his or her assigned classroom.

Custodial and maintenance staff

The school has custodial and maintenance support staff on duty during school hours. Administration will make every effort to improve the general appearance of the school through the efficient use of the custodial and maintenance staff.

Teachers are responsible for assisting with this by:

- Teaching good citizenship, respect for property and school equipment, rules of good conduct, and personal responsibility.
- Maintaining clean and tidy classrooms
- Properly supervising students both inside and outside their classrooms.
- Immediately reporting damaged or non-working equipment and initiating maintenance requests when classrooms have not been properly cleaned or maintained.
- Protecting the school furniture and fixtures and preserve cleanliness of the walls.

If you have found that students have written on desks, etc. you should require the student to come to your classroom to clean the desk under your supervision. If a student damages items (carves on desks, bends chair legs by leaning back, etc.), the student should be reported and will have to pay to replace those items.

Parent/Teacher meetings

Meetings that include parents should be held either in the conference room, the meeting room or in a classroom. If parents attend a meeting in a classroom, you should escort them into and out of the school building.

If you are meeting with a parent and would like an administrator present, please see ask the Head of School or Headteacher.

If a translator is needed, request one with the receptionist.

When meeting with parents teachers must complete a conference record form. This is a form used to record the major themes of the discussion, as well as any action items that are agreed upon. This form proves to be very helpful to have in

the student's file as a record of what has been discussed and when. It must be signed by all present in the meeting.

Media resources

We endeavour to ensure that every classroom has assigned technology resources.

- 11 Promethean Smart Boards
- Teacher Laptops
- Copiers B/W and Color
- Fiber Optic WIFI

This list will grow as we buy more

Equipment and spaces are available on a first come, first served basis through the Technology Department. Teachers should reserve equipment at least one day in advance to ensure availability and delivery. The Tech Help Department is in charge of the digital cameras, laptops, TV/DVD, and computer equipment.

The Tech Help department is situated near the supply room.

Contact Ali Elhadi - ali@londonacademy.ma

Extra curricular activities

We want to offer a wide range of after school activities. Our contracts require you to teach one hour a week for two terms, a total of 20 hours

The activities run for 10 weeks per term, from 16:00 to 17:00. Each teacher may choose what class or activity they will offer, and to students of what age range. If any class offered does not go forward because of lack of student participation, it will be cancelled.

At the beginning of the school year, during orientation, teachers and teaching assistants will be able to choose which activities they can offer.

Student clubs and organisations

As our student body grows and develops, our school has an ever, increasing need for student activities and experiences. Teachers are required to sponsor and supervise the meetings and activities of one student club/organisation and are encouraged to establish new clubs where they see a need. Regarding the founding of new clubs, please submit a proposal that includes club name, goals, potential rules and regulations to the Head of School and Head Teacher.

School committees

Please see separate page for an explanation of the LAC committees

During orientation week your Headteacher will offer you several options of committees to serve on each year. Committees could involve, but are not limited to, planning events and school celebrations, fundraising for classroom libraries, student awards and assemblies, parent teacher association, etc.

Phone use

Teachers may use the school office phone for local calls. Students may not use the school phone except in exceptional cases which are approved by a member of the school administration.

LAC email

Each member of the faculty will be issued an London Academy email address through Microsoft Outlook. Your username is your first name (the part before the @) followed by @londonacademy.ma. The IT Manager will issue your email address with a default password which you must change to your own private password.

The IT manager is Samah El Rhaz - samah@londonacademy.ma

Tutoring

Tutoring of students is sometimes a legitimate means of assisting students. To avoid conflict of interest, confusion and embarrassing situations, the following guidelines should be complied with:

- Teachers are not to tutor students who take instruction from them in the classroom unless approved by the appropriate Headteacher.
- Paid tutoring may begin at 16:00.
- All tutoring must be approved and assigned by the Headteacher.
- All tutoring requests must adhere to tutoring procedures

N.B. Tutoring procedures will be discussed at the start of the 2018 school year

Grading

London Academy uses traditional letter and number percentage grades for secondary school students.

A or A-	A student will have produced a very high standard of work
B+, B or B-	A student will have produced a very thorough piece of work
C+, C or C-	A student will have reached a satisfactory standard
D+, D or D-	A student will have reached a barely acceptable level of proficiency or effort
F	A student will have failed to reach an acceptable level of proficiency or effort

Report cards

At the end of each term report cards are available to monitor the achievement of students. These reports contain a grade, as well as a comment from each of your child's teachers.

Nursery - FS2 school uses a report card that is based on Early Years Foundation Stage standards.

Year 1 to Year 6 students' progress is reported using marks of 1, 2, 3, and 4.

The following developmental scale is used to describe student progress:

- 1 – Not yet within expectations
- 2 – Meets expectations at a beginning level
- 3 – Fully meets expectations
- 4 – Exceeds expectations
- n/a Standard was not applicable in specific quarter
- * Grade was not given for other reasons, please see comments.

Teacher Evaluation

Teachers report directly to their level Headteacher. Your Headteacher will formally observe you once each school year in your first year and every second year thereafter. This will involve a pre-conference, observation time, and post-conference. The written report will be placed in your file.

The Head of School may also visit your classroom at any time during the year for an informal walk-through observation.

Administration also has the right to conduct a formal observation at any time.

London Academy is committed to educational excellence and lifelong learning and actively promotes professional development opportunities that advance instructional effectiveness and academic achievement. In addition, LAC believes that effective teaching allows for a variety of teaching styles and strategies within the framework of the school's curriculum and instructional policies.

The annual teacher evaluation process includes the following components:

- a) Planning and preparation
- b) Classroom environment
- c) Instruction
- d) Professional responsibilities

Money for school purposes

Some after school activities and all field trips will require money being collected. All money should be paid directly to the finance manager in the front office. No one else should be handling money from parents or students.

Reimbursement

- Reimbursement forms are available from the Shared OneDrive. Reimbursements must have prior approval by the Headteacher and/or Deputy General Manager and must be submitted in the same month as the expense. Forms must be accompanied by a receipt.
- Completed forms should be submitted to the finance office at least 10 days before the end of a pay period to ensure that it is paid along with that month's pay.
- Keep copies of the reimbursement form and receipts.
- Never place forms and receipts on anyone's desk if it is unattended.

First Aid

For any student injury, illness, or accident the student should be sent or accompanied to the clinic.

In Morocco the school's liability and responsibility regarding providing medical care for students (and what needs medical care) may be significantly different than you are used to. So please err on the side of caution and ALWAYS send students to the Clinic/Nurse or an administrator.

- If the injured student can be moved, they should be accompanied to the office by either the teacher or another student, depending on the circumstances.
- The teacher should complete a Discipline/Incident Report Form.

- If the student cannot be moved, or there is any doubt about the injury, the teacher should stay with the injured student and send a capable student to the office to request assistance.
- Teachers on duty are responsible until the child is turned over to the office.
- Parents will be notified by the nurse.
- If needed, school personnel will take the student to the hospital in a school vehicle or taxi, even if parents cannot be immediately located.
- A member of the school staff will stay with the student in the clinic until the parent arrives.
- If the parents cannot be contacted, the student should be brought back to school on completion of the treatment.
- If the injury is minor the student can be treated on campus and the parents will be informed either by telephone or a letter to be sent home on the same day with the student.
- On the day of the accident/incident the discipline/incident form must be filled out by the teacher who witnessed the accident.
- The headteacher will keep a file of incidents.
- Any teacher who completes an incident form regarding a student health issue or accident should give the form to the designated administrator.
- The incident form is to be found on OneDrive
- At the end of any treatment the nurse will fill out the “Nurse Notes” and send it to the appropriate teacher to inform them of the action taken.

Classroom parties

Students in Nursery to Year 1 are allowed to hold small birthday parties with their classmates during the school day. The classroom teacher should work with parents to determine what is appropriate. Beginning in year 2 student birthdays will be recognised but not celebrated with a party at school.

If all students in the year level are invited then invitations to parties held off campus may be distributed at LAC. Otherwise, the student must find alternate ways to deliver the messages.

Classroom teachers are free to plan small parties in observance of holidays that may include parents, combined classes, etc.

Reward parties must be approved by the Headteacher prior to the reward.

Occasionally teachers may reward students with a pizza party, etc. Parties should always occur before or after school or during lunch hours and not during classroom

time. Having food, drink, showing a video or playing games not associated with the curriculum of the class is highly discouraged.

Discipline guidelines

Out of bounds areas

Students should **never** leave their classroom without a pass.

The following areas are out of bounds for all students:

- The exterior gate. Once students have arrived at school, they should not approach the exterior door until dismissal time.
- During arrival and dismissal times, Nursery-Year 6 students should remain in their designated areas.
- The Early Childhood area is off limits to students in classes higher than FS2.
- Classrooms are out of bounds unless a teacher is there to supervise (Teachers should always lock their classroom windows and doors when not there).
- No students should go into the teacher room.
- No students should enter the main office unless they have a pass from their teacher.

Confiscated items

All items confiscated for improper use should be turned into the Headteacher.

Normally items will be available for parent collection the next day. The exception is the confiscation of mobile telephones. These will be kept for one week and only returned to the student's parents or guardian.

In the case of repeated offences the Headteacher will determine when and how the items will be returned to the student.

Discipline

At the beginning of each school year students and their parents are required to sign and acknowledge the updated LAC Behaviour Policy.

The Behaviour Policy serves as a guideline to you about what consequences are appropriate for what behaviour infractions.

(see parent-student handbook on the LAC website for additional information)

You are the key to discipline in your classroom!

Teachers should set or develop with your students, post, and discuss expectations for maintaining a positive classroom environment at the beginning of the school year. Make your expectations very clear to students. You are expected to give reasonable and appropriate consequences to students for misbehaviour in your

class. If you need ideas or help with a student who is extremely disruptive to your class, meet with the Headteacher or your colleagues to seek out ideas and support.

All employees are responsible for ensuring correct student behaviour. Please be aware of students' actions at all times. Be a visible presence in the hallways during passing times and breaks. Let's work together to ensure that the common areas of the school are supervised as well as your classrooms. An unsupervised student is one who has the opportunity to choose misbehaviour.

In case of repeated infractions or serious incidents, students should be referred to the Headteacher before a crisis is reached. Discipline and control should be proactive rather than reactive. Any staff member may file a discipline/incident report with the Headteacher anytime inappropriate behaviour is observed.

As a teacher, it is part of your professional duty to manage classroom behaviour. Sending students to the office rarely helps improve student behavior and frequently lessens the student's respect for your authority.

A time-out or "focus" area in the classroom is sometimes appropriate.

A 5 to 10 minute time-out in the hallway (ONLY one student at a time) may be appropriate - longer than that may be giving you a break, but it isn't helping the student learn appropriate classroom behaviour.

Please work with the appropriate Headteacher to develop classroom strategies and consequences that help you to control the students and keep them in your classroom.

Chewing gum

Students are not allowed chewing gum anywhere at LAC.

Detention

Teachers who see the need to keep students during lunch or after school may arrange to supervise these students for a detention. This may be assigned for behaviour infractions, to make-up missing assignments, etc. If you are going to keep students after the normal daily dismissal time please coordinate with the receptionist to call home so that parents can arrange appropriate transportation for the student. After school detention must be supervised until the student is picked up by a parent or driver. Always set up a precise time for the student to be picked up. Do not dismiss the student from your room, instead, walk them to the gate and wait with the

student. If the student is not picked up 5 minutes after the set dismissal time, you may leave that student in the care of LAC Security at the gate.

Please keep in mind that if a consequence has been given to a student multiple times it is likely that that consequence is not working for that student. Use your creativity to find another that will and of course seek out advice from colleagues, counselor or your Headteacher.

Security of personal items

The School will not be responsible for providing reimbursement in the event of loss or theft of personal items from classrooms, other work areas, or anywhere on campus. All classrooms should be locked when not in use. Let the appropriate Headteacher know if there is a personal item that you are using in the instructional programme that you feel the school should provide.

Never leave an unattended/vacant classroom unlocked at any time. Make sure all windows and doors are locked. LAC has security cameras in every classroom, hallways and common areas. If there is any incident, please report it immediately so that we can pull the tape to review before it is discarded.

Time clock/fingerprint machine/punctuality

Everyone on staff must check in using the fingerprint machine both at the beginning and end of the day.

If you have your own vehicle please plan for traffic or rain delays.

All LAC teachers and staff are expected to be on time.

If you need to leave campus during the day make sure you have signed out using the fingerprint machine.

You should also sign out when you leave work at the end of the day.

Teachers need prior approval from the Headteacher to leave campus during the school day.

We understand that emergencies may arise or problems may occur, in which case it is very important that you phone the Headteacher as soon as you can and inform them about your problem so that the students are with an adult supervisor at all times.

Policy when leaving Campus

Rationale:

To ensure better communication at all levels and improve the coordination of transportation requests, off-campus trips and activities, coverage of classrooms, and offices. In addition, to know where all people are in case of an emergency situation.

Policy:

All personnel, including faculty and staff, must obtain an Exit Pass in order to leave campus.

Procedure:

Passes may be obtained from your direct supervisor.

Exit Passes should be signed by the supervisor.

After obtaining an Exit Pass please give to the Security Officer on duty upon leaving the gate.

Security personnel are responsible for logging teachers and staff in and out.

Holidays for the administrative department

- Direct Supervisors are responsible for approving holidays.
- Supervisors must ensure the planning of holidays is compatible with the proper functioning of department under their supervision.
- In preparation for the summer holidays Direct Supervisors set an annual planning for their staff
- Any request for a holiday by an employee shall first be approved by their supervisor and must be accompanied by the holiday request form (fill out 2 copies).
- The employee should ask the Human Resources Department for the unused holidays to complete the holiday form.
- The form should be signed by the Direct Supervisor and the Human Resources Director.
- Prior to the leave of an employee they must receive the signed copy of approvals. The second copy is given to the Human Resources Department and placed in the employee's administrative file.
- The employee must also record the dates of departure and return in the registry of paid leaves, which will be available in the Human Resources Department.
- A record of employee's leave is available in the Human Resources Department and can be communicated to Direct Supervisors upon request. This record is sent monthly to the Finance Department for accounting.
- According to the Moroccan law, the unused holidays are systematically cleared after two years.

Holidays for the academic staff:

Academic holidays are fixed and communicated by the School Director at the beginning of each academic year.

The Academic staff include:

- Head of school
- Headteacher
- Teachers
- Teaching assistants
- Substitutes
- Nursery Help
- Head Teachers
- Psychologists
- College Counselor
- Athletic Department
- Library staff
- Educational Technology Department

Absences

- Any employee who cannot come to work due to illness or accident must immediately notify his Direct Supervisor and send the Human Resources Department a medical certificate within forty-eight hours.
- As soon as the Human Resources Department receives the medical certificate, they prepare the corresponding declaration to the CNSS (in case the absence exceeds four days per year; i.e. sick days) and classify the medical certificate in the employee's administrative file .

Step	Date	Description de l'étape	Responsible	Document
1	Within 48 hours	The HR department must receive the medical certificate	The employee	Medical certificate
2		Declaration of absence to CNSS	HR department	CNSS declaration
3		Medical certificate filed	HR department	Medical certificate

All holiday request forms and medical certificates are placed in the employees file.

Working hours

Usually for the needs of specific departments the hours and days of work are determined by the head of each department.

Lunch breaks are fixed at 30 minutes

Working hour for academic staff	Monday to Friday	08:00 to 16:00	Lunch 30 minutes
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Working hours for administrative staff	Monday to Friday	07:30 to 16h00 08:00 to 17h00 08:30 to 17:30	Lunch 30 minutes
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Punctuality

- Any unjustified delay after 8:00 will be counted at the end of each month and deducted from monthly salaries of employees.
- If an employee/teacher is going to be late, they must inform their Direct Supervisor by email or phone call before 8:00.
- If an employee arrives to school after 10:30 am it will count as half day absence

Personnel records

The following documents need to be on file in the school office. In most cases, these documents are submitted before hiring, however, they should be kept updated with any new information at all times.

- Resume
- First page of passport
- 3 letters of recommendation
- Application
- Teaching certificate, licence, or qualification
- Diploma(s)
- Emergency contact information form
- Medical certificate
- Police background check

All this information will be logged on the LAC Single Central Record (SCR) and is part of our safeguarding policy.

Teacher certification

All LAC Teachers are required to have a current teacher certification in their home state or country and are responsible for keeping their teaching certificates or licences up to date.

Renewed certification must be given to the Human Resources Director upon receipt.

Please remember that many states in the U.S. require hours for professional development or continuing education.

Dispute resolution

Whenever a conflict or dispute occurs between members of the LAC school community that cannot be resolved by those persons directly involved in the conflict the Head of School will be the arbitrator in effecting the final resolution of the issue.

Transport to and from work

- LAC provides transportation to and from the approved teacher apartments to the school for those teachers who qualify for transport in their contracts.
- There will be one set pick up time from each apartment building in the morning and one afternoon departure time from the school to each apartment building.
- School transportation will not be available outside of those scheduled times. Teachers will need to arrange their own transportation outside of those scheduled runs. Transportation times must be flexible for the first two weeks of school until student transportation routes are finalised.
- School transport will not be able to leave school earlier than the scheduled time on Fridays because of the student drop-off routes.
- Any special transportation requests need to be discussed with the Facility Manager who will make these arrangements whenever possible.
- Do not make special arrangements with drivers.

Personal and sick days

LAC Teachers are given four (4) sick days and two (2) personal days per year.

- No more than two employees may be granted a day off on the same day.
- No personal days will be granted on such days as parent/teacher conferences, professional development days, special event days (such as barbeques, shows, graduation or examinations)
- No personal days will be granted during the final four weeks of the school year.
- Personal days cannot exceed two days in a row. If extra days are required then the staff member would need to provide evidence of extenuating circumstances.
- Personal days taken directly before or after a school holiday count as two personal days.
- Personal day request forms must be turned in to the relevant headteacher at least five days prior to the day being requested.
- Any personal or health leave days taken in addition to the six day shall be deducted at a per diem rate from an employee's salary.
- On planned personal days all lesson plans must be in order. Do not use your emergency plans.
- Personal days will be approved on a first come/first served basis, however emergency situations will be considered.

- In all situations involving headteacher's decision and discretion will be the school's commitment to ensure quality instruction for the students.

If you are calling in sick to work, please make every effort to inform your Headteacher by phone the evening before. If you must call the morning of the absence, make sure to speak to your Headteacher by 07:30 am so that class coverage can be arranged.

On the morning of your return to work after a sick day, you must fill out an absence form and present a doctor's note.

Substitutes are not responsible for correcting and marking of papers.

Teachers will be responsible for correcting the work of the class for short-term absences.

Hourly Absences

Teachers must occasionally leave the school campus for urgent personal matters, however teachers should NEVER leave the school without approval from the appropriate headteacher.

Any staff member who leaves the school should sign out at the fingerprint machine.

There are a limited number of days that we have to work with our students, so staff members need to be in school. In rare cases, an emergency will necessitate that a teacher use more than their allotted number of days. In these instances these additional days will be deducted from the employee's salary at a per diem rate based on the teacher's salary.

Leave of absence

Personal and extended leaves will be considered on a case by case basis and will only be approved in the event that a qualified substitute is available.

Written requests for such leaves should be presented to the Head of School.

Lunch and breaks

- Teachers and teaching assistants will eat lunch with their classes in Nursery to Year 6.
- Year 7 to Year 13 must be supervised by the faculty in middle and high school. Occasionally teachers have a planning period adjacent to the normal lunchtime.
- Specialist teachers frequently teach both Nursery to Year 6 and Year 7 to Year 13 classes.

- Each day, depending on your schedule, you will have a 30 minute break for lunch.
- Teaching assistants and other support staff will have a 15 minute morning break and a 15 minute afternoon break in addition to a 30 minute lunch.

Planning periods

Teachers get one planning period per day.

Planning time is PLANNING time! It should not be used for sleeping, visiting with co-workers, personal email or business.

It should be used for planning lessons, co-planning with colleagues, mapping curriculum, checking your school email.

Continuing Professional Development (C.P.D.)

LAC schedules CPD opportunities for faculty members throughout the year. These days will be noted on the calendar and are subject to change. In most cases the meetings will be held on Friday afternoons between 14:00 and 17:00.

All P.D. requests must have prior approval from the relevant headteacher.

The Director approves all requests from any teacher who wishes to combine a two-year PD activity to attend a conference or to pursue graduate or postgraduate coursework.

Meals

All LAC staff members are welcome to a free lunch in the school cafeteria on school days.

Salaries

Salaries are paid the last day of each calendar month. Teachers' wages will be deposited directly into bank accounts. Each month teachers should verify with the bank that the money has been deposited into their account. In the event of a bank error, the school will assist in rectifying the mistake.

If you wish to change the account into which your pay is deposited please inform the HR Office at least two weeks before payment is due.

All new teachers will open their initial account with BMCE since this is the bank the school uses and transfers are same day.

Pay Slips

Pay slips will be made available within two business days after payroll has been completed

Salary Hold

If a teacher intentionally fails to complete their instructional duties outlined in the LAC contract agreement, the Director may recommend salary payment be held until such time that those tasks are completed.

Movie ratings

It is policy at LAC that any movies shown in classes will not have a rating of anything above "G" (general audience rating).

On occasion classes may seek approval to show a "PG" rated film. In this instance, students will be required to gain signed parental consent.

In the event that Year 7-Year 13 school students show movies at social events held after normal school hours, "PG 13" films may also be approved with parent consent.

Intimate Care Policy - Introduction

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam)

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents and carers to provide continuity of care to children and young people wherever possible.

London Academy is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. London Academy recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

Best Practice

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times, the child's welfare and dignity is of paramount importance.

Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in lifting and moving) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. Wherever possible staff who are involved in the intimate care of children or young people will not usually be involved with the delivery of sex education to the children or young people in their care as an additional safeguard to both staff and children or young people involved.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when

a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.

Wherever possible the same child will not be cared for by the same adult on a regular basis. Ideally there will be a rota of carers known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.

Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence for example, female staff supporting boys in a primary school, as no male staff are available.

Intimate care arrangements will be discussed with parents or carers on a regular basis and recorded on the child's care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

Children wearing nappies

Schools may have concerns regarding Child Protection issues when they are asked by parents to admit a child who is still wearing nappies. Child protection need not present an issue. It is good practice to provide information for parents of the policy and practice in the school. Such information should include a simple agreement form for parents to sign outlining who will be responsible, within the school, for changing the child and when and where this will be carried out. This agreement allows the school and the parent to be aware of all the issues surrounding this task right from the outset.

We will use a notebook to record who changes a child, how often this task is carried out and the time they left and returned to the classroom following this task. Examples of such good practice provide reassurance for parents that systems are in place and that schools have implemented procedures for staff to follow.

Equipment provision

Schools often ask for clarification regarding who is responsible for providing equipment when children require changing. Parents have a role to play when their child is still wearing nappies. The parent should provide nappies, disposal bags, wipes, changing mat etc. and parents should be made aware of this responsibility. Schools are responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.

Health and safety

LAC is concerned about health and safety issues when staff are changing children or dealing with a child who has had an accident and is bleeding.

Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste. The bin should be emptied on a weekly basis and it can be collected as part of the usual refuse collection service as this waste is not classed as clinical waste.

Staff should be aware of the school's Health and Safety policy

First aid and intimate care

Staff who administer first aid should ensure wherever possible that another adult or other children are present. The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.

Regular requirements of an intimate nature should be planned for. Agreements between the school, those with parental responsibility and the child concerned should be documented and easily understood.

The necessity for such requirements should be reviewed regularly. The child's views must also be actively sought and, in particular, any discomfort with the arrangements addressed.

Arrivals and Departures Policy

This policy is part of the school's policies for safeguarding children. Our school will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Arrivals

It is the responsibility of staff to ensure that an accurate record is kept of all children in school, and that any arrival or departure to and from the premises is recorded by the class teacher. Similarly, when a child arrives late, parents must report to the Reception.

Records of daily registers are kept by the school for the recommended years.

Members of staff will be on duty during the opening times for arriving in the school, from 08:00 am each day. In this way information can be shared between home and school at the beginning or end of each session to ensure children's welfare is given high priority.

Parents or carers are asked to make an appointment at reception to discuss any concerns etc. with the member of staff.

Teaching staff will be available in classrooms to greet the children and ensure a good start to the day. On arrival, a member of staff will record the child's attendance on Class 365. Children arriving after 08:30 MUST come into school via the reception door and register.

In the event of a child's absence from school because of illness it is important the school is informed. The School Receptionist will phone home to inquire about absences.

Gates

The pedestrian gate and the side gate to the playground will be locked at 09:00. Anyone wishing to access the school after this time should go to the reception desk inside the primary school.

At 16:00 pm the gates will be unlocked for Nursery to Year 13.

Departures

Teachers will escort their own class out of school every night and be on duty in the playground or outside reception until 16:30. All children not collected within 15 minutes teachers or staff should take them into the late collection room.

All children must be taken to the late collection room if the person collecting them is not at school.

If the children are to be collected by someone other than the parent or carer, this must be indicated to a member of staff before 14:45. The adult nominated to collect a child must be one of those named by the parent and be carrying the security card issued to the parents at the start of the year.

Permission and arrangements for children leaving the school at the end of the day will be confirmed in writing by the parent or carer.

All children must be collected from after school clubs by an adult.

No adult other than those named will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent or carer immediately and await their advice.

If a child is to be collected before the end of the school day, the school is to be notified on the same morning. On arrival at school to collect the child the parent or carer will report to the office staff. The child will then be brought, by staff, to the reception to be taken home by the parent or carer.

If the parent or carer, or alternative nominated adult, is unavoidably late to collect their child, staff must be informed via telephone wherever possible.

If I have a question I should ask:

<p>Apartment Issues School Transport Help with Finding Doctors Health Insurance Reimbursements Purchase Orders Salary Information Employee File Carte Sejour</p>	<p>Sanae Benounna: sanaeb@londonacademy.ma Souhaila Khettab souhaila@londonacademy.ma</p>
<p>Head of School Years 10 -13 Headteacher Programme Development Learning Centre Support Edmentum programme English Language Support Admissions Testing Review Parent / Student Liaison Faculty Meetings / PD Co-Chair Accreditation Co-Chair Tutoring Student Discipline After School Activities</p>	<p>Angela Mesfioui: angela@londonacademy.ma</p>
<p>Nursery-Year 9 Head Teacher N-Y9 Curriculum Cambridge Curriculum Teacher Observations Faculty Meetings / CPD Co-Chair Accreditation Co-Chair Library After School ELL program Orientation Student Discipline Field trips</p>	<p>Barbara Ouharda barbara@londonacademy.ma</p>
<p>Technology Related: Email Classe355 support</p>	<p>Samah El Rhaz: samah@londonacademy.ma</p>

Software support Promethean Support Office 355 Support	
Admissions / Testing	Angela M. Arigoni-Mesfioui angela@londonacademy.ma
Ministry of Education Liaison	
Physical Education Programme	Haleem Butler haleem@londonacademy.ma
School Nurse	Ghizlane Miklass ghizlane@londonacademy.ma

Appendix 1

Role of the Designated Safeguarding Officer and Deputy

(taken from Keeping Children Safe in Education (2016), pages 58 to 60)

Governing bodies, proprietors and management committees should appoint an appropriate member of staff, from the school or college **leadership team**, to take the role of designated safeguarding lead. The designated safeguarding lead should take **lead responsibility** for safeguarding and child protection. This should be explicit within the role-holders job description. This person should have the appropriate status and authority within the school to carry out the duties of the post. They should be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings – and to support other staff to do so – and to contribute to the assessment of children.

Deputy designated safeguarding leads

It is a matter for individual schools and colleges as to whether they choose to have one or more deputy designated safeguarding lead/s. Any deputies should be trained to the same standard as the designated safeguarding lead.

Whilst the activities of the designated safeguarding lead can be delegated to appropriately training deputies, the ultimate **lead responsibility** for child protection, as set out above, remains with the designated safeguarding lead; this **lead responsibility** should not be delegated.

The designated safeguarding lead is expected to:

Manage referrals

- Refer cases of suspected abuse to the local authority Children's Social Care as required;
- Support staff who make referrals to local authority children's social care;
- Refer cases to the Channel programme where there is a radicalisation concern as required;
- Support staff who make a referrals to the Channel programme;
- Refer cases where a person is dismissed or left due to risk/ harm to a child to the Disclosure and Barring Service as required; and
- Refer cases where a crime may have been committed to the Police as required.

Work with others

- Liaise with the headteacher or principal to inform him or her of issues especially on-going enquiries under section 47 of the Children Act 1989 and police investigations;
- As required, liaise with the case manager and designated officers at the local authority (also known as local authority designated officer/LADO) for child protection concerns (all cases which concern a staff member); and
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.

Undertake training

The Designated Safeguarding Lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at every two years.

The designated safeguarding lead should undertake Prevent awareness training.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments;
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- Ensure each member of staff has access to and understands the school's or college's child protection policy and procedures, especially new and part time staff;
- Be alert to the specific needs of children in need, those with special educational needs and young carers;
- Be able to keep detailed, accurate, secure written records of concerns and referrals;
- Understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;

- Obtain access to resources and attend any relevant or refresher training courses; and
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

Raise awareness

- The designated safeguarding lead should ensure the school or college's policies are known, understood and used appropriately;
- Ensure the school or college's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- Ensure the child protection is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this; and
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

Child protection file

- Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

Availability

- During term time the designated safeguarding lead (or a deputy) should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. Whilst generally speaking the designated safeguarding lead (or deputy) would be expected to be available in person, it is a matter for individual schools and colleges, working with their designated safeguarding lead to define what "available" means and whether in exceptional circumstances availability via phone and/or Skype or other such medium is acceptable.
- It is matter for individual schools and colleges and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

Please sign below that you have received, read and understood the LAC Faculty Handbook.

Name:

Signature:

Date: