



Frederick Bremer School

Respect, Responsibility, Integrity

Siddeley Road, Walthamstow, London E17 4EY

Headteacher: Ms Jenny Smith

Website: www.bremer.org.uk

Information Pack

Midday Supervisor



**Ofsted
GRADED
GOOD**

**December
2015**

"This is a GOOD School"

Leadership and Management **GOOD**
Teaching, Learning and Assessment **GOOD**
Personal development, behaviour and welfare **GOOD**
Outcomes for pupils **GOOD**



Contents Page

Headteacher's Welcome.....	Page 3
About the role.....	Page 4 – 5
About Frederick Bremer School.....	Page 6
Our Ethos & Values.....	Page 7
Reason's to work for us.....	Page 8
What does our staff say about working at Frederick Bremer.....	Page 9
Senior Leadership Team – Roles & Responsibilities.....	Page 10
School Term Dates 2022—2023.....	Page 11
How to Apply.....	Page 13
Job Description and Person Specification.....	Page 14—17
Safeguarding Summary.....	Page 18
Policy Statement.....	Page 19
Equality Statement.....	Page 22



Headteacher's Welcome

Welcome to Frederick Bremer School and thank you for taking the time to apply for a position at our vibrant community school. This information pack will provide you with key information to support your application and your understanding of what makes Frederick Bremer School so unique

Frederick Bremer School is a creative and nurturing school where all staff and pupils are inspired to be 'the very best they can be'. We are judged as a good school across all areas and our SEN provision is outstanding. Our vision and values are central to our practice, and you will need to share our commitment to ensure every pupil is not only academically successful but is also equipped with the skills, qualities and attributes to be a successful 21st century citizen.



Equality and diversity are at heart of Frederick Bremer's ethos and values. This is embodied in our curriculum, behaviour policy, pastoral provision and across all areas of the school. Our pupils and staff represent a diverse community and we value and respect everyone's identity. We also promote inclusivity at the heart of our work, and have active LGBTQ groups, equality groups and provide space for issues led teaching. This is a school where we want pupils to be 'who they want to be', and we provide a space for that.

The well-being of staff and pupils has been central to our school development plan over recent years. All pupils study a bespoke well-being curriculum, as well as a curriculum which breadth as well as depth. Our quality professional development programme caters for staff through every stage of their career and a significant number of our staff have successfully developed into middle and senior leadership roles. We are proud of our high rates of staff retention and the consistently positive feedback we receive from staff feedback.

The last year has been a challenging one for everyone, but it has brought our community closer together in so many ways and demonstrates the depth of our school culture. We have embraced digital technologies, and we use g-suite at the heart of our teaching and learning strategy. We are excited as to how we can continue to innovate our practice moving forward.

Our pupils are a pleasure to work with; they are ambitious for themselves and their community and we are on an exciting journey of continuous improvement towards outstanding. This is an excellent opportunity for a committed and ambitious individual to make a significant contribution to this journey. We have a very supportive staff and Governing Body and great parents. If you are looking to join a successful school with a clear moral purpose, while also developing your skills as an outstanding professional, then this will be a rewarding opportunity for you.

We look forward to receiving your application.

Jenny Smith

Headteacher

Rachel Lampard

Chair of Governors

Role: Midday Supervisor



Position: Midday Supervisor

Ofsted 26th February 2019

Salary: SC1 £4,943—£5,072 (actual salary)

Hours: 12pm—2pm / Monday to Friday (TTO)

Pupil Roll: 900

Pupil Age range: 11-16 yrs.

Co - Educational

"There is a strong inclusion ethos, which accompanies the school's robust moral purpose. "

"This continues to be a good school., and since the previous inspection, you and your team have focused consistently on improving the opportunities provided for pupils and raising their achievement."

Do you believe every child deserves the very best education? Are you creative, enthusiastic, energetic and a committed team player? If so, we have the position for you! We are looking for a General Assistant to support with pupil monitoring and supervision during their break time, lunch time and lesson change overs.

This is a strongly good school, as evidenced by our Ofsted visit in 2019, and we are on a trajectory of continuous improvement. We are committed to high quality learning and teaching for all pupils, ensuring all pupils make rapid progress regardless of their starting point. The successful candidate will join an experienced and successful school committed to collaborative working. Frederick Bremer is a popular and over-subscribed school which enjoys excellent state of the art facilities in a modern building. At Frederick Bremer, staff have access to comprehensive CPD programme and structured career progression routes. We model the mantra 'Humans first, professionals second' and we take the support and wellbeing of our staff very seriously.

Frederick Bremer School is proud to be a community school, and we are representative of our local community. We believe that our role as practitioners is to support our young people to become the very best versions of themselves, and place a strong emphasis on holistic education and not just academic achievement. We offer all staff a rewarding, supportive and happy environment to work in. Relationships are a strength of the school, and we want all staff to enjoy their place of work. We offer bespoke CPD programmes, and we would be particularly interested in applications from individuals who are ambitious for senior leadership opportunities in the future.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offer of a position is subject to receiving satisfactory references and an Enhanced DBS Clearance.

For more information and an application pack please contact recruitment@bremer.waltham.sch.uk or www.bremer.org.uk

Completed application forms should be returned or emailed to recruitment@bremer.waltham.sch.uk by 12.00pm (midday) on Monday 26th of September 2022. Interviews week commencing 26th September 2022

Equal opportunities are at the heart of how we operate at Frederick Bremer. We have a diverse staff body whose identities are respected and valued. We are always seeking to add to the diversity of our staff and we actively welcome applicants who identify as BAME or other minority groups. We also welcome applicants who identify with one or more of the protected characteristics of the 2010 Equalities Act. We have range of strategies to promote staff well-being including a new bespoke well-being curriculum for all pupils. Diversity and equality are central to our values at Frederick Bremer. We also offer opportunities for flexible and part time work arrangements.

Midday Supervisor



Thank you for showing an interest in this post at Frederick Bremer School. We appreciate that applying for a new position is not taken lightly, and the decision about this post is as much about it being right for you as well as for us. You will find information regarding this post in this pack, and more general information about the school on our website. You are also encouraged to visit the school prior to interview, and you can also request a phone conversation with the Headteacher beforehand.

Frederick Bremer School is an exciting school to join. We have amazing pupils, who are hugely ambitious for themselves and curious about the world around them. We are a committed and dedicated staff body, who are very supportive. We are all committed to community education, and to ensuring that the young people of our community have the best possible educational opportunities. As a result, the school is a dynamic community to be part of.

The Post – All staff are fully committed to our pupils experiencing a fully inclusive secondary school experience that prepares them for their next steps into further education, employment or training; as such the vast majority of the support we provide is within mainstream lessons providing academic support for teaching and learning. In addition to this you will contribute to providing a range of clubs, enrichments opportunities and academic interventions that allow all our pupils to be supported at all unstructured times; before school, during breaks, lunch and after school

About Frederick Bremer School



Community School

We are local, maintained state school. Our school is truly representative of our local community Walthamstow community. We are incredibly diverse, and no ethnic group is more than 18% of the school population. Over 50% of pupils are eligible for Pupil Premium, and we have all socio-economic groups of the local area represented. We have two thirds boys to girls (the impact of 3 girls' schools in the Authority), but girls thrive academically and socially at our school.



Pupil Progress

Our pupil population is very diverse—we have a significant number of pupils with ECHP (including 30 who are part of our Autism SRP) and many EAL pupils. In any class, there will be a significant range of need, and our teachers and TAs know our pupils very well so they can meet their individual needs. Pupils at Frederick Bremer make progress above the national average and we have many alumni pupils who attend top Russell Group universities.

Creativity

We have a unique creative curriculum encompassing our MISST Music School, creativity skills, drama and fine art. Every Y7 and Y8 pupil is provided with an instrument



Teaching & Learning

Our pupils are taught by subject specialists in mixed ability teaching groups (apart from maths). Lessons are planned collaboratively in departments to ensure stretch and challenge for all pupils. Our SEN and Autism provision provides outstanding support and facilities for pupils with a wide range of learning, emotional and behavioural needs. We have a state of the art library and six computer classrooms. We embrace technology as a platform to promote learning for the 21st Century.

Pupil Leadership

We offer several distinctive pupil leadership pathways: Head Students, Prefects, Pupil Parliament, Youth Health Champions, Sports Leaders, Duke of Edinburgh, LGBT Pride Youth Network and Peer Mentors. This varied leadership offer enables a diverse range of pupils to become pupil leaders and make positive contributions to the school and the community.

Behaviour & Pastoral

At Frederick Bremer every pupil is individually known and nurtured. Our behaviour system is consistent, transparent, firm and fair. We encourage pupils to take ownership for their own behaviour and to be reflective when they fall short of our expectations. Our pastoral curriculum is highly innovative and is delivered through weekly well-being workshops, PSHE lessons, tutor time and assemblies.





Frederick Bremer School - An Outstanding Community

where we all **share** and model our values of '**Respect, Responsibility and Integrity**' and are always '**the best we can be**'

Together we all



Together we all

Frederick Bremer School Expectations

Because we challenge, care and commit:

1. **Learning** comes first
2. **Respect** yourself and respect each other, and use only positive language
3. **Follow instructions** of all staff at once, and at all times
4. **Be on time:** learning starts within **90 seconds** of the bell
5. Move around the school **purposefully, safely** and **quietly**: keep hands, feet, and objects to yourself

Reasons to work for us



What makes Frederick Bremer a unique place to work?

Diversity and Equality

Our staff body reflects the religious and ethnic diversity of our community. We employ staff with diverse skills and backgrounds and this ensures that our policies and system are always inclusive of all our stakeholders. We value and respect everyone's identity and our equalities statement confirming our commitment to the 2010 Equalities Act. We have gender neutral toilets for staff and pupils, alongside a gender neutral school uniform. We are proud to have been awarded the Stonewall Bronze award in recognition of our work and impact in LGBTQ+ equalities and tackling school based homophobia and transphobia.

Curious and talented pupils

We actively work to develop pupils' ability to think critically and to challenge stereotypes and misconceptions. Our pupils have a strong sense of social justice and have been finalists in the Jack Petchey Speak Out Challenge. We have some of the most talented musicians in the borough at our school. Our pupils regularly perform in prestigious London venues and every year we have a school production that not only celebrates the talent of our pupils, but also fosters vertical friendships and strong sense of relatedness to our school values.

Outstanding SEN and Autism Provision

Our SEN and Autism Provision has acclaimed status in Waltham Forest. It has been rated as outstanding by external reviews. We are able to meet the needs of pupils with visual impairments and significant mobility restrictions. Pupils who are supported in our SEN provision are fully included in all mainstreams lessons with the support of skilled Teaching Assistants. The SEN provision is a vibrant and nurturing hub for SEN pupil at lunch and break times and before and after school.

Well-being

Staff and pupil well-being is high on the agenda at Frederick Bremer. We value the hard work and dedication of all our staff and have several staff recognition and reward opportunities. All our pupils participate in a weekly well-being curriculum, which all staff participate in delivering.

Flexible and part-time work arrangements

We understand the challenges of being a working parent/carer. We are open to requests for part-time and flexible working arrangements and do our best to accommodate requests

Professional Development

Our professional development is tailored to meet the needs of staff at each stage of their career. We have bespoke in house programme which comprises of coaching, developing leadership and NQT/Teach First/School's Direct programme. We also are privileged to participate in high quality training programmes within the Seven Kings Teaching School's Alliance. We are known for our first class at support and development of trainee teachers and teachers in the early stages of their career. Many of our staff have secured middle and senior leaders positions because of training and development opportunities at Frederick Bremer.

What do our staff say about working at Frederick Bremer?



*Frederick Bremer puts creativity and vision at the heart of everything it does as a school. As a member of staff here I have truly felt that this innovative way of working has allowed me to progress in my career rapidly and with full support. The curriculum is inventive and holistic and takes into account the wellbeing and needs of the pupils, the staff and the wider community. **Lead Practitioner/ Creativity***



*I love working at Frederick Bremer as the students, staff and wider community give it a unique family feel. Everyone is welcomed and accepted for who they are, and there is a strong community ethos and culture of trust and understanding which runs through our day to day life. Every student is known, catered for and is at the heart of everything we do. It truly embodies the motto of 'being the best you can be'! **MFL Teacher / HOY 7***

I have been able to develop professionally because of the support and trust placed in me. Career and professional development is a key area at this school. Whether you want to develop within the area you are currently working or move into a new area everyone is given an opportunity to progress. I wouldn't be where I am today without Bremer. Working here has provided me with that key commodity that working parents lack; time with their child[ren].

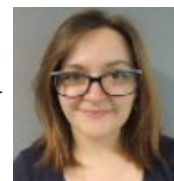


School Business Manager

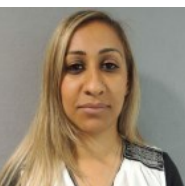


*I love working at Frederick Bremer because this is a school that really helps teachers to develop. I love teaching pupils who love to learn, try their best, and are extremely personable and positive. I love working in a richly diverse school who care and place an emphasis on teacher well-being and who are hugely supportive with my career. **HOY 9, Geography Teacher***

I started here as a temporary receptionist nearly 7 years ago and am now an admin team leader, line managing reception. I love working at Frederick Bremer because I feel valued and have had great career development over the years, having learnt so much. Working with a brilliant group of people has always been a bonus too!



Communication and Systems Manager



*Working at Frederick Bremer is both inspiring and rewarding especially because I work as a TA in the SEN department and no two days are ever the same. The schools values and ethos represent what Bremer is about, each member of staff supports each and every student to 'be the very best they can be'. We are all part of a supportive network where SEN students are able to integrate into the wider school community. **Teaching Assistant***



*I have been working at Frederick Bremer School since April 2019. I have to say that it has been one of the best decisions I have made. The students are a pleasure to work with and all the staff at Frederick Bremer are friendly and supportive. Staff wellbeing and a good work-life balance is supported by the early closure on Fridays. The CPD at the school is genuinely challenging and inspires you to become a better teacher and leader. **Science Lead Practitioner***

*I have worked at Frederick Bremer for 7 years now, including 6 years as Head of MFL. The main reason I have stayed here so long is because of the amazing students and the cohesion of the staff. I love working in such a diverse community. Everyone gets on and supports each other. You only have to spend 5 minutes in the building to sense what a community feel it has to it. Students from different backgrounds and year groups all play happily side by side every day. Without the support of senior management and friendly colleagues, this job can be tough. As a working mum, I have been fully supported and even after taking a year of maternity leave off, management have been supportive in continuing to develop me professionally. **Assistant Headteacher***



*My job gives me the opportunity to have a positive impact on people's lives and make a difference every day. I go home and I know I made a real difference. I am proud to say I work at Frederick Bremer School and am honoured to still be a part of the family after 10 years. Being a part of Bremer keeps me smiling which is good for my soul and my psychological wellbeing. I love that I'm encouraged to try new things out and be innovative through professional development. **ICT Teacher***

Senior Leadership Team



Jenny Smith (HT) Leadership and Management (SIP 4) School vision and values School culture School Improvement Plan School standards Strategic & financial planning Self evaluation Governors Staffing, HR, appraisal and recruitment Timetabling	Fenella Hewitt (DHT) Behaviour and Attitudes (SIP 2) Personal development (SIP 3) Safeguarding/DSL/SCR Inclusion - best practice Behaviour Exclusions SEMH & Mental Health champion Pastoral systems & practice Relational behaviour lead Quality of tutoring/assembly programme Well being (staff) SEND	Jo Skelthorne (DHT) Quality of Education (SIP 1) Curriculum Options – Y8 and 9 Learning and teaching pedagogy & practice/ CPD Middle leaders & leadership development Challenge (HPA) Quality Assurance Literacy & reading strategy E-technologies in the classroom (inc google classroom and learning resources)/CPD	
Shermaine Lewis (SBM) School budget PFI Outsourced contracts Administrative resources Admin team development Health and safety/School Trips/Medical GDPR compliance Environment strategy	Angy Osman (Associate Deputy Head*) Deputy Safeguarding Lead GCSE progress and outcomes Standards (English and Maths) Consistency of outcomes at GCSE Intervention strategy Yrs 7--11) Assessment Strategy Pupil Premium Strategy	Steve Moore (Associate Deputy Head*) Deputy Safeguarding Lead Enrichment strategy (wrap around offer), including inc boys participation Healthy School Strategy, inc. increasing participation in sport Oversight of BTEC verification Critical incident planning (inc fire safety) School Operations/calendar/trips/cover Attendance/admissions/Punctuality strategy School Newsletter Pupil leadership projects ‘Creating a collective whole school ethos’ (with identified lead) Climate change initiatives (pupils) (with identified lead)	
Claire Binns (AHT) Embedding learning scientist pedagogy across the school	Kelly Padley (AHT) Whole School Literacy Strategy ICT for teaching strategy Drop Down Days & Deep Learning week	Stephen Rowsell (AHT) Exams and assessment systems Intervention strategy	Sarah King (associate SL) SMSC/RSE Equalities Strategy Assembly programme
Teaching Development (TFT, ECTs) CPD Strategy 7 Kings Alliance Marking and Feedback (inc Homework) Y7 Transition Marketing Parental Engagement (inc PTA)	Careers and P16 progression Simmons and Simmons Alumni	Reporting to parents Raising boys aspiration & engagement Reading strategy	Pupil Voice Preparing for Deep Dives Middle Leader Mentor Line manager – Technology

Term Dates 2022-23



Frederick Bremer follows the term dates as set by the Local Authority, which for 2022-23 are as follows:

Autumn Term 1	First Day	Monday 5th September 2022
	Last Day	Friday 21st October 2022
	CPD Day (s)	Thursday 1st September 2022, Friday 2nd September 2022
Holiday	Half-Term	Monday 24th October—Friday 28th October 2022
Autumn Term 2	First Day	Monday 31st October 2022
	Last Day	Friday 16th December 2022
	CPD Day (s)	Friday 25th November 2022
Holiday	Christmas Holiday	Monday 19th December 2022—Friday 30th January 2022
Spring Term 1	First Day	Wednesday 3rd January 2023
	Last Day	Friday 10th February 2023
	Bank Holidays	Monday 2nd January 2023
	CPD Day (s)	Tuesday 3rd January 2023
Holiday	Half-Term	Monday 13th February — Friday 17th February 2023
Spring Term 2	First Day	Monday 20th February 2023
	Last Day	Friday 31st March 2023
Holiday	Easter Holiday	Monday 3rd April—Friday 14th April 2023
Summer Term 1	First Day	Monday 17th April 2023
	Last Day	Monday 26th May 2023
	Bank Holiday	Monday 1st May 2023
Holiday	Half-Term	Monday 29th May—Friday 2nd June 2023
Summer Term 2	First Day	Monday 5th June 2023
	Last Day	Friday 21st July 2023
	CPD Day (s)	Friday 23rd June 2023

Please note that our training days may be subject to change. We will contact you as soon as possible if we do make any changes to our training days.

How to Apply for this Position



We hope that you have enjoyed reading our recruitment pack and that you are now ready to apply for this post. To apply please complete the enclosed application form. Your completed application form should include a personal statement, which explains how you meet the criteria in the person specification.

Closing Date: Monday 26 September 2022 at 12pm (midday)

Interviews: w/c 26 September 2022

Completed application forms should be returned in electronic format to:

recruitment@bremer.waltham.sch.uk

Job Description/ Person Specification: Midday Supervisor

Job Title: Midday Supervisor	Salary range: OLW SCP 1 (<i>Actual</i> £4943 - £5072)	Hours: Monday to Friday 12pm – 2pm Term Time Only
Line managing (direct):	Reporting to:	
Job Purpose: Under the direction of the Assistant Pastoral Manager, to effectively supervise pupils during the lunch period, providing a continuous presence. To ensure the safety, welfare and conduct of pupils in accordance with school policy. Midday Assistants have a shared role within the school in helping to raise the social achievements of pupils. They are responsible for ensuring that lunchtimes are an enjoyable and safe experience for all the pupils, so that they are physically and mentally prepared to learn during the afternoon.		
Specific Responsibilities - to ensure the School becomes high performing across all strands by		
Supervision and control of pupils in the dining area	<ul style="list-style-type: none">Supervising pupils in the dining area of the school during the lunch period, providing a point of reference to pupils whenever the need arises, responding to issues in a calm and reasoning manner.Assisting with organising the dining area appropriately. Organising the entrance of pupils into the dining area and from the dining area to playground.Directing pupils, resolving any seating disputes, separating pupils where necessary. Being alert to and assisting as required with any bottlenecks at the serveries or tills.Encouraging good eating practices, ensuring safety with cutlery and courtesy towards servers and monitors. Encouraging pupils to eat their meal and assisting with pouring water, etc where necessary, paying particular attention to those with special needs or disabilities.Being aware of pupils on special or restricted diets for medical reasons from information provided.Ensuring all areas are left clean and tidy in accordance with hygiene, health and safety procedures, cleaning up food spillages.Ensuring pupils tidy/clear up in a satisfactory manner, leaving tables clean and clear for the next occupants.	
Supervision and control of pupils in the playground and around the school premises	<ul style="list-style-type: none">Directing and supervising pupils in the playground, discouraging any dangerous activities, ensuring safety and well-being, and providing emotional support where necessary.Preventing instances of bullying in the playground, being aware of changes in friendships, encouraging socialising, play etc.Ensuring that pupils keep out of areas that are out of bounds during the lunch break and don't leave the school premises without permission/authorisation.Being aware of security procedures with regard to entrance and exits and to approach visitors and direct them to the appropriate contact person. Being observant of any loiterers and report to the appropriate staff.	

Associated Ancillary Duties/Responsibilities	<ul style="list-style-type: none"> ● Being aware of responsibilities under child protection legislation and report any concerns to the Safeguarding Team ● Dealing appropriately with unacceptable or challenging behaviour under the direction of guidelines in operation at the school. Assisting with maintaining discipline and supporting children to resolve conflicts in a positive way. Reporting serious incidents to the appropriate staff. ● Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures. ● Tending to pupils who are sick or injured in accordance with the school's accident/injuries procedures, administering initial first aid and reporting serious injuries to the named first aider and/or supervisor/head teacher as appropriate. Ensuring accident/injuries are recorded or reports made where required. ● Dealing with spillages in accordance with infection control procedures. ● Checking toilet areas regularly for signs of inappropriate pupil behaviour, blockage of toilets/wash basins and to ensure pupils are not loitering or playing in toilet areas. Reporting any damage or blockage to premises staff. ● Taking part in the school's performance management framework for support staff and participate in training and development activities as required.
Other	<ul style="list-style-type: none"> ● Maintaining confidentiality about all aspects of the post ● To attend and participate in staff meetings when required ● To participate in training and Performance Management ● To have an up-to-date Enhanced DBS Disclosure ● To play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and students in doing the same ● to actively support the school's corporate policies and aspirations ● to adhere to the staff professional code of conduct as developed collectively by staff ● to comply with the school's Health and Safety Policy and undertake risk assessments as appropriate ● In addition to the specific responsibilities of the post, as a member of the support team, the post holder will be expected to assist with other tasks of a similar nature, appropriate to the grade, as directed by the head teacher.
<p><i>This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.</i></p>	

[illegible]

Safeguarding Summary



This summary sheet is for all staff working, volunteering or officially visiting the school including those on supply or other short contracts (even if for only a day). Ensuring such staff read this sheet contributes to the school's commitment to safeguarding and promoting the welfare of pupils. All of us should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

We are committed to embedding a culture of vigilance in everything we do.

As an adult in this school you have a duty of care towards all pupils. This means you should act at all times in a way that is consistent with their safety and welfare. Be alert to signs and indicators of possible abuse (a checklist is available from Reception as part of the Safeguarding Policy and summarised below). If you have a concern about a child, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with the Designated Member of Staff for Child Protection (Jennifer Smith) or the Deputy Lead (Deborah Davies).

The following is not an exhaustive list but you might become concerned as a result of:

- seeing a physical injury which you believe to be non-accidental
- observing something in the appearance of a pupil which leads you to think his/her needs are being neglected
- witnessing behaviour which gives rise to concern
- a pupil telling you that s/he has been subjected to some form of abuse
- In any of these circumstances you should write down what you observed or heard, date and sign the account and give it to the designated teacher.
- If a pupil talks to you about (discloses) abuse you should:
 - Stay calm
 - Do not communicate shock, anger or embarrassment
 - Reassure the child. Tell him you are pleased that he is speaking to you
 - Never enter into a pact of secrecy with the child. Assure him that you will try to help but let the child know that you will have to tell other people in order to do this. State who this will be and why.
 - Tell her/him that you believe them. Children very rarely lie about abuse; but he may have tried to tell others and not been heard or believed
 - Tell the child that it is not his fault.
 - Encourage the child to talk but do not ask "leading questions" or press for information
 - Listen and remember
 - Check that you have understood correctly what the child is trying to tell you
 - Praise the child for telling you. Communicate that s/he has a right to be safe and protected
 - Do not tell the child that what he experienced is dirty, naughty or bad
 - It is inappropriate to make any comments about the alleged offender
 - Be aware that the child may retract what s/he has told you. It is essential to record all you have heard

At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know. You are not expected to make a judgement about whether the child is telling the truth. If the behaviour of another adult in the school gives rise to concern you should report it to the Head teacher.

Remember: share any concerns, don't keep them to yourself.

Important Note for All Applicants

Policy Statement on Recruiting Ex Offenders And Safe-keeping of Disclosures

The policy objective of London Borough of Waltham Forest on disclosure information is:

To ensure that disclosure information is used fairly in the recruitment process to prevent discrimination against **staff, volunteers, service users, potential employees and ex-offenders** on the basis of conviction or other details.

To maximise the protection for children in Waltham Forest schools and other vulnerable people against those who might wish to harm them.

To achieve our policy objectives and to comply with the Disclosure and Barring Service (DBS) Code of Practice under Section 122 of the Police Act 1997, London Borough of Waltham Forest, as a Registered Umbrella Body for Disclosure, undertakes to implement the following general provisions.

General Provisions on Disclosure Policy

Recruitment Process

London Borough of Waltham Forest will carry out risk assessments for each position and encourage managers to adopt an open mind in recruitment decisions. In making recruitment decisions our managers will:

- Assess the nature and relevance of the offence, the potential risks involved in employing the offender, and how these could be sensibly and effectively managed.
- Focus on a person's abilities, skills, experience and qualifications.
- Consider the nature of the conviction and its relevance to the job in question.
- Identify the risks to our business, customers, clients and employees.
- Recognise that having a criminal record does not always mean a lack of skills,
- Note that high-quality training, leading to qualifications is available in prison
- State the level of Disclosure applicable to any posts that requires a Disclosure
- Discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Ensure that where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within your school and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974, unless the nature of the position allows London Borough of Waltham Forest to ask questions about your entire criminal record.

Include in application forms or accompanying materials a statement to the effect that a criminal record will not necessarily be a bar to obtaining a position. Where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Recruitment of Ex- Offenders

Unless the nature of the work demands it, ex-offenders will not be asked to disclose any convictions 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar an individual from employment. This will depend on the circumstances and background of the offence(s).

London Borough of Waltham Forest meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, therefore all applicants for positions of trust who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

Declaration of Convictions

Applicants will be actively encouraged to declare any convictions, or any other information that may be relevant, at an early stage in the recruitment process. **Failure to declare a conviction, caution or bind-over may, however, disqualify an applicant from appointment, or result in summary dismissal if the discrepancy comes to light.**

Training

We ensure that all those in London Borough of Waltham Forest who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Storage & Access

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Documents are kept in lockable and non-portable storage containers. Keys or combinations for such storage units are **only** available to named individuals. Access to rooms containing storage containers are restricted to staff engaged in recruitment work.

No photocopy or other image of the Disclosure is retained, nor is any copy of the contents made or kept. However, records will be kept of the date of a Disclosure, the name of the applicant, the type of Disclosure, the post in question, the unique number issued by the Bureau and the recruitment decision taken, as well as a written record of the names to whom disclosure information has been revealed.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

There may be circumstances where a recipient of Disclosure information is asked to reveal details of a Disclosure to a third party in connection with legal proceedings for example, in a case submitted to an Employment Tribunal. In such instances London Borough of Waltham Forest will inform the Bureau of any such request **immediately and prior** to the release of any information.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, Disclosure information is kept for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual subject before doing so.

London Borough of Waltham Forest will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, we will retain the top part of the Disclosure certificate as proof of having received the document once the six-month retention period has elapsed. This contains the details of the applicant along with a reference number known to the DBS, but does not contain details of any convictions. *(References in this section to Disclosures include relevant non-conviction information supplied by the police but not included on Disclosures.)*

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

Lost Disclosures

If Disclosure information (or information contained within the Disclosure) is lost, the Bureau will be informed immediately. The Bureau will consider whether to issue a replacement, if this is requested.

Availability of Policy

A copy of London Borough of Waltham Forest's Policy on employing people with criminal records is included in recruitment material. We make every subject of disclosure aware of the existence of London Borough of Waltham Forest's full disclosure policy and handling of disclosures and the DBS code of practice. These will be made available to staff, potential employees and service users on request.

Assurance checks

London Borough of Waltham Forest will implement internal audit checks on the disclosure process and co-operate with the Disclosure and Barring Service in respect of any compliance enquiries and related matters.



Frederick Bremer School

Be the best you can be

Equalities Objectives 2020—2022

Equalities Statement

1.1 Rationale

At Frederick Bremer School equal opportunities are central to our school ethos and values. Respect, responsibility and integrity are our school values and are at the heart of all of our work. We expect all pupils and staff to model these values on a daily basis, and ensure that every member of our community is equally valued.

We expect all pupils and staff to challenge and act upon racism, sexism, homophobia and all other forms of prejudice, discrimination, including bullying and harassment (see appendix 1). We are pro-active in promoting inclusion, diversity and mutual respect through policy, assemblies, the curriculum and events throughout the year.

1.2 Vision Statement and School Values

Frederick Bremer School is a strong community school where every child and colleague is known, grown and nurtured to be 'the very best they can be'. Our values and ethos are explicit and tangible from the moment you enter the school, and all members of the school community share our values of 'Respect, Responsibility and Integrity'.

Being part of the Frederick Bremer family is based on a shared understanding of equality, diversity and inclusion. We are a very diverse community and our diversity is our strength. Every member of our community is included, heard and valued.

Community education is very important to us. We believe that our school is here to serve and support the local community, and that the children of our community deserve the very best. We are committed to being a forward-thinking employer with established best practice in ethical recruitment, flexible working and gender equality. Our 21st Century curriculum celebrates religious and cultural diversity and embodies British Values. We are a reflective organisation and we are always reviewing our policies and process to ensure they reflect our school ethos and strong equalities focus.

1.3 Justification and Legal Requirements

The public sector equality duty is a duty on public authorities to consider how their policies or decisions affect people who are protected under the Equality Act 2010.

When public authorities carry out their functions, the Equality Act says they must have due regard or think about the need to:

Eliminate unlawful discrimination, harassment and victimisation

Improve equality of opportunity between people with protected characteristics and those who do not

Foster good relations between people who share a protected characteristic and those who do not

We ensure that our school policies and practices reflect The Equality Act 2010. The Act aims to promote a fair and more equal society and to protect our pupils and colleagues from unfair treatment. The Equality Act defines nine protected characteristics applicable to our pupils and colleagues.

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

See Appendix 1 for further explanation of each of the protected characteristics

The Equality Act states that discrimination of the above protected characteristics can manifest in the following form

direct discrimination

indirect discrimination

failure to make reasonable adjustments

discrimination arising from a protected characteristic

harassment

victimisation

See Appendix 2 for further explanation of each of these forms of discrimination

At Frederick Bremer we recognise that staff and pupils have multi-layered identities. This might mean that some staff and pupils may identify with more than one protected characteristics

1.4 Aims and Objectives

The governing body and school, through this Equal Opportunities Policy, aims to:

Carry out its legal duty in complying with the Equality Act 2010 and Public Sector Duties

Ensure that equality remains high on the school's strategic agenda;

Create a zero tolerance school culture to prejudice and discrimination, where staff and pupils actively challenge behaviours that do not promote equality in all its forms

Recognise that some historic inequalities exist which we aim to rebalance through our Equalities Policy

Establish good people management practices and create a school where equalities are embedded in the school's day to practice

Ensure that equality remains high on the school's strategic agenda

Achieve a staffing composition that reflects the wider community

1.5 Equalities Objectives

Every two years we will publish Equalities Objectives. We will review and monitor how we are working towards these objectives.

Our Equality Objectives 2020-22:

To identify and then actively address gaps in pupils' academic achievement and participation in extra-curricular activities, in particular: disadvantaged pupils, pupils with special educational needs, looked after pupils and pupils from black and minority ethnic (BAME) backgrounds

To ensure that our curriculum and teaching celebrates mutual respect, and equality and challenges prejudice

To actively ensure that we engage stakeholders in developing equalities best practice, policy and provision in the workplace so that all staff and pupils feel represented and included in our school community.

Please refer to our Equalities Policy for further information