



Staff Handbook of Key Information

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Welcome to the DLPT

Welcome from the CEO

Welcome to a fresh and inspiring academic year with the Diamond Learning Partnership Trust (DLPT)! As a charitable multi-academy trust, DLPT is dedicated to delivering the highest standard of support, teaching, and resources across our growing family of fifteen schools, fostering an outstanding environment where both pupils and staff thrive (diamondlearningtrust.com). We are proud to have you as part of this community. Your passion, professionalism, and commitment are the bedrock of our collective success.

Every single team member plays a vital role in our mission. At the DLPT, we're driven by a shared vision: to create an inclusive, high-quality learning experience where children flourish academically, socially, and emotionally. Your dedication, whether in the classroom, behind the scenes, or through direct support, helps bring this vision to life, day in, day out. We value your contribution and hope this guide supports you in navigating our Trust's culture, values, and expectations with confidence and purpose.

This staff guide is intended to be a useful and practical companion throughout the year. It outlines the key areas you need to be familiar with as a member of DLPT, including our ethos, policies, professional conduct and support systems, as well as highlighting essential dates and milestones. It is also a living document: we welcome feedback from colleagues and will continue to review and update it so that it remains clear, accurate and helpful. Please use it as a reference point throughout the term; together, we aim to build on our strengths and continue creating outstanding opportunities for every pupil in our trust.

Best wishes,

A handwritten signature in black ink that reads "J Lewis". The signature is written in a cursive, flowing style.

Jonathan Lewis

Chief Executive Officer

Diamond Learning Partnership Trust

Introduction

This Handbook sets out some of the Trust's key policies and procedures, together with other information relating to the Trust, its schools and your employment. You should familiarise yourself with it and the policies mentioned within it. Any questions you may have with regards to its content or what you have to do to comply with it should be referred to your line manager or the HR (People) Department who are more than happy to help. This Handbook does not include all of the policies operated by the Trust and its schools, and you should ensure you comply with all other policies introduced by the Trust and its schools from time to time, which are available here [School Policy Tracker](#) for the Trust wide policies and your own school website for your more local policies. You'll also be able to view the main policies on the Trust and School intranet sites.

This Handbook applies equally to activities taking place outside of normal school hours including after school clubs, school trips and trips involving overnight stays. Further detail will be provided to you from time to time and/or set out in our Educational Visits Policy.

The information in this Handbook applies to all staff unless otherwise indicated. The Handbook does not form part of your terms and conditions of employment with us, which are provided to you separately, and we may amend the Handbook at any time.

Vision and Values

"Be Inspired"

The aim of the Trust is to create schools where every child achieves the highest possible standards through a relentless focus on high quality teaching and learning.

'Our pupils at the DLPT can do amazing things, and it is our job to help make this potential a reality. With an outstanding education, every child has the freedom to choose their own future.'

The Trust is focused on transforming children's lives and their life chances through a clear focus on unlocking every child's ability. Our primary objective is to provide the perfect balance between an excellent education, uncompromising pastoral care and the nurtured development of every individual child's quality.

Ensuring all children make good or better progress across core subjects is one of the Trust's core purposes. All staff will consistently and energetically use the most effective methods for teaching these basic skills. High-quality training, from leading experts in literacy and numeracy teaching will support you to do this. Underpinning this will be:

- Outstanding day-to-day teaching, assessment and marking of pupils' work.
- First-rate systems for tracking, identifying and celebrating pupils' progress.
- An exciting, relevant and inspiring curriculum so that it meets the needs of all pupils.
- Excellent support for every child, so that all children achieve their potential regardless of their background.
- Outstanding, determined, resolute leadership where high expectations are communicated to all.
- Strong governance where governors and senior leaders set a clear direction and provide strong leadership.

A Brief History

The Trust was established in 2012, by founding members Middlefield Primary Academy (sponsor) and Winhills Primary Academy.

The Trust was formed with the strong commitment to support other primary schools and their staff in the interests of children's learning and development. The Trust currently has 15 schools including four in St Neots, four in Cambridgeshire, six in Fenland, two in Hertfordshire, including one secondary school, and one in Peterborough. The Trust has ambitious plans and is continuing to grow and develop.

Trust Leadership and Governance

The Board

There is currently a total of twelve Directors on the Board, each with their own skills, expertise and experience that make them valuable contributors to the direction, strategy and performance of the Trust. These include Jonathan Lewis, Chief Executive Officer and Tracy Bryden, Deputy Chief Executive Officer. For more information, please see [The Directors of the DLPT](#).

Committees

There are committees of the main board which have a more specific remit and consist of Trustees supported by staff of the executive of the Trust. The Standards and People Committee provides oversight of educational standards, curriculum, pupil outcomes and school improvement, alongside key workforce matters such as the People Strategy, recruitment, retention, absence, leadership capacity and staff development. The Finance and Audit Committee provides oversight of the Trust's financial resources, audit arrangements, internal scrutiny, risk management, estates, compliance and regulatory assurance. They consist of Trusts and leads across the executive team.

Local Governing Bodies

Each school, or occasionally shared between two schools, will have a Local Governing Body (LGB). Their main focus will be the performance of their own school. The Head of School, two other staff members and parents together with community representatives make up the LGB.

The Central Team

The Trust has a Central team that deals with all of the financial and operational aspects of the Trust. Led by a small leadership team that includes the CEO and Deputy CEO, they look after Finance, the HR (People) Department, Operations, Diamond Diners, Estates, Attendance and Admissions, Governance and Training. For more information, please see Trust Central Team.

Professional Expectations

Code of Conduct

We expect all staff to put the wellbeing, development and progress of students first and to act as role models for pupils, setting an example through high standards of conduct.

We have set out our core expectations relating to the professional conduct of all staff members in this section of the Handbook, which are designed to interact with other policies and practices of the Trust and its schools. Please read the [DLPT Staff code of Conduct Policy](#).

Duty of Care

Staff have a duty of care towards pupils and should always act in the best interests of the pupils. This includes understanding and appreciating that, as staff members, you are in a position of trust and influence in respect of children at our schools, which must not be abused.

Professional Standards

Teaching staff are responsible for ensuring professional and quality standards of teaching and exercising appropriate professional judgement, in line with the national curriculum, sector guidance and the requirements of the Trust and its schools. Teaching staff should also demonstrate a commitment to continuing professional development and fostering positive and appropriate professional relationships with parents, guardians, carers and pupils. See the standards here: [Teachers' standards - GOV.UK](#)

Professional Relationships

You should seek to develop positive relationships with the Trust and across and within its schools to ensure a unified and cohesive environment. The Trust does not condone bullying or other discriminatory behaviour and trusts its staff members to behave in a courteous and collaborative manner. It is important that you familiarise yourself with the [DLPT Dignity at Work \(anti bullying and harassment\) Policy](#). You will also be completing some new training on National College in relation to this during the course of the year.

Trust and Confidence

You should conduct yourself in a way that upholds public trust and confidence in the Trust, its schools and pupils' learning environment, both when carrying out your duties and outside work.

Equal Opportunities

It is important to promote equal opportunities, diversity and inclusivity across the Trust and its schools. The Trust and its schools aim to provide all staff with equal opportunities and to seek to ensure that no member of staff is discriminated against. Further information can be found here, [Equal Opportunities and Information Policy](#).

Confidentiality

As a result of your employment with the Trust or its schools you will have access to confidential information relating to the Trust, its schools, its staff, trustees, directors, suppliers, pupils and their family members. You are expected to comply with your contractual confidentiality obligations and ensure that when dealing with confidential information you do so professionally, sensitively and discreetly. You may not disclose, publish or otherwise make any statement to the media concerning the Trust, its schools, pupils, parents, guardians, carers or staff without written permission from your Headteacher or the Trust's senior management. Failure to comply with your confidentiality obligations may result in disciplinary action.

Data Protection

You must comply with the Trust's Data Protection Policy when dealing with data as part of your duties and report any actual or suspected data protection breaches to the Trust's senior management without delay. Further information, including in respect of the data we collect and process for you, can be found here, [Data Protection Policy](#).

Dress code

Teachers and education support staff are professionals. The Trust considers the way staff dress and their appearance to be important in portraying a professional image to all users of its services, whether pupils, parents, governors, visitors, colleagues or other agencies. The Trust expects that the clothes worn to work reflect this. For primary age education, all staff must change into suitable clothing and footwear for PE, acting as role models for the pupils in what is appropriate to wear. Those working in specialist roles are expected to dress in line with their professional expectation. If you work in a role that provides you with a uniform, we do expect you to wear it. Please read the [DLPT Dress and Appearance Policy](#).

Gifts and Hospitality

Staff should take care not to accept any gift or offer of hospitality that may be construed as a bribe or given with the expectation of preferential treatment in return. There may be occasions where pupils, parents, guardians or carers wish to give a small token of their appreciation to staff, which is acceptable. However, if gifts or hospitality are offered frequently and/or if they are of high value (over £20), guidance should be sought from the Finance Manager (Trust) or Headteacher (School). Staff are permitted to give the whole class a small, low value gift but not to individual pupils, save in accordance with any formal behavioural reward or initiative operated by the Trust or its schools, by agreement with the Headteacher of each school. The Trust has a Gifts and Hospitality Policy found here, [DLPT Gifts and Hospitality Policy](#) and a register of gifts and hospitality exceeding the value of £20 is held by the [PA to the Chief Executive Officer](#).

Outside interests

You should inform us of any actual or proposed employment, engagement or interest in any other organisation outside of the Trust or its schools. The Trust reserves the right to decline to approve any outside interests on the grounds of health and safety and/or in reliance on the terms of your contract of employment.

You should inform us if you are related to any employee of the Trust or a child who is a pupil

at one of the Trust's schools. You must also inform us if you or any of your immediate family or your partner has an interest in any organisation which is linked to the Trust or any of its school, for example if a family member works for a supplier of the Trust.

Alcohol and drugs

Staff members are prohibited from taking or from being under the influence of alcohol or drugs whilst on our premises and/or whilst working for us. If it appears that you are under the influence of alcohol or non-medicinal drugs whilst at work, you will be asked to leave, and disciplinary action may be taken. If you have been prescribed medication which may impact upon your ability to carry out your job, you must inform your line manager immediately. Smoking and vaping on site are strictly prohibited.

Safeguarding and Welfare

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. All staff, regardless of role, have a duty to act in the best interests of children, remain vigilant to signs of abuse, neglect or harm, and take prompt action when concerns arise.

Safeguarding includes:

- Protecting children from maltreatment.
- Preventing impairment of children's mental and physical health or development.
- Ensuring children grow up in circumstances consistent with safe and effective care.
- Taking action to enable children to achieve the best possible outcomes.

All schools within the Diamond Learning Partnership Trust have a Designated Safeguarding Lead (DSL) and Deputy DSLs. Details of the safeguarding team can be found on safeguarding posters displayed around the school and in local staff information.

If you have any concern about a child's welfare, no matter how small, you must report it immediately to a DSL or Deputy DSL and record the concern on MyConcern. Concerns should be recorded as soon as possible, even if they have already been raised verbally. Staff should always work to the principle that "if it is not recorded, it did not happen."

All staff are required to read and remain familiar with:

- Keeping Children Safe in Education (KCSIE) 2026 – a copy is held on iAMCompliant, which you will need to sign to confirm you have read and understood it.
- The School Safeguarding and Child Protection Policy.
- Guidance for Safer Working Practice.

Key Safeguarding Contacts

Local Authority		Telephone	Guidance
Cambridgeshire	0345 045 5203		Children's Services Procedures Manual
Hertfordshire	0300 123 4043 (24 hours)		Children's Social Care
Peterborough	01733 747474		Children's Services Procedures Manual
Emergency Duty Team (Out of Hours (CCC and PCC only)	01733 234724		

Uncollected Children

The Trust has a duty to ensure the safety and welfare of pupils who are not collected at the end of the school day or an authorised activity.

If a Reception to Year 6 pupil has not been collected, the Headteacher, DSL or another senior member of staff should be informed immediately. Reasonable efforts must be made to contact parents, carers and emergency contacts.

Where no contact has been established, Children's Social Care should be contacted using the details set out above. The school must continue attempts to contact parents, carers and emergency contacts throughout this process.

Children's Social Care will advise on next steps and undertake any necessary checks. If there are concerns about the welfare of a parent or carer, Children's Social Care may ask the Police to undertake a welfare check. If contact remains unsuccessful, Children's Social Care will advise on arrangements necessary to ensure the child's safety and welfare.

Any incidents involving uncollected children must be recorded and managed in accordance with the school's Safeguarding and Child Protection Policy. Where appropriate, the DSL will maintain a record of repeated instances of late collection and any safeguarding concerns arising from them.

If you are ever unsure whether a concern should be reported, seek advice from a DSL immediately. It is always better to raise a concern than risk a child remaining unsafe.

Prevent Duty

Protecting children from the risk of radicalisation is seen as part of schools' and childcare providers' wider safeguarding duties, and part of protecting children from significant harm. It is the duty of staff to have "due regard to the need to prevent people from being drawn into terrorism".

Each school has a Prevent Lead, if you have a concern that a child or his/her family are at risk of radicalisation then you must complete a Log of Concern form or via MyConcern, label it Prevent and hand it to your Prevent lead and/or your DP as soon as possible.

Prevent training is delivered as part of the National College 'Safeguarding and Prevent' three yearly cycles of training, and also within the annual 'Safeguarding Children Refresher' training course. All staff must complete this training when they receive the email training alerts. Training alerts are sent to your work email address which you should be monitoring regularly (minimum weekly).

For further details please refer to the DLPT Prevent Policy here: [DLPT Prevent Policy](#). All staff are required to read the full policy.

Whistleblowing

The DLPT Whistleblowing Policy protects staff members who report colleagues they believe are doing something wrong or illegal, or who are neglecting their duties. This policy has a key role to play in safeguarding pupils.

All workers have the right to raise concerns about perceived unacceptable practice or behaviour. The responsibility for expressing concerns about unacceptable practice or behaviour rests with all workers, and under the Trust's Health & Safety Policy workers are expected to raise concerns about potential health and safety risks.

Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. This may include:

- criminal activity.
- child protection and/or safeguarding concerns.
- miscarriages of justice.
- danger to health and safety.
- damage to the environment.
- failure to comply with any legal or professional obligation or regulatory requirements.
- financial fraud or mismanagement.
- negligence.
- breach of our internal policies and procedures including our Code of Conduct.
- conduct likely to damage the school's reputation.
- unauthorised disclosure of confidential information.
- the deliberate concealment of any of the above matters.

A whistleblower is a person who raises a genuine concern that he/she believes is in the public interest relating to any of the above.

All staff and governors should raise their concern with the Headteacher or the CEO. If the concern is about the Headteacher, then the CEO should be approached. A concern about the CEO should be raised with the Chair of the Trust. Concerns should be raised in writing wherever possible.

Your concern will be listened to, investigated and any necessary action taken as required dependent on the nature of the concern raised.

The DLPT is committed to supporting and actively encouraging staff to report genuine concerns that something is not right. Any concerns raised will be treated sensitively, responsibly and professionally. It is understandable that whistleblowers are sometimes worried about possible repercussions. The Trust aims to encourage openness and will support workers who raise genuine concerns under this policy, even if they turn out to be mistaken. Full details are here: [DLPT Whistleblowing Policy](#).

Health and Safety

All staff have a duty to ensure the safety and wellbeing of pupils, particularly in respect of pupils under their responsibility or supervision. Staff must comply with the Trust's Health and Safety Handbook and refer to it where necessary and liaise with the schools designated first aiders where appropriate. If pupils have particular health or medication needs, staff should comply with their designated care plan with the assistance of a designated first aider if required. Please read the [Diamond Learning Partnership Trust Health & Safety Policy and Manual](#).

First Aid

Sufficient members of staff are trained in First Aid. Each classroom/area has an allocated First Aid base. All inhalers should be kept with the class where in a primary setting, together with any hypo kits and epi-pens. Where multiple classrooms are used for teaching then the school office should hold these. A school inhaler is kept in the office for emergency use. Details of pupils with medical needs will be kept in the classroom. Training will be given for these pupils.

Controlled medication is kept in a lockable cupboard. It is important that parental consent forms and administration forms for all medicine administered in school are completed fully and kept up to date. Some schools will use Medical Tracker or another electronic system. Staff need to be aware of the approach for recording in their school.

See your Senior Administrator or Headteacher if you have any concerns. First Aid Risk Assessment training is available on the National College training platform, along with a number of other courses, training and webinars if you want to develop your CPD in this area.

A list of First Aid and Paediatric First Aid trained staff is available from the office and is displayed in each area of the school and staff room.

Procedure for dealing with illnesses and accidents

The DfE publishes a good practice guide, "[Guidance on first aid for schools](#)", which should be followed.

Serious Illnesses and Accidents

If it is serious, send for another adult immediately. The pupil must be seen by a First Aider and SLT informed immediately. SLT will monitor the situation calling for a paramedic is required and contact the pupil's parent.

Less Serious Illness and Accidents

If the accident is less serious ask another adult for an opinion and carry out the necessary

First Aid. Each phase area/classroom should have a First Aid kit – please tell the school's appointed person if there are any items missing.

Playground accidents should be dealt with in the following manner:

- Pupil reports accident/illness to member of staff.
- Member of staff refers the matter to the member of staff on First Aid.
- A First Aid Kit must be with a member of staff when pupils are outside the school building, including on the playground.

All incidents that are reported to a member of staff must be recorded in the First Aid Book (and/or Accident Book if necessary) within 24 hours. Children who are seen by First Aid staff must take a note home that evening, explaining to parents/carers what has happened and how it has been dealt with. The Accident Book should be reviewed periodically (termly) to identify any patterns in incidents that might relate to a specific location or activity. This provides a pro-active method of identifying where mitigations may be required.

Near Misses

Where an incident occurs that is an unplanned event that had the potential for injury, serious harm, ill health or damage to property, would be defined as a near miss. These should be reported to Estates by email estates@diamondlearningtrust.com.

Head Injuries

Any pupil who has bumped or cut their head must be monitored after they have been treated. Parents/carers must be notified as soon as possible to explain what has happened and how it has been dealt with. This is usually by email, or an automated notification via Medical Tracker. Younger children will wear a sticker advising that they have received a head injury that day. More serious head injuries may require NHS treatment. Please refer to the Health and Safety Policy for more information.

Physical contact

As a general principle, staff must not make physical contact with pupils, and it is strictly forbidden for staff to use physical contact to punish a pupil or to cause harm or humiliation.

There may, however, be circumstances where appropriate and proportionate physical contact is necessary. This may include, for example, restraining a pupil to prevent harm, administering first aid, supporting pupils during physical education, demonstrating techniques in practical subjects (e.g. music or sport), or offering reassurance to a distressed pupil.

Any physical contact must:

- Be proportionate, appropriate and in the pupil's best interests
- Be the minimum necessary for care, safety, instruction or reassurance
- Take place, wherever possible, in a visible and open environment
- Be culturally sensitive and respectful of the pupil's age, stage and individual needs
- Consent and age-appropriate expectations

In primary settings, it may be more appropriate for staff to offer comfort (e.g. a brief reassuring touch) where this is clearly in the child's best interests and consistent with the school's ethos.

In secondary settings, physical contact for comfort should be exceptional rather than routine. Staff should prioritise verbal reassurance and professional boundaries, using physical contact only where it is clearly appropriate, proportionate and necessary.

Where appropriate (e.g. in music, PE, or practical lessons), staff should explain in advance what contact may be needed for demonstration or support, so pupils understand and are not taken by surprise.

Frequent, unnecessary or unjustified contact should always be avoided.

If you have any concerns about physical contact, you should speak to a designated safeguarding lead in your school. Where concerns remain, these may be escalated to the Chief Executive Officer. Please see the [DLPT Restrictive Physical Intervention Policy](#).

Privacy

Pupils are entitled to privacy when changing or showering and we expect all staff members to respect this. It is necessary for staff to maintain an appropriate level of supervision whilst pupils are showering or changing to ensure that pupils are safe and to deal with any issues that may arise. However, it is not acceptable for staff members to change or shower with pupils present and staff members should avoid physical contact or other inappropriate behaviour. As a rule, pupils should undertake their own personal care, and staff should not interfere with this unless absolutely necessary and with the pupil's consent.

Communication with pupils

Staff must not give their personal contact details to pupils, nor should then communicate with pupils using their personal telephone numbers, email addresses or social networking sites. Staff shall not establish or seek to establish social contact with pupils, and you should notify senior management of your school if a pupil seeks to establish social contact with you or if you are aware that another member of staff is engaging in social contact with a pupil. Failure to comply with this requirement may result in disciplinary action.

Relationship with pupils

Staff must not develop any romantic, sexual or otherwise inappropriate relationship with pupils, nor are staff permitted to groom pupils by paying them more attention or giving them preferential treatment with a view to manipulating the pupil. Should a pupil develop an infatuation or interest in a staff member, it should be reported sensitively and promptly to the Headteacher or senior management of the school by the staff member themselves or by any other member of staff who becomes aware of any such attention.

Transporting pupils

Pupils should not be transported in staff members' cars unless the staff member has been specifically authorised to do so as part of an official school or Trust activity. If this is the case, you must be fit to drive and have a full driving licence, appropriate business insurance and a

full MOT, and you must ensure that pupil safety is prioritised. For example, it is your responsibility to ensure that pupils wear seatbelts, have the necessary booster or child seat and enter and exit the vehicle safely. Failure to comply with this may be dealt with under our Disciplinary Procedure.

Wherever possible, two adults should accompany pupils, particularly where there are known risks (e.g. behaviour, safeguarding concerns, longer journeys or vulnerable pupils), as this helps manage risk and protects both pupils and staff.

A single member of staff may transport pupils where this is reasonable and justified by risk assessment, and where appropriate safeguards are in place. These may include:

- Clear parental knowledge/consent where appropriate
- Suitability of the staff member and pupil
- A planned journey with no unnecessary stops
- Avoidance of situations where staff are unnecessarily isolated

All arrangements must prioritise the safety of pupils and staff and be consistent with the school's safeguarding policy.

Mileage claims will only be paid where the line manager (typically the Headteacher) has seen and agreed that business insurance is in place.

Behaviour

Behaviour management arrangements are set by individual schools within the Diamond Learning Partnership Trust. Each academy has its own behaviour policy, which reflects its pupils, community and context. All staff are expected to be familiar with, and consistently apply, their school's local behaviour policy.

Across the Trust, we are united by a shared commitment to positive behaviours for learning. High standards of behaviour are essential to creating calm, safe and purposeful learning environments in which all pupils can succeed. Positive relationships, clear routines, predictable expectations and consistent responses underpin effective behaviour management.

Staff are expected to:

- Promote a culture of respect, inclusion and belonging
- Model calm, professional and respectful behaviour at all times
- Use positive reinforcement and encouragement to build motivation, engagement and self-regulation
- Apply agreed behaviour strategies consistently and fairly
- Adapt approaches where required, particularly for pupils with SEND or additional needs

Behaviour should always be understood within the context of a pupil's needs and circumstances. Where pupils struggle to meet expectations, staff should work collaboratively with colleagues, SENDCos and pastoral teams to remove barriers to learning and support positive outcomes. Strong behaviour management is a collective responsibility and a key part of ensuring that every pupil is able to learn, feel safe and flourish within our schools.

Special Educational Needs and Disabilities (SEND)

The Diamond Learning Partnership Trust believes that every child achieves. We are committed to creating inclusive schools where all pupils, including those with special educational needs and/or disabilities (SEND), are supported to participate, belong and succeed. We have high aspirations for every child and recognise that achievement looks different for different learners. Our role is to understand and remove barriers so that every pupil can thrive academically, socially and emotionally.

Supporting pupils with SEND is the responsibility of all staff. Every teacher is a teacher of SEND, and every member of staff plays a part in creating environments where children feel safe, valued and able to achieve their potential. Inclusion is not something that happens outside the classroom; it is at the heart of high-quality teaching and learning.

Across the Trust, our approach is built on strong ordinarily available provision and high-quality adaptive teaching. We believe that most pupils' needs can be successfully met through excellent classroom practice, appropriate adaptations, positive relationships and a deep understanding of individual strengths and needs. This includes clear routines, accessible resources, purposeful scaffolding, effective communication strategies and approaches that support independence, wellbeing and engagement in learning.

Where additional support is needed, schools follow the graduated approach through the Assess, Plan, Do, Review (APDR) cycle. Support is planned and reviewed collaboratively, drawing on evidence, professional expertise, pupil voice and parental views. Provision may range from targeted interventions through to SEND Support and, where appropriate, Education, Health and Care Plans (EHCPs).

The Trust places great importance on early identification, partnership with families and collaboration with external agencies. We work together to build on pupils' strengths, remove barriers to learning and ensure that children receive the support they need at the earliest opportunity.

Through ongoing professional development, coaching and collaboration, we aim to ensure that all staff are confident in identifying need, adapting practice and delivering effective support. Our shared ambition is that every child is known, understood and supported to achieve their very best.

If you require advice or support relating to SEND, please speak to your school's SENDCo or the Trust Director of Inclusion.

Working at DLPT

Timekeeping

Your hours of work are set out in your contract of employment and/or in the Conditions of Service for School Teachers (Burgundy Book). It is your responsibility to ensure that you attend work on time. Core hours for teaching staff are 8.15am to 4pm but directed time dictates the overall pattern for teachers in line with your own school's policies. For support staff, your hours are your contracted hours which are in line with the Green Book. Poor timekeeping may be treated as a disciplinary issue, particularly if it is frequent or disruptive. Each school will have their own system of signing in and out so that we can monitor attendance and so that we are aware of who is on the premises for health and safety reasons.

Probation Reviews

For new employees to the Trust, probation reviews will be conducted in months three and five of your six month probation period with your line manager.

TOIL

Time off in lieu is sometimes offered to a member of staff, covering a contracted role outside of normal duties, instead of additional pay, and is only authorised by the Headteacher. Attendance at school events or residential trips is generally considered to be voluntary, although the Trust very much appreciates the additional time support staff and teachers give to their school by attending trips, residential, performances and other activities outside of their working day. We are unable to repay all of those hours, but some flexibility may be given at the express permission of the Headteacher.

Location

Your place of work is set out in your contract of employment, as are any applicable terms relating to mobility. So that the Trust can work together cohesively, we may require you to work at different schools within the Trust from time to time in accordance with your contractual terms.

Sickness absence reporting

You must comply with the [DLPT Sickness and Absence Policy with guidelines](#) as amended from time to time. You should notify your school of any sickness absence by phone as soon as possible and by no later than 7.00am on the first day of absence. You may self-certify your absence for the first 7 days. For absences of 7 days or more, you must provide a medical certificate from your doctor. Unauthorised absence may be dealt with under the Trust's Disciplinary Procedure. Details of sickness absence pay are set out in your contract of employment and, if you are a teacher, the Conditions of Service for School Teachers (Burgundy Book).

Other absences

If you are absent for a reason other than sickness absence, for example because you are caring for a dependent or require compassionate leave, you must notify your school as soon as possible and by no later than 7.00am on the first day of absence. You must ensure you comply with all relevant policies and that such leave is approved. You should arrange any medical or dental appointments outside of your normal working hours. Unauthorised absence may be dealt with under the Trust's Disciplinary Procedure.

Breaks during the working day

All staff are entitled to an unpaid break of at least 20 minutes during each working day where they work six hours or more, in line with their individual contract of employment. Schools will make suitable arrangements to ensure that staff have opportunities during the day to take reasonable toilet and drinks breaks.

We recognise that the school day is dynamic and that staff may need to remain responsive to the needs of children, including supervision, safeguarding, behaviour, medical or pastoral matters. Breaks should therefore be managed in a way that maintains appropriate levels of pupil supervision and care, while also supporting staff wellbeing.

Time will be ringfenced wherever practicable for lunch breaks so that staff are able to eat and relax. The timing and length of lunch breaks will be managed locally and will reflect individual contract arrangements, staffing levels and the operational needs of the school. Additional non-contractual breaks during the day should be at the discretion of the Headteacher.

Directed Time

The policy on directed time aims to exemplify how teachers should balance the 1265 hours of 'directed time' they are contracted to work. The chart below exemplifies the Trust's expectations for a KS2 teacher. Teachers in the Foundation Stage and KS1 are required to follow the spirit of this exemplification.

Activity	Hours per week	Hours per year
Teaching	24.5	931
Staff meetings	2	76
Break Duty x 2	0.5	19
Registration	0.83	31.54
Assembly x 2	0.67	25.46
Planning, preparation and assessment (PPA) time	2.67	101.46
After School Club (45 mins for 20 weeks)	0.395	15.01
INSET days	0.658	25.004
Parents' evenings and open evenings	0.3	11.4
Performance management meetings	0	0
Contingency time		0
Time used:		1235.874
Time left over:		29.126

A separate calculation for directed time is available for colleagues working in King James Academy Royston within KS3 and KS4.

Pay and Terms & Conditions

The payroll is run on or around the 27th of the month. All overtime claims, timesheets etc must be uploaded by the 17th of the month to be included in the payroll. Any claim must be made within 3 months, or it will not be paid. Any uploaded after that date will be added to the following month's payroll. The DLPT works to the requirements of the School Teachers Pay and Conditions Document (STPCD) and the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book). For full details of the pay policy and how decisions are made regarding pay progression, please read [DLPT Pay Policy](#).

Expenses

The Trust and its schools will refund expenses properly incurred by staff for the purposes of carrying out their duties in advance, provided that approval is sought in advance (if required) and subject to compliance with our Expenses Policy which contains more information. Expenses must be uploaded by the 17th of the month. Any uploaded after that date will be added to the following month's payroll. For information, please click here [DLPT Expenses Policy](#).

Capability

Teaching staff should comply with their professional duties and responsibilities which are set out in the School Teachers' Pay and Conditions document, as amended from time to time and/or as required by Ofsted, the Local Authority Designated Officer, the Trust and its schools. Support staff should comply with their job description and the requirements and standards within the sector and of the Trust and its schools including any capability procedures. Please read [DLPT Capability of Staff Policy](#).

Disciplinary and grievance

Copies of the Trust's Disciplinary and Grievance procedures are on the DLPT and school website and are updated regularly. If you find yourself the subject of a disciplinary meeting, or you are managing a disciplinary issue, please read the [DLPT Disciplinary Policy](#) which outlines relevant UK legislation and the correct process to follow. You should contact the HR (People) Department if you have any questions.

From time to time, you may feel that you have been treated unfairly or have experienced behaviour from a colleague that doesn't sit right with you. In those situations, it may be appropriate to raise a grievance. To find a copy of the policy and the correct process to follow, please read the [DLPT Grievance Policy](#).

Professional Development

Your Career with DLPT

The Trust's professional learning and development offer is central to school improvement and staff growth, providing a coordinated programme of training, collaboration and leadership development. This includes Trust-wide training aligned to priorities, an annual training day, regular Professional Development Meetings (PDMs) and Teaching and Learning Development Meetings. We offer structured support through mentoring, leadership pathways

and external qualifications such as NPQs and apprenticeships. Early Career Teachers benefit from dedicated mentoring, a tailored induction programme, networking opportunities and access to bespoke training, while all staff are supported to access accredited courses, collaborate across schools and develop leadership skills through roles such as subject leadership, mentoring and leading professional development activity.

Training, and Training Days

The Trust, and your school, will run training days at various times during the academic year. The first one is often all at one site. This year it will be on the 1st September at Wintringham Primary Academy. As part of this programme, you will have training to complete on National College. The training team will provide you with logins and a training plan. This training is mandatory and should be completed in good time.

Occasionally, your school may have 'Twilight Training' days. These are at the discretion of the Headteacher. Time claimed for these is dependent upon your contract. If in doubt, please speak to your headteacher. If you are part time, the amount of time you can claim should be pro rata'd according to the hours that you work. EG if you are a TA and work 3 days a week, you can claim $6.5/3 = 2.17$ (2 hours 10 minutes). Alternatively, if agreed with your Headteacher, you can claim it as TOIL.

Staff support and benefits

Wellbeing

The Trust seeks to create a friendly culture and a supportive environment for its staff; however, it recognises that from time to time stressful situations may arise or staff may experience stress or anxiety. The Trust encourages all staff to be open and honest and to discuss any such issues with their line manager so that the Trust can consider what support or assistance may be required. For those staff experiencing the menopause, we have a comprehensive Menopause Policy and Action Plan designed to support. Support for all types of mental health and wellbeing is available on the intranet.

Staff needing help may benefit from contacting the Employee Assistance Programme. Run by **Education Support**, they offer help and support for a wide range of things from financial help, stress management, counselling and legal advice. They are education specific, so they already understand the environment you work in. Contact details are below.



Family Friendly Policies and Other Leave

The Trust has devised a suite of policies for family life which you can find here, covering

maternity, paternity, parental and adoption leave as well as carers leave and shared parental leave. This will be updated regularly as the Employment Rights Act takes effect, so please do regularly check it here [**DLPT Family Leave suite of Policies 2025**](#)

Maternity

You should notify your manager when you are pregnant and provide them with all relevant documentation, so that a risk assessment can be carried out. You will be informed by the HR (People) Department of the arrangements for your maternity leave. Further details are contained within our Maternity Policy within the Family Suite of Policies, and details relating to pay are set out in the policy or your contract or, if you are a teacher, the Conditions of Service for School Teachers (Burgundy Book).

Paternity, Adoption, Parental, Neonatal and Shared parental leave

If you wish to take paternity, adoption, parental and/or shared parental leave you should notify your manager as soon as possible so that they can discuss arrangements with you. Full details regarding your family friendly entitlements are set out in our Paternity Policy, Adoption Policy, Parental Leave Policy, Neonatal Care leave and Shared Parental Leave Policy contained within the Family Suite of policies.

Compassionate, Dependent, Carer and Bereavement Leave

We recognise that on some occasions staff members may need to request time off to care for a dependent or to take compassionate or bereavement leave. Further information is contained in the following policies: [DLPT Sickness and Absence Policy with guidelines](#) and [DLPT Bereavement Policy](#), and [DLPT The Family Suite of Policies](#). Please contact the HR (People) Department if you require any advice on this.

Flexible Working

The Trust recognises the benefits of working flexibly where it is reasonably possible. Eligible staff members may make a flexible working request. Further information and a request form is set out in our Flexible Working Policy found here [DLPT Flexible Working Policy](#).

Staff Benefits

The DLPT offers a wide range of benefits which get updated every year. These include the Employee Assistance Programme to a cycle to work scheme, discounted eye wear, the Blue Light Card scheme (offering massive retail discounts) and free flu vaccinations every year. For more information about these and the other benefits offered, please click here [DLPT Employee Benefits](#).

Staff Recognition Scheme

Each month, the CEO will invite nominations for staff who have gone above and beyond in their role. These nominations will highlight individuals who have demonstrated exceptional effort, commitment, and impact.

The CEO will personally write to each nominated staff member to recognise and thank them for their contribution and will also send a voucher as a token of appreciation.

In addition, the CEO will formally recognise employees reaching 25 years of service. To mark this significant milestone, the CEO will meet with the staff member personally and present a commemorative diamond ornament in acknowledgement of their long-standing dedication and achievement.

Equipment, ICT and Digital Working

Equipment

If you are issued with property which belongs to the Trust or its schools you must take reasonable steps to keep it in good condition and avoid any loss, theft or damage. However, if our property is lost, stolen or damaged, you must report it to your line manager as soon as possible. Any property belonging to us must be returned upon request and, in any event, upon the termination of your employment. You bring your own personal property onto the Trust's premises at your own risk and the Trust shall not be responsible for any loss or damage, although if any loss or damage does occur you should report it to your line manager so that we can investigate the matter further and consider what (if any) action needs to be taken.

Intellectual Property

Whilst working for the Trust and its schools you may invent, create, develop or assist with the invention, creation or development of intellectual property. Any such intellectual property will be the property of the Trust and/or its schools, and you should disclose details of any intellectual property you invent, create or develop during the course of your employment with us. For further details please refer to your contract of employment or speak to the HR Department.

IT Systems and Devices

The devices you are provided with for the purposes of your employment with the Trust and its schools, including computers, laptops, mobile phones, software and any other devices should only be used for carrying out your duties and should not be used for personal use or any inappropriate or improper use. You should not allow any other person to use your devices save with the permission of the Trust.

When communicating by email or other electronic means you should ensure that the tone and content is professional and appropriate and that it represents the values and aims of the Trust. The Trust reserves the right to monitor all emails sent on the Trust's/school's email system and the use of the Trust's/school's internet provider to the extent permitted or as required by law and as necessary and justifiable for the Trust's business purposes. Further information is set out in our ICT and Internet Acceptable Use Policy, a link to which is here: [DLPT ICT and Internet Acceptable Use Policy](#).

Social media

The Trust recognises that staff members may wish to use social media for personal purposes, and it does not prevent staff from doing so. However, personal social media should not be used during working time save for during meal breaks. Staff should ensure that any social media they use is set to private and that they are mindful of the way in which they present themselves online. Staff are not permitted to be "friends" or otherwise connect with pupils on

a personal social media account and, in some cases, it may not be appropriate to connect with parents, guardians or carers. Staff shall never post any content on their personal social media accounts which could identify pupils, parents, guardians or carers or the Trust or its schools without the permission of their Headteacher, this includes but is not limited to photos, videos, comments and schoolwork. Further information is set out in our Social Media Policy here [DLPT Social Media Policy](#).

Artificial Intelligence (AI)

Artificial Intelligence (AI) is increasingly used within education to support teaching, learning and operational efficiency. It offers significant benefits, including reducing workload, improving access to resources and supporting high-quality provision. However, its use also brings important responsibilities around safeguarding, data protection and professional accountability. Staff must ensure that AI is used appropriately, critically and in line with Trust policies, recognising that outputs are not always accurate and do not replace professional judgement. The use of AI must always align with Keeping Children Safe in Education, GDPR and wider safeguarding expectations, with no personal or sensitive data entered into AI systems unless explicitly authorised.

Within the Diamond Learning Partnership Trust, Microsoft Copilot is the approved AI tool for staff use. Copilot operates within a secure, enterprise environment, meaning that data is protected and not shared externally in the same way as open, public AI platforms. Staff should therefore prioritise Copilot when using AI to support their work and must not use unapproved tools where there is any risk to sensitive or personal information. As set out in our Data Protection Policy June 2026, entering personal or sensitive data into unauthorised AI systems constitutes a data breach and will be managed accordingly. Our policy can be found here [DLPT AI Policy](#).

Devices at work

You may use your personal devices before and after work, and during break times. You should not use your personal devices or software to carry out your duties for us, and you should avoid taking personal calls during working or teaching time, unless there is an emergency. You must never use a mobile phone or other device whilst driving on the Trust's business.

IT Support

The DLPT IT support is supplied by a third party company called Joskos. They are here to support us with our IT needs as well as procurement of ITC equipment. If you or your school needs new equipment, you should contact your Headteacher or school IT-lead to discuss your needs. The Headteacher can then raise a requisition through this form: [Laptop and IT Devices Order / Disposal Form – Fill out form](#). A quote can be raised ready for authorisation and a PO number.

If your equipment isn't working properly or you need some software, please follow the below instructions to raise a ticket with Joskos. "To help ensure all IT issues across the Trust are resolved as quickly and efficiently as possible, please follow the official process below when requesting support from Joskos. Using the correct channels enables faster resolution and allows the IT Service Desk to track, prioritise and respond to requests effectively.

How to Request IT Support

1. Use JOVA (Preferred Method)

All IT support requests must be logged through JOVA, our dedicated support assistant.

You can access JOVA via:

- "Your SharePoint homepage link here" - I don't have this to hand, apologies
or
- Directly at: <https://vl.joskos.com/jova>

Logging tickets via JOVA ensures all essential information is captured and assigned to the right technician immediately, resulting in quicker turnaround times.

2. If You Cannot Access JOVA

If you are unable to use JOVA, you may alternatively log a ticket by emailing:

 servicedesk@joskos.com

Please only use this option if JOVA is unavailable.

Enhanced Remote Support (N-Able)

To support even faster and more secure issue resolution, Joskos has now deployed the N-Able remote support agent across the entire School Trust.

This allows Joskos engineers to:

- Access devices remotely with improved security
- Troubleshoot issues more quickly
- Provide immediate remote assistance where appropriate

This upgrade enhances our ability to resolve IT issues promptly without needing to be on-site.

And Finally

We hope you have found this handbook useful. The DLPT is committed to keeping its policies and procedures as up to date as possible, and as new legislation comes through, some of our policies will be updated along the way. This handbook is updated annually ready for the start of the new term, and although it is not part of your employment contract, many of the policies are so it is important to keep yourself up to date.

Please now acknowledge in iAMCompliant that you have read and understood the contents of this handbook.

If you have any suggestions for future content, please contact

HR@diamondlearningtrust.com.