

STAFF HANDBOOK 2026/27

Policy Review

This policy will be reviewed in full by the Directors on an annual basis unless circumstances require policy update in the interim.

The policy was last reviewed and agreed by the Directors on 01.09.2026.

It is due for review on 01.09.2027 (up to 12 months from the above date).

Signature (CEO): 

Date: 01.09.2026

Signature (COO): 

Date: 01.09.2026

Version Control

Version	Date	Changes
V1	04.09.2023	Original document
V2	01.09.2024	Dates and layout update
V3	01.09.2025	DSL and DDSL personal and role change Term dates Layout update
V4	01.09.2026	Our Aims update Term dates Timetable update

1 OUR AIMS

EDIT Education provide young people with hands-on opportunities to learn creative, vocational and practical skills within a safe and productive environment. The curriculum centres around Construction (Multiskills), Art (Creative Skills) and Skills for Employment, Training and Personal Development (SETPD). We teach students how to take risks and become more resourceful, innovative, enterprising and capable as they study towards Level 1 and 2 regulated qualifications.

At EDIT Education we encourage self-expression and creativity to build confidence as well as a sense of individual identity within our students. Our small team of highly qualified staff are committed to helping our students achieve their goals and progress into good outcomes, be that a return to school, further education or training.

As a member of staff of EDIT Education, it is the duty of each person, regardless of their job role, to always work in a professional manner and adhere to our aims to best serve our students.

2 GENERAL INFORMATION (INCLUDING ORGANISATIONAL PROCEDURES)

Signing in and out

ALL staff are required to sign in on arrival and sign out when leaving the premises each day. Health and Safety Law requires the provision to safeguard all staff and ensure that all staff are accounted for, therefore it is vital that ALL staff sign in and out.

ALL staff are also required to sign out and when leaving the provision premises during the day to attend meetings, etc. and sign in when they return to the provision.

The staff signing in book can be found in the main office of the provision. Please ensure times are accurate.

Absence

Please notify the CEO (Chief Executive Officer) or COO (Chief Operating Officer) by 7.30am if you are going to be absent or late. You may also ring them on their provision mobile the night before, if you are aware that you will be unable to attend work the following day.

Use of Diaries

All staff are required to use the EDIT outlook calendar.

Training and CPD

All staff are required to undertake training in relation to the following as a minimum, mandatory requirement: -

- Prevent
- Level 1 Safeguarding
- Level 2 Safeguarding
- Fire Safety
- KCISE 2026
- GDPR

We encourage ongoing staff development and training. You may be required to undertake further contextualised training relating to your specific role. Requests for training must be discussed with the CEO or COO.

Induction for new staff

All new staff will be required to undergo a period of induction. An induction package will be followed to ensure all new staff have the required information, and support to carry out their duties.

External Organisations / Agencies

Due to the nature of some of our students, it may be necessary for them to leave or miss a lesson to attend a meeting with an external professional. If this is the case, staff whose session will be affected will be informed prior to the appointment.

Policies relating to EDIT Education

All policies can be found on the EDIT OneDrive, under the heading 'Policies'. There is also a downloadable PDF version of each policy on our website ([LINK](#)). Please read these carefully. Please also see the section relating to Policies in this handbook to ensure you have read and signed all essential documentation.

Visitors to the provision

The health and safety of our staff is an important consideration for our provision. EDIT Education will take all reasonable steps to provide a safe and caring environment for students, staff, and our visitors.

All visitors must sign in. Depending on the circumstances some visitors may need to provide photographic identification and their DBS certificate. Please be aware that if a visitor does not provide the relevant ID, then there is a possibility, they will be refused entry by the CEO or COO.

Visitors must NOT be left alone with students under any circumstances unless they belong to a partner agency and evidence of their enhanced DBS clearance has been seen and recorded.

Student sickness

If a student becomes sick during a lesson, please inform the CEO or COO who will decide if s/he needs to be sent home. Parent/carer consent will need to be obtained prior to a student being sent home.

Reporting an Accident or Racist/Bullying Incident

In the event of the above, the appropriate form must be completed. These are available from the office.

Fire and Evacuation Procedures

The fire and evacuation procedures will be explained to all staff at induction.

- Please familiarise yourself with the nearest fire exit as well as the fire action notices.
- If the fire alarm sounds, please leave the building by the nearest exit, and proceed to the assembly point (opposite the main BizSpace reception).
- If you discover a fire, please follow the fire and evacuation procedures.
- DO NOT return to the building unless you are told that it is safe to do so by an authorised person.

Each year all staff are required to complete Fire Safety training online. A copy of your certificate will need to be printed off and passed to the COO. Dates for completion will be arranged by the COO.

Meeting and briefings

Use the morning time as an opportunity to discuss any concerns/information they may have about the forthcoming day, or the previous day's events.

A whole team meeting takes place every third Wednesday from 2.00 till 3.00pm.

Smoking

EDIT Education is a non-smoking provision.

In accordance with all public buildings NO SMOKING or VAPING is permitted anywhere on site.

Any students or staff found smoking on site or within the perimeter of the site will be dealt with in relation to the behaviour and discipline policy (students). In the case of staff, this may result in disciplinary action being taken.

If a member of staff wishes to smoke/vape they will need to discuss appropriate times and places with the CEO or COO.

As professionals working with impressionable young people, smoking /vaping in sight of students makes it difficult to enforce our 'no smoking' protocol.

Record keeping and cover

Teaching staff should ensure that their subject files and students' feedback is always up to date and productive. Please leave your folders at the provision so that the education of the students' can continue in your subject whilst you are absent. If staff are aware they are going to be absent, they must leave a copy of work to be done with the COO.

Educational / Offsite Visits

All planned offsite visits or activities must be discussed with the COO or CEO.

For an activity to take place, the correct process must be followed in line with the organisational risk assessment procedures which provide clear guidelines in relation to timescales and required risk assessments (see checklist for written risk assessment on OneDrive), which need to be completed and agreed prior to an activity taking place. All visits/offsite activity need to be approved by the COO or CEO.

Home Visit and 1:1 session procedure

- At least two members of staff will attend home visits unless agreement has been made in line with Health and Safety.
- Details of **all** visits (including street name and post code) should be recorded on the calendar.

Prior to the visit staff must ensure they carry out the following:

- If necessary, check the route to the visit address.
- Always take a mobile phone with you and leave it switched on.
- Notify CEO/COO of the location of visit and how long you intend to be.
- Sign out and complete the 'comments box'.

During or after the visit:

- If the duration of your visit takes longer than expected inform the COO asap.
- Always inform the COO if you make any changes to your arrangements or timings.
- If your home visit is at the end of your working day you must phone the COO to confirm that you are safe and well.

Lone Working

- All staff should avoid lone working wherever possible by arranging for a colleague to also be on site;
- Where staff work alone for extended periods and/or on a regular basis, procedures should be in place for regular contact between staff, both to monitor the situation and to counter the effects of working in isolation;
- Where lone working is unavoidable staff should ensure that all outside doors are locked.

- Fire doors must be unlocked when staff are working on the premises, e.g., out of normal working hours;
- Any one lone working on a regular basis should be equipped with a personal mobile; phone. Staff are responsible for ensuring that the mobile phone is charged and in working order;
- When two or more people work late, they should try to leave the building together;
- Cars should be parked as close to the access doors as possible;
- Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

Exit process

As an aid to improve recruitment and retention strategies for the future, exit interviews and exit questionnaires are used to obtain information about why an employee chooses to leave their employment with EDIT Education.

The use of exit interviews and exit questionnaires is applicable to the following employees: -

- Employees who are due to leave following their resignation.
- Employees who are due to retire including ill health retirement and retirement in the interests of the efficiency of the organisation.

The above applies to full and part time permanent employees including job sharers as well as to temporary employees who have been employed by EDIT Education for a minimum of twelve months.

Employees who are due to leave the organisation because of redundancy, dismissal (misconduct or gross misconduct), lack of capability, or medical incapability are excluded from the process.

Exit interviews and the completion of questionnaires are undertaken voluntarily by employees and are not a requirement.

When it is known that an employee is ceasing employment, the CEO/COO will provide the employee with a copy of the exit questionnaire and a covering letter explaining the process and indicating that attendance at an exit interview is optional.

Should the employee ask for an exit interview then this will be arranged as soon as possible and be held no later than one week prior to the employee's last day of duty. It is appreciated that for employees on a short period of notice exit interviews are virtually impossible unless specifically requested.

The exit interview will be conducted by the employee's preferred choice as indicated on the exit questionnaire and be structured in accordance with the guidance attached to this document. This interview will be conducted by the CEO or COO.

A note of the interview will be made and signed by both the interviewer and the employee as a reasonable reflection of the employee's thoughts. The document will then be forwarded to either the CEO, or if the CEO conducted the interview, the Directors, for any appropriate action to be taken after taking into account any views expressed by the employee.

In exceptional circumstances, such as disclosures of inappropriate conduct, there will be a need for the CEO, together with the COO or Directors to follow up on information discussed at the interview and/or disclosed in the exit questionnaire.

The completion of an exit checklist will also be undertaken with the employee and signed by both the employee and employer (COO).

3. ACADEMIC TERM DATES 2025/26

Please note that these dates are where EDIT Education will be open for the delivery of support for partner schools. As we provide alternative provision to several schools and Local Authorities these dates may change during the year.

Autumn term 2026

- Term starts: Tuesday 1 September 2026
- Half term holiday: Monday 26 October 2026 to Friday 30 October 2026
- Term ends: Friday 18 December 2026

Spring term 2027

- Term starts: Monday 4 January 2027
- Half term holiday: Monday 15 February 2027 to Friday 19 February 2027
- Term ends: Thursday 25 March 2027

Summer term 2027

- Term starts: Monday 12 April 2027
- Half term holiday: Monday 31 May 2027 to Friday 4 June 2027
- Term ends: Wednesday 21 July 2027

Training Days

- Tuesday 1st September 2026
- Monday 4th January 2027
- Monday 12th April 2027

4. THE PROVISION DAY AND STAFF HOURS

- 9.00am – 9.45am arrival, breakfast, social time, regulation
- 9.45am – 10.15am Skills for Employability, Training and Personal Development (mandatory units)
- 10.00am – 12.30pm Art / Multiskills Construction / Breaks / Intervention
- 12.30pm – 1.15pm Lunch
- 1.15pm – 2.00pm Social skills / Enrichment
- 2.00pm End of day

The core staff hours are 8.30am – 3.00pm every day. EDIT Education is a flexible employer and will work with staff to support childcare commitments and the need to occasionally work outside of these hours.

5. KEY STAFF / CONTACT DETAILS

Alex Nangreave – CEO, Director, DT & Construction teacher, prevent, e-safety and health & safety lead.

alexnangreave@editeducation.co.uk

07311150737

Jamie Bentley – COO, Director, Designated Safeguarding Lead (DSL), Finance officer, attendance lead, pastoral lead.

jamiebentley@editeducation.co.uk

07850444238

6. ORGANISATIONAL POLICIES

Our full list of policies is accessible on the EDIT Education Website – www.editeducation.co.uk

To protect yourself and keep our children safe, policies can be viewed on our website and copies available in the office.

Below is a list of compulsory policies which must be read and signed as part of training record by all staff:

- ✓ Safeguarding and Child Protection Policy and Guidance (KCSIE)
- ✓ Equality Policy
- ✓ Data Protection Policy
- ✓ Code of Conduct
- ✓ Acceptable Use policy
- ✓ Confidentiality policy
- ✓ Health and Safety policy
- ✓ Online Safety
- ✓ Whistleblowing
- ✓ Anti-bullying and Anti-harassment

We suggest staff familiarise themselves with all other policies, these are available on our website/shared drive. You can also speak to the COO or CEO if you have any concerns or queries.

Please note there are a number of policies and procedures which must be shared with temporary and new members of staff, these will be available from EDIT Education as part of their separate induction process.

7. INTERNET AND ACCEPTABLE USE

Please sign a copy of the Acceptable Use policy statement that will be given to you on your first day of employment. A copy is also enclosed as part of this handbook at Appendix 1.

8. DATA PROTECTION

The processing of personal data is governed by the Data Protection Act 1998. EDIT Education are defined in law as separate legal entities for the purposes of complying with the Data Protection Act. It is the responsibility of EDIT Education to ensure that compliance is achieved.

As an employee, you should exercise due care when collecting, processing, or disclosing personal data and only process personal data on behalf of EDIT Education. The main advantage of the internet and e-mail is that they provide routes to access disseminate information.

Through your work personal data will come into your knowledge, possession, or control. In relation to such personal data whether you are working at the EDIT Education's premises or working remotely you must:

- Keep data private and confidential and you must not disclose information to any person unless authorised to do so. If in doubt, ask your named contact;
- Familiarise yourself with the provisions of the Data Protection Act 1998, and comply with its provisions;
- Familiarise yourself with all appropriate EDIT Education policies and procedures;
- Do not make personal or other inappropriate remarks about staff, students, parents or colleagues on manual files or computer records. The individual has the right to see all information EDIT Education holds on them subject to any exemptions that may apply.

If you make or encourage another person to make an unauthorised disclosure knowingly or recklessly, you may be held criminally liable.

It is your responsibility to read through and fully understand the terms of the policy. EDIT Education may amend this policy from time to time, and in these circumstances, staff will be issued with updated guidance.

Please sign a copy of the Data Protection policy statement that will be given to you on your first day of employment. A copy is also enclosed as part of this handbook at Appendix 2.

9. SAFEGUARDING OUR CHILDREN

Safeguarding our learners is paramount to the work of EDIT Education. Keeping our young people safe is the duty of each member of staff. Much work has been done over the past year to ensure we are legally and morally protecting our learners. We have been working closely to ensure safeguarding is a high priority and have developed a designated team to embed this.

Our expectations are for every staff member to:

- Act in an open and transparent way that would not lead to any suspicion about their actions or intent.

- Respect their duty to protect children and young people from harm and to maintain professional boundaries.
- Read and understand EDIT Education Safeguarding and Child Protection Policy and Guidance.
- All staff employed by EDIT Education are required to undertake a Disclosure and Barring Service (DBS) check.

Please be aware any safeguarding concerns should be raised with the DSL (Jamie Bentley). Suzanne Hawkins is our DDSL.

Please speak to the Designated/Deputy Designated Safeguarding Leads if you need further clarification.

Key Safeguarding Personnel

CEO **Alex Nangreave** alexnangreave@editeducation.co.uk

Designated Safeguarding Lead / COO **Jamie Bentley**
jamiebentley@editeducation.co.uk

Deputy Designated Safeguarding Lead **Suzanne Hawkins**
suzanne@editeducation.co.uk

10.SEN

At EDIT Education, we recognise that our students often come to us with lower levels of achievement than their peers in mainstream education. Our small groups and dedicated teaching methods, allow us to address certain issues. On entry, our students are baselined, levels are recorded, and targets/ grades are set.

However, in circumstances whereby substantial educational deficit occurs, it may be necessary to explore and obtain an ECH plan. If an ECH plan is required, we will work with our partners to gain guidance as how to approach this, and ensure we have all the required documentation and evidence to support the application.

Our SEND policy and documents can be found on our website, in the EDIT OneDrive and a physical copy is available in the office.

11.STAFF CONDUCT

All staff are expected to maintain a professional attitude whilst representing EDIT Education.

Staff are expected to remain professional in all their dealings with students and maintain confidentiality outside the setting.

Due regard must be shown for Data Protection and all private and confidential information kept secure in a secure area and marked with the correct protective marking scheme.

Staff are encouraged to raise any concerns with the COO in the first instance.

12 Rewards and Sanctions

At EDIT Education, we aim to modify negative behaviours whilst supporting individual children through periods of confusions. As an organisation we continually aim to address behavioural issues under the guidance of our behaviour policy.

Our rules and guidelines based on the following principles: -

- Respect for each other and the environment;
- Respect for the building, its contents, and other people's property;
- Complete all learning to the best of your ability;
- Follow instructions;
- Permission must be given for students to leave the room or building.

Rewards systems are in place, and great emphasis is put on sharing positive changes in behaviour and achievements with learners, parents and referring schools. EDIT Education will promote and display rewards and accomplishments to encourage maintenance of improved behaviours and achievements.

For detailed guidance please refer to the Behaviour and Discipline Policy.

13. STAFF APPEARANCE AND DRESS CODE

All staff at EDIT Education are professionals. As professionals, we should dress in an appropriate manner for the setting.

14. HEALTH AND SAFETY AT WORK ACT 1974

EDIT Education is governed under the guidance of the Health and Safety Act 1974. All Key staff and other significant persons are trained to level 3 Health and safety.

The Health and Safety at Work Act 1974 was enacted because of the need to codify much of the pre-1974 legislation. The principal aim was to create a single comprehensive system of regulatory law. There are three primary aims of the HSWA:

- *To secure the health, safety, and welfare of persons at work.*
- *To protect persons other than persons at work against risks to health or safety arising out of or in connection with the activities of persons at work.*
- *To control the keeping and use of explosive or highly flammable or otherwise dangerous substances, and generally preventing the unlawful acquisition, possession, and use of such substances.*

HSWA imposes various general duties upon both Employers and Employees.

Duties owed by Employers to Employees

- Provide and maintain safe systems of work.
- Ensure the safety of Employees in connection with the use, storage, and transport of articles.
- Provide the necessary information, instruction, training, and supervision.
- Ensure the safe maintenance of the place of work.
- Provide and maintain a safe working environment.
- Staff transporting students in their car - Staff must have appropriate the Business Insurance for their vehicle to transporting a student.

Appendix 1

Acceptable Internet Use Policy Statement (for ALL Staff)

- The computer system is owned by EDIT Education. This Responsible Internet Use statement helps to protect staff and EDIT Education by clearly stating what use of the computer resources is acceptable and what is not.
- Irresponsible use may result in the loss of Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- Users should log off or lock the computer when leaving a workstation, even for just a short period.
- Provision computer and Internet use must be appropriate to staff professional activity.
- Copyright and intellectual property rights must be respected.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- Users are responsible for e-mail they send and for contacts made.
- Anonymous messages and chain letters are not permitted.
- The use of unauthorised chat rooms is not allowed.
- The provision ICT systems may not be used for private purposes unless the CEO or COO has given permission for that use.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.
- The provision may exercise its right to monitor the use of the provision's computer systems, including access to websites, the interception of e-mail and the deletion of inappropriate materials. Such action may be taken where the organisation believes unauthorised use of the provision's computer

system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery, or sound.

- This policy is to protect the interests and safety and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements. It is linked to the following provision policy: Online Safety.
- This Acceptable Use Policy (for all staff) is inclusive of both fixed and mobile internet, technologies provided by the provision (such as PCs, laptops, whiteboards, tablet, voting systems, digital video, and camera equipment, etc) and technologies owned by staff.

Acceptance of the above conditions

Full name: _____

Signature: _____

Job Role: _____ Date: _____

Appendix 2

DATA PROTECTION STATEMENT (STAFF)

The processing of personal data is governed by the Data Protection Act 1998. EDIT Education are defined in law as separate legal entities for the purposes of complying with the Data Protection Act. Therefore, it is the responsibility of EDIT Education to ensure that compliance is achieved.

As an employee, you should exercise due care when collecting, processing, or disclosing and personal data and only process persona data on behalf of EDIT Education. The main advantage of the internet and e-mail is that they provide routes to access disseminate information.

Through your work personal data will come into your knowledge, possession, or control. In relation to such personal data whether you are working at EDIT Education premises or working remotely you must:

- ✓ Keep data private and confidential and you must not disclose information to any person unless authorised to do so. If in doubt, ask the COO/CEO;
- ✓ Familiarise yourself with the provisions of the Data Protection Act 1998, and comply with its provisions;
- ✓ Familiarise yourself with all appropriate EDIT Education policies and procedures;
- ✓ Do not make personal or other inappropriate remarks about staff, students, parents or colleagues on manual files or computer records. The individual has the right to see all information the organisation holds on them subject to any exemptions that may apply.

If you make or encourage another person to make an unauthorised disclosure knowingly or recklessly, you may be held criminally liable.

I have read through and fully understand the terms of the policy. I also understand that the EDIT Education may amend this policy from time to time, and that I will be issued with an amended copy.

Full name: _____

Signature: _____

Date: _____