



# Staff Handbook

College Policy	
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## Welcome

Welcome to Westerfield College

At Westerfield, we aim to create an inclusive, supportive, and professional environment for both staff and students. This handbook provides essential information about working at the college, including policies, procedures, and support systems. We encourage all staff to familiarise themselves with the contents.

## Mission, Vision and Values

Mission: To empower learners through quality education and innovative teaching.

Vision: To be a leader in further and higher education, fostering excellence in all we do.

Values: Inclusivity, integrity, innovation, collaboration, and excellence.

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## **Code of Conduct**

All staff are expected to:

- Act with professionalism and respect toward students, colleagues, and visitors.
- Uphold the college's policies on equality, diversity, and inclusion.
- Maintain confidentiality regarding sensitive college information.
- Follow health and safety guidelines to ensure a safe environment for all.

Please also refer to the Staff Code of Conduct Policy (WC27)

## **Employment Policies**

### **Contract of Employment**

Your contract outlines your terms and conditions, including salary, working hours, and job responsibilities.

Keep your contract for reference and contact HR for any questions or changes.

### **Probation Period**

New staff will undergo a probation period as outlined in their contract. Feedback and support will be provided regularly.

### **Working Hours**

Standard working hours are 9:00 AM to 5:00 PM, Monday to Friday, however, for those teaching evening classes, these hours are extended to 9:00 PM.

Flexible and part-time working arrangements are available subject to approval.

### **Leave Entitlements**

Annual leave: 28 days per year, pro-rata for part-time staff.

Public holidays and college closure days.

Additional leave: parental, compassionate, and sick leave as per statutory and college policies.

### **Pay and Benefits**

Salaries are paid monthly via [method, e.g., bank transfer].

Pension scheme options are available through [provider TBC].

Staff benefits include professional development opportunities and access to college facilities.

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## **Professional Development**

The college encourages staff to pursue continuous professional development (CPD).

Regular training sessions and workshops are offered.

Financial support may be available for external courses relevant to your role.

## **Performance Appraisal**

There is a college performance appraisal system in place to support your development based on the long-term goal. The objective of the performance appraisal policy is:

- To make employees aware of their prospects in the college
- To create a supportive environment in the college
- To discuss their career aspirations and progress

## **Health and Safety**

All staff share responsibility for maintaining a safe working environment.

Report any hazards or incidents immediately to [Health and Safety Officer].

Fire evacuation procedures are displayed throughout the campus and reviewed during induction.

## **Equality, Diversity, and Inclusion**

Westerfield is committed to promoting equality and eliminating discrimination.

Staff must adhere to the college's Equality and Diversity Policy.

Training on inclusivity is mandatory for all employees.

## **Academic Freedom**

Westerfield College is committed to fostering an environment that promotes intellectual inquiry, critical thinking, and free exchange of ideas.

Please refer to the Academic Freedom Policy (WC02) for college guidelines.

## **IT and Data Protection**

Staff are required to use college IT systems responsibly.

Adhere to the IT Policy (WC18) and the Data Protection Policy (WC14) to safeguard student and staff information.

Training on GDPR compliance is provided during induction.

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## Policies on Conduct

### Plagiarism and Cheating:

Familiarise yourself with the college's policy on Plagiarism and Cheating (WC23) to guide students appropriately.

### Bullying and Harassment:

The college has zero tolerance for bullying, harassment, or discrimination. See policy on Anti Bullying and Anti-Harassment (WC11).

Report concerns to the Director or the Designated Safeguarding Lead.

### Safeguarding:

All staff have a duty to protect students from harm and neglect.

Complete mandatory safeguarding training and report concerns to the Designated Safeguarding Lead.

## Communication and Feedback

Regular staff meetings and briefings ensure open communication.

Feedback mechanisms, such as surveys and one-to-one sessions, are in place to improve working conditions.

## Grievance and Disciplinary Procedures

Staff can raise concerns through the grievance procedure outlined in the Staff Grievance Policy (WC272).

Disciplinary issues will be handled following the Staff Disciplinary Policy (WC271) to ensure fairness and transparency.

## Leaving the College

Resignations must be submitted in writing to your line manager.

Ensure you complete an exit interview to provide feedback and return college property.

## Key Contacts

HR Department: [Insert contact details]

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Health and Safety Officer: [Insert contact details]

Designated Safeguarding Lead: [Insert contact details]

IT Support: [Insert contact details]

Student Support Officer: [Insert contact details]

Thank you for being a valued member of Westfield College. Together, we make a difference in the lives of our students and our wider community.

### **Policy Review**

This handbook will be reviewed every two years by the Academic Board unless there are internal or legislative changes necessitating an earlier review.

### **Version History**

No	Revised on	Version	Changes	Approved by	Date of Approval	Revised by

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