

Introduction

Special Shout-Out

A big well done to St Nic's staff for working so hard to move 8 classrooms and numerous small group rooms into temporary accommodation as well as an art room and several offices into the main school building. Trustees and govenors have noted your hardwork and commitment to make this happen. As one trustee said, the classrooms look stunning!

Safeguarding



Filtering & Monitoring: A reminder to log onto [Every](#) and read the factsheet on Filtering and Monitoring by Friday 6th October. DfE requirements around filtering and monitoring have been strengthened and all staff must be aware of our responsibilities.

Following on from our Safeguarding training: Some links to additional information requested by staff at our INSET day on honour based abuse and eating disorders below:

Honour based abuse: <https://safeguardinghub.co.uk/honour-based-abuse-the-facts/>

Eating disorders: <https://ssscpd.co.uk/education/safeguarding-articles/eating-disorders-supporting-children-in-school>

Staff Wellbeing

We have recently renewed our staff wellbeing package with Schools Advisory Service. The services and support provided is completely confidential, we are unable to see how many people are using the services but we do hope you are finding them useful. Here is a reminder of the support available:

The following Apps are also available to download: [School Wellbeing](#) and [SAS Gym](#): SAS Gym provides users with the ability to access a range of exercise programmes, developed by in house personal trainers, while monitoring progress towards fitness goals.

You can find lots more information on their website here: [Staff Wellbeing - Schools Advisory Service \(schooladvice.co.uk\)](https://www.schooladvice.co.uk/staff-wellbeing)

Please see also the 'Free and Confidential Wellbeing Services' poster at the end of this bulletin.



SCHOOL WELLBEING

FREE AND CONFIDENTIAL WELLBEING SERVICES FOR YOU

Contact our wellbeing team at:
01773 814403 | nurse@uk-sas.co.uk



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Cycle to Work

A reminder of our cycle to work scheme at BOAT, where staff can take advantage of payments spread over 12 months for a bike and accessories up to a value of £3,000!

Cycle to Work is a government initiative that was introduced in 2001 to encourage more people to commute to and from work by bike, enabling people to make healthier choices and reducing the UK's carbon footprint.

The initiative also allows you to make huge Tax and National Insurance savings on the cost of a new bike and safety accessories. These savings are achieved via salary sacrifice which is managed by your employer and lets you spread the cost to make payments more convenient!

By signing up through our Cycle2Work scheme you can save up to 32% on tax!

To make your application simply log onto the registration portal here; [Cycle2WorkScheme](#) and follow these steps.



If you have any questions regarding the scheme please speak to Wendy or Caroline.

CYCLE2WORK SCHEME

GET READY
TO GET ACTIVE

SAVE UP TO
32%

WITH CYCLE2WORK

01

Choose your bike and safety equipment in store or online, so you know how much you would like to apply for.

02

Sign up for the scheme via your Cycle2Work portal.

03

Once your application is approved, and you have received your letter of collection, you can redeem your goods.

04

Repayments are taken from your salary before tax, giving you a saving on your purchase.

Save up to 32%* on bikes and accessories at the following:

halfords

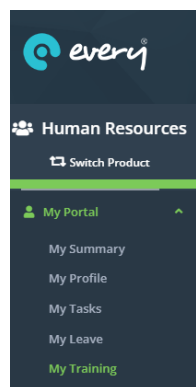
tredz

Independent Bike Shops

cycle2work

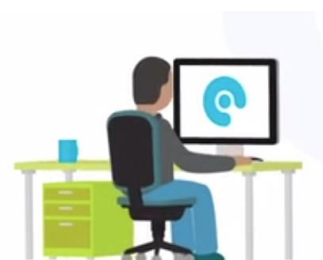
*Based on a basic rate tax payer. Higher rate tax payers save up to 42%/
Additional rate tax payers save up to 47%

Want to find out more and apply?
Visit: <https://boat.salarydeductplatform.com>



Display Screen Equipment – If you have recently moved office or desk and spend the majority of your role using a computer or portable device please complete the Display Screen Equipment online course on Every! Completing this course will not only comply with the law but also keep you comfortable and healthy!

To start the course log onto Every; <https://www.every.education/> Select the Human Resource Product then My Training. There you will see a link to the mandatory/optional training.





World Mental Health Day

It's world mental health day on Tuesday 10th October 2023.

We will be facilitating a live positive mental health webinar which will cover an introduction to mindfulness, stress awareness, positive thinking as well as relaxation. Further details on the date, time and how to register will be released soon.

Professional Development

Opportunities for Teachers



We are planning to run the National Professional Qualification for Leading Teaching (NPQLT) in February 2024. The course will run over two academic years allowing for use of INSET days and dedicated staff meetings across two academic years to allow for time to complete the course – details to follow.



Joint Consultation and Negotiation Committee (JCNC): The trust regularly host a meeting with the unions. It is an open forum where the trust and unions can work together for the interests of all.



Unison do not currently have a staff representative, if you are a member of Unison and are interested in becoming the staff representative for the school a please speak with David or contact Zoe Walker at Unison on zoe@unisonwestsussex.org.uk or 01243 777636 for further information.

Data Protection – School reprimanded! Action required

The Information Commissioner's Office has issued a reprimand to a primary school after information from the school's safeguarding information system (CPOMS?) was displayed on the classroom's whiteboard. There was also a delay in reporting the data breach. The ICO said, 'The investigation found that the school inappropriately disclosed personal data... of a sensitive nature in a classroom environment.' Obviously we don't want that to happen within BOAT so all staff must:

- Report data breaches immediately – to David Etherton/Wendy Cooke (or a member of Senior Leadership Team).
- Ensure children are not present or in the vicinity when reading safeguarding alerts (e.g. CPOMS) and emails.
- Include "SENSITIVE/HIGHLY SENSITIVE" in the subject line of an email informing the recipient of the nature of the content before it is opened.

Staff are reminded that all confidential papers and files must be locked away overnight. If you don't have access to a locked cupboard, please speak to a member of the Senior Leadership Team.

Staffing Matters

- **Payroll** – Deadlines for overtime claims: Wednesday 4th October, Wednesday 1st November, Wednesday 6th December.
- **Payslips** – It is vital that you check your payslip every month, especially your tax code and deductions (only you know what deductions you should have!) If there are any queries please contact Wendy. Any errors can normally be rectified quite quickly but they do need to be raised promptly!



And finally

As a trust we want all children to be equipped with **'wisdom for life'**.

'**Wisdom for life**' is far deeper than 'learning for life'. As a Trust, we want our pupils not just to acquire knowledge and skills but the discernment to apply learning wisely on the journey of life.



We want thank all staff for supporting children in developing their character, thinking about the big questions of life and how to live with wisdom.

The Church of England Education Office is committed to ensuring that all adults and children flourish in our schools. They remind us of the words of Jesus in John 10:10 'I have come that you may have life in all its fullness'. It's worth reflecting on, and testing, that claim: If we want 'fullness' we need to consider the source of 'life'.

David Etherton
CEO

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Tel/Text: 07762263317

Bishop Otter Academy Trust – *Wisdom for Life*
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FREE AND CONFIDENTIAL WELLBEING SERVICES FOR YOU

Contact our wellbeing team on:

01773 814403 | nurse@uk-sas.co.uk



Available Services:

- **Wellbeing Telephone Support** - Confidential support from our in-house NMC registered nursing team, available Mon - Fri 8:30am - 4:30pm.
- **Cancer & Chronic Illness Support** - Support for staff if they or their family are affected by a diagnosis of a chronic, long term condition.
- **Bereavement Support** - Emotional support and guidance for navigating bereavement of a loved one.
- **Menopause Support** - Support from nurses who have attended recognised menopause courses
- **Manspace** - Support for men's health and wellbeing related queries.
- **The Relaxation Room** - Guided mindfulness & meditation evening webinar sessions.
- **Preparing Parents** - Support for existing or new parents/guardians.
- **Feeling Good App** - NHS approved audio app which boosts key skills for mental wellbeing.
- **SAS Gym** - App based exercise programme for all levels of abilities and experience.
- **Pupil Yoga** - 10 guided video sessions aimed at Primary and Secondary aged children.
- **Be A Champion** - Pupil mentoring programme to encourage improved mindset, sleep, healthy eating and physical activity.
- **Ask Andy** - One hour video call with SAS Director of Wellbeing and former NAHT President, Andy Mellor, to discuss how to create a wellbeing culture within school.
- **Counselling** - Confidential, individual therapy sessions.
- **Physiotherapy** - Physiotherapy resources to assist with the treatment and management of a wide variety of conditions.
- **Complementary Services** - Therapies to assist with physical or psychological symptoms which can accompany cancer/chronic long-term illnesses.
- **GP Helpline** - Appointments for medical support and advice with active NHS GPs.
- **Be Mindful** - NHS approved mindfulness programme for schools.
- **Weight Management** - 12-week weight management programme in partnership with Slimming world.
- **Wellbeing Governor E-module** - Supporting mental health and wellbeing across your organisation.
- **Leadership Clinic** - Weekly leadership support meetings, including guidance on improving whole school wellbeing.

You must...

- ✓ **Follow our data protection policy whenever you process personal data**
- ✓ [Data Protection Policy](#)

- ✓ **Only collect the data you need**
 - ✓ When you're requesting personal data (e.g. via consent forms, admissions forms or surveys), ask yourself, "Do I really need this? What will I use it for?"
 - ✓ If you don't need it, or only want it "just in case" – don't collect it
 - ✓ If you've already collected personal information that you don't need – delete it

- ✓ **Make sure any personal data you hold is accurate and up to date**
 - ✓ Check our data protection policy to see how often we update personal data such as emergency contact details

- ✓ **Hold our data securely – keep physical data locked in filing cabinets, and password-protect your computer and any digital files containing personal data**
 - ✓ Passwords should be at least 10 characters
 - ✓ Password-protect documents and email attachments that include personal data
 - ✓ Always double-check that you're emailing personal data to the right person, who is authorised to see it
 - ✓ Use 'Bcc' when you're emailing a group of people who don't already have each other's email addresses, e.g. parents or volunteers

- ✓ **Keep personal data anonymous, if possible**
 - ✓ Don't name the child if you don't need to, e.g. if you're discussing with a colleague about accommodating a pupil's religion, or about managing a pupil's medical condition

- ✓ **Take care if you're taking personal data off the school premises**
 - ✓ Sign items containing personal data out and back into school via the school office
 - ✓ Keep physical documents in a secure, closed folder along with your contact details in case the folder is lost
 - ✓ Store the documents in a safe place at home – don't leave them in your car or at a friend's house

- ✓ **Report safeguarding concerns, even if it involves revealing personal data**
 - ✓ You **must** report to the relevant people if you're concerned about the wellbeing of a child. You don't need anyone's consent to do this

If you have any questions or concerns about personal data, talk to our data protection officer (DPO): David Etherton

Report to our DPO **immediately** if you think personal data has been lost, stolen or wrongly disclosed. This is so we can quickly take steps to mitigate the impact of a data breach.

Also speak to our DPO if:

- You have any concerns at all about keeping personal data safe
- You're introducing a new process or technology that involves using personal data
- Anyone asks you if they can see the data that we have about them – this is called a 'subject access request' and our DPO will need to deal with this