



Hillside Specialist School & College

Providing exceptional education for all students.

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INFORMATION FOR ALL PROSPECTIVE EMPLOYEES

A full copy of our **School prospectus** can be found on the Home page of the school website www.hillside.lancsngfl.ac.uk. Please take the time to read the information given to fully appreciate our school.

CHILD PROTECTION POLICY STATEMENT

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

ATTENDANCE POLICY STATEMENT

This school is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the School Management Team monitors levels of sickness absence in school regularly and takes action in accordance with the Guidelines adopted by the school to deal with unacceptable levels and frequency of sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.

LCC EQUAL OPPORTUNITIES AT WORK POLICY.

Why do we need the Policy?

- Lancashire County Council is striving to be an Equal Opportunities Employer.
- The Council also recognises that in the past certain groups of people have been disadvantaged in gaining employment and is taking action to overcome such disadvantage.
- We are committed to ensuring all employees have equal treatment in the workplace and to ending any under-representation of groups in our workforce.

In seeking to implement this Policy the County Council:

- Distributes information widely on its job vacancies and encourages job applications from under-represented groups.
- Has a complaints Procedure which can be used by any employee or job applicant who feels he/she has been treated unfairly.
- Provides a variety of training courses for its staff on equal opportunity issues including recruitment and selection.
- Monitors and reviews its policy.
- Has implemented a package of flexible working arrangements.

Equal Opportunity employment Arrangements for women and men from all communities.

- Provision of job/career opportunities.
- Flexible working (Flexitime) in many locations.
- Voluntary Reduced Hours, Job Share and Career Break Schemes.
- Maternity/Maternity Support and Adoption Leave Schemes.
- Childcare Provision/Information.
- Compassionate/Special Leave arrangements.
- A recognition of religious and cultural needs in the workplace.
- A policy to deal with sexual or racial harassment and bullying issues.

Positive action for people with disabilities

- We interview all disabled job applicants who meet the essential requirements advertised for a vacancy.
- We have allocated a special budget to improve access to County Council workbases.
- We seek to retain employees and make any reasonable adjustments if they become disabled.
- We seek to assist applicants obtain employment including any necessary adjustments to the selection process.

For further details of these Policy arrangements telephone **(01772) 533490**



Punjabi

ਲੰਕਾਸ਼ਾਇਰ ਕਾਉਂਟੀ ਕੌਂਸਲ

ਠੋਕਰੀਆਂ ਵਿੱਚ ਬਰਾਬਰ ਮੌਕੇ ਦੇਣ ਵਾਲੀ ਇਕ ਇਮਪਲੋਇਅਰ (ਠੋਕਰੀਆਂ ਦੇਣ ਵਾਲੀ) ਜਿਹੜੀ ਕਿ ਕਮਿਊਨਿਟੀ ਦੇ ਹਰ ਹਿੱਸੇ ਤੋਂ ਠੋਕਰੀਆਂ ਲਈ ਅਰਜ਼ੀਆਂ ਦਾ ਸਵਾਗਤ ਕਰਦੀ ਹੈ। ਜੇ ਤੁਸੀਂ ਇਸ ਠੀਕੀ ਜਾਂ ਠੋਕਰੀਆਂ ਲਈ ਮਾਲੀ ਥਾਵਾਂ ਬਾਰੇ ਹੋਰ ਜਾਣਕਾਰੀ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਉਪਰ ਦਿਤੇ ਟੈਲੀਫੋਨ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ।

Urdu

لنڪا سائز ڪاؤنٽي ڪونسل

لنڪا سائز ڪاؤنٽي ڪونسل روزگار ڪے لے مساوي حقوق ميا ڪرتي ہے اور تمام ڪميونٽي ڪي طرف سے روزگار ڪي درخواستون ڪو خوش آمديد ڪتي ہے۔ اگر آپ اس پاليسي ڪے متعلق يا روزگار ڪے لے ڄاڻنا چاهتي هيں تو اوپر دئے گئے نئيں فون نمبر پر رابطہ قائم ڪريں۔

Gujarati

લેન્કાશાયર કાઉન્ટી કાઉન્સલ

ਸਮਾਨ ਟਕੌਨਾ ਅਮਲੋਯਰ (ਕਾਮੇਰਾਮਨਾਰ) ਕਮਿਊਨਿਟੀਨਾ ਅਥਵਾ ਵਿਭਾਗੀਆਂਈ ਅਰਜ਼ੀਆਂ ਆਵਕਾਰੇ ਏ. ਜੋ ਟਮਨੇ ਆ ਨੀਤਿ ਅਥਵਾ ਨੋਕਰੀਨੀ ਯਾਲੀ ਜੁਯਾਅੀ ਵਿਖੇ ਅਥੁ ਮਾਭਿਤੀ ਜੀਠਤੀ ਭੀਯ ਟੀ ਉਪਰਨਾ ਡੇਲਿਵਰੀ ਨੰਬਰ ਉਪਰ ਅਮਾਰੇ ਖੁੰਪਰ ਸਾਥੀ.

Bengali

ਲੰਕਾਸ਼ਾਇਰ ਕਾਉਂਟੀ ਕਾਉਂਸਲ

ਸਕਲੇਰ ਯਨੁ ਸਮਾਨ ਸੁਯੋਗ ਪ੍ਰਦਾਨਕਾਰੀ ਚਾਕਰੀ ਦਾਤ। ਕਮਿਊਨਿਟਿਰ ਸਕਲ ਵਿਭਾਗ ਹੁੰਦੇ ਆਵੇਦਨ ਆਹਵਾਨ ਕਰਾ ਯਾਹਿਤੇਛੇ। ਆਪਨਿ ਯਦਿ ਏਹਿ ਨੀਤਿ ਓ ਖਾਲਿ ਪਦਗੁਲਿਰ ਵਿਸ਼ਯੇ ਅਰਓ ਕਿਸ਼ਤਾਰਿਤ ਯਾਨਿਤੇ ਚਾਨ ਤਾਹੁ ਹੁੰਦੇ ਉਪਰੇਰ ਟੈਲਿਫੋਨ ਨੰਬਰੇ ਯੋਗਾਯੋਗ ਕਰਨ।