



RADLEY

**Dons'
Handbook**

September 2023

Introduction from the Warden	6
Section A: Responsibilities	7
Council	7
The Warden	7
The Senior Management Team	7
The College Management Team	7
Sub-Warden	8
Deputy Head (Academic)	9
Deputy Head (Co-Curricular)	10
Deputy Head (Pastoral)	11
Deputy Head (Systems)	12
The Bursar	13
The Development Director	13
Admissions and Communications Director	13
Under Master	14
Heads of Year	14
Head of Sixth Form	15
Heads of Academic Departments	16
Social Tutors	16
Resident Sub-Tutors	17
Assistants to Resident Sub-Tutors	17
Live-out Sub-Tutors	18
Don Expectations	19
Form Mastering	23
Section B: Teaching	26
Policies	26
Dons' Dress	26
Dons' Behaviour	26
Photocopying	26
Departmental Outings	27
Academic Priority Time	27
Music Lessons	27
Observation	27
The Library	27
Staff Hub (SharePoint)	28
The School Website	28

Good use of email	29
Technology.....	30
Data Protection and Security	31
Visiting Speakers/Visitors	31
Dons Missing Lessons	32
Parents’ Meetings.....	32
Publication of Exam Results.....	32
Section C: Pastoral	34
Policies	34
Safeguarding	35
Anti-Bullying.....	35
Discipline	36
Socials	36
Chapel	37
Duties and Patrols.....	37
Absences	37
Informal meetings with boys and entertainment	38
Alcohol	38
Anti-Smoking and Drugs	39
Medical	39
Cocoa	39
Dealing with Parental Complaints	39
Section D: Co-Curricular.....	41
Co-Curricular Duties.....	41
Games	41
Societies	41
Wednesday Activities.....	42
JCR.....	42
Section E: Health and Safety.....	43
Risk Assessment	43
School Trips.....	43
Road Safety	43
Security	43
ID Cards	44
College Vehicles	44
Health and Safety Policy	44

Fire Safety	44
Accidents/Incidents and Near Misses.....	45
Section F: Personal.....	46
Staff Welfare and Support	46
Health.....	46
Dry Cleaning.....	46
Lodge.....	47
Bursary	47
Payroll	47
Repairs/IT Difficulties.....	47
Hall	47
Voting.....	47
Section G: Common Room.....	48
Common Room	48
Common Room Committee	48
Rules.....	48
Membership.....	48
The Rooms	48
Common Room and the Sitting Room	49
Dining Room.....	49
Common Room Dining.....	50
Bryans Room	50
Guest Nights.....	50
Cellar	50
Common Room Bills.....	50
Common Room Meeting.....	51
Past and Present	51
Section H: Families.....	52
Common Room	52
Sundowners	52
Safari Supper.....	52
Moving around site.....	52
Getting to know your neighbours.....	52
Visitors	53
Library	54
Sports Centre	54

Radley College Real Tennis Club54
Golf Club.....54

Introduction from the Warden

There is something very rare, and very special, about the Radley community. It stems from a continuity of purpose over many years, from the values that underpin the ethos of the school, and from the dedication of all dons to providing the very best education possible.

The campus life – with all dons and families living on site – means that boys mix frequently and easily with them in the course of the school week, so giving Radley itself a family feel. We seek to model, and in turn expect from them, qualities of kindness, respect, decency and sensitivity as well as purpose, aspiration, endeavour and ambition.

When he founded Radley, William Sewell envisaged a school in which boys' lives were enriched by the presence of beautiful things, a gentler vision than the muscular, robust ambitions of some 19th century educators. We remain true to that, seeking to ensure that all appreciate their aesthetic environment and recognise the importance of it within their daily life. Art, Music and Drama are vibrant and Chapel remains at the heart of what we do; we encourage boys to explore the spiritual as well as the material.

The Social also has a powerful influence in showing boys the importance of toleration, of valuing eccentricity and individuality, and in developing consideration and selflessness. The values we stand for are supported by Form Masters and the PSHE programme and they find expression in our links with the wider community. We want boys to think, and all our teaching maintains that ambition at the heart of it. We believe in teamwork and camaraderie; in learning to win well and lose well; in stretching boys. We do so on the sports field, and through the myriad activities we offer.

The support of all dons in all these aspects is crucial. It has long been our aim at Radley to do the very best for boys by demanding the highest standards, so aspiring to exceed the expectations with which Radleians and their parents arrived at the school. This we achieve through close monitoring of teaching and learning, through a range of intellectual and cultural activities designed to stretch the mind, and by providing first class, responsive, learning support and pastoral care. None of this is possible without a talented – and dedicated – Common Room.

Radley is, I trust, not only a school providing the very best boarding education for boys but a stimulating and exciting place to live and work. Collegiality is key. We work together to ensure that the sum is greater than the parts.

JS Moule

Section A: Responsibilities

Who is responsible for what at Radley

Council

Council comprises a maximum of 21 members and provides guidance on all matters relating to the running of the College. It appoints the Warden.

Full meetings of Council take place each term and, in addition, there are termly meetings of the General Purposes Committee, which considers the financial business of the College and development of the estate, buildings and investments.

Two members of Council (Charlie Palmer and Carole Sweetnam) have particular responsibility for Common Room matters and meet Common Room once a term.

The Warden

The Warden is ultimately responsible for all matters concerned with Radley and is responsible to Council. With them, he determines the College's direction, sets tone, priorities and standards, appoints staff, is the final arbiter in all matters of discipline, and is the school's figurehead for parents, staff, boys, and prep school heads, amongst others. He is assisted in running Radley by the Senior Management Team.

The Senior Management Team

Some of the main roles of the SMT are listed below. But if you have questions about any aspect of school life, they will all be happy to help.

Along with the Warden, the SMT comprises:

Ben Holden (Sub-Warden), Niall Murphy (Sub-Warden Designate), Jonathan Porter (Deputy Head Academic), Harry Crump (Deputy Head Co-Curricular), Ed James (Deputy Head Pastoral, from April 2024), Roger Shaw (Deputy Head Systems), Andrew Ashton (Bursar), Elisabeth Anderson (Development Director) and Sophie Langdale (Admissions and Communications Director).

The College Management Team

The SMT, along with David Anderson (Estates Bursar), Sarah Ballard (HR Director) and Julie Fletcher (Finance Director), make up the College Management Team (CMT).

Sub-Warden

1. Deputise for the Warden in his absence.
2. With the Warden, take responsibility for the ethos and culture of the College.
3. Be a highly visible daily presence around the College.
4. Oversee all aspects of behaviour within the College, working closely with the Deputy Head (Pastoral), Heads of Year, Tutors, Proctor and wider staff to that end. Oversight of tardies and fatigues with the Under Master.
5. Weekly meeting with each Head of Year.
6. With duty teams and the Under Master, manage behaviour in Hall.
7. Oversee with the Under Master arrangements for Patrols.
8. With the Deputy Heads, ensure a healthy balance between pastoral, academic and co-curricular priorities across all age-groups and across the academic year.
9. In conjunction with the Deputy Heads, monitor dons' overall loading across academic, pastoral and co-curricular commitments.
10. With the Heads of Year, set expectations and manage form mastering.
11. Act as the link between operational departments and other aspects of College life.
12. With the Warden and Deputy Head (Pastoral) meet regularly with the Pups.
13. Take responsibility for the effective listening to 'Pupil Voice' at Radley.
14. Membership of the Pastoral Committee, chaired by the Deputy Head (Pastoral).
15. Work with the Chaplain to ensure effective communication and addressing of pastoral issues among staff.
16. Sit on the Housing Committee.
17. Take responsibility for allocation of dons to Social Teams. Oversee effective management of Don Duty Rotas.
18. Ensure that Warden's Assemblies run effectively.
19. Ensure the smooth running of sporting fixtures (including touchline support of the 1st XV, aided by the Proctor) and major cultural events (such as Partsong) with the Deputy Head (Co-Curricular).
20. Lead a team to manage the running of the JCR with the Head of Sixth Form, Under Master and Proctor.
21. Post whole school notices (such as snow and summer dress).
22. Ensure effective application of the pupil access to staff accommodation policy.
23. Coordinate the Whole School Photograph.
24. The Sub-Warden is responsible for the line management of the following roles: The Heads of Shell, Remove, Fifth and Sixth Form, the Proctor.

Deputy Head (Academic)

1. Develop, with the Warden, a clear **strategy and vision for academic life** within the College.
2. Establish a strong **academic culture** at the College, in and beyond the classroom.
3. Inculcate and protect an atmosphere of **balanced academic inquiry** and wholesome debate.
4. Ensure that the College **curriculum** is fit for purpose to provide the very best academic grounding and experience for all Radleians.
5. With the Deputy Head (Systems), encourage **data-led expectations and targets** for boys in terms of examination aspirations, establishing a culture of reflection and ambition.
6. Line manage **Heads of Department** and other core academic roles, setting clear and specific goals and targets and support them in pursuing and achieving these goals.
7. With the Director of Teaching and Learning, conduct regular **'learning walks'**, encouraging dons to develop a culture of reflective and shared practice.
8. In conjunction with other Deputy Heads and the Sub-Warden, ensure a **balance** of activity throughout the College.
9. With the Director of CEP, oversee the development and application of the **Curriculum Extension Programme**. With the Head of **Critical Thinking**, ensure the development of strong critical skills in all Radleians. Oversee the effective use of **Academic Priority Time (APT)**, promote other academic extension activities and oversee the College's speaker programme.
10. Chair the **Academic Committee** and drive innovation in teaching. Chair HoD meetings and ensure effective and timely communication of academic matters across the College.
11. Coordinate and direct the **Oxbridge programme**.
12. Manage the Librarian, the work of the **Library** and the College policy and practice of encouraging boys to read.
13. Oversee, with the Warden, the **appointment of academic dons**.
14. **Report to Council** annually on exam results and triennially on academic strategy.
15. With the Admissions and Communications Director, take an active interest in the **application process for boys**, particularly in terms of academic scholarships and standards at all points of entry.
16. With the Director of UCAS and Head of Sixth Form, develop clear strategy on **university application**.
17. Manage **academic rewards**. Organise the annual prizegiving. Ensure that academic successes are communicated and celebrated.
18. Manage **academic sanctions**. Organise the detention rota, monitor staff usage of detention and pupil attendance in detention.

The Deputy Head (Academic) is responsible for the line management of the following roles: Director of Teaching and Learning, Director of UCAS, Director of Curriculum Extension Programme (CEP), Head of Critical Thinking, Master i/c Scholars and the Librarian.

Deputy Head (Co-Curricular)

1. To develop, with the Warden, a **clear strategy and vision for what co-curricular activity** should achieve within the College.
2. With the Sub-Warden and Tutors, ensure that Radleians develop **social confidence, public speaking and conversational skills** and **leadership** at all levels. Conduct a **life and employability skills** audit and develop a programme to ensure that each Radleian has an opportunity to learn the skills that they need.
3. Manage staff **co-curricular loading and resourcing**, maximising the contribution made whilst ensuring equity and balance.
4. Ensure a **breadth and balance of opportunity** at all levels and in all areas of College life.
5. Create an effective strategy to balance the demands of **individual and collective activity**.
6. Oversight, along with Tutors, of **participation levels** of boys across all year groups and manage reporting of such activities to relevant constituencies.
7. Management of the **College Calendar** ensuring that all activities are given the appropriate time and space needed within the constraints of a busy College.
8. Work with the Director of **Partnerships** to ensure effective planning, timing and calendarising of all partnership activity, reflecting its place as a core part of the College strategy.
9. Oversight of Heads of Year and Masters i/c Shell and 6.1 Wednesday Activities in planning and supporting appropriate **programmes of activities** including the New Boys' programme and post-GCSE Life Skills Week organised by the Head of Sixth Form.
10. Oversee organisation of **Remembrance Day** events with the CCF Contingent Commander, Chaplains and Precentor.
11. Ensure the smooth running of sporting fixtures (including **touchline support** of the 1st XV, aided by the Proctor, and Inter-Social Sports Day).
12. With the Director of **Drama**, Head of **Art** and **Precentor**, ensuring that the creative Arts are vibrant and successful within the College.
13. With the Director of Sport, ensure that Radleians have a healthy lifestyle and participate in the '**fitness for all**' approach.
14. With the Head of **CCF** and **Adventurous Activities**, ensure all participating Radleians are exposed to effective and challenging experiences, developing resilience and teamwork.
15. With the Head of **Charities**, promote and support charitable endeavours.
16. Management of all **trips** and their **risk assessments**.
17. Calendarise and coordinate **Social Photographs**.
18. Above all, ensure that the education of each Radleian prepares him in terms of **character, experience and skill** for the world beyond Radley.

The Deputy Head (Co-Curricular) is responsible for the line management of the following roles: Director of Drama, Director of Sport, Precentor (Director of Music), Contingent Commander CCF, Master i/c DoFE and Adventurous Activities, Head of Charities.

Deputy Head (Pastoral)

1. To develop, with the Warden, a clear **strategy and vision for effective pastoral care**.
2. Oversee all safeguarding matters in the College as the **Designated Safeguarding Lead**, to include training, monitoring, compliance, reporting and case management. Ensure effective application of the policy on low level concerns.
3. Chair the **Pastoral Committee** and ensure effective flow of information; proactive and appropriate intervention; and thorough reflection on all pastoral matters.
4. Act as **Mental Health Lead** for the College and chair the Mental Health Committee. Manage and monitor the work of the College Counsellor.
5. **Line Manage each Tutor**, ensuring consistent, high quality pastoral care across the College while allowing each Social to develop its own approach and style, as appropriate.
6. With the Under Master, line manage the work of the **PHMs** and the **Resident Sub-Tutors**.
7. Work with the Admissions Department to ensure effective handover of **safeguarding information** and monitoring of **UKVI** requirements.
8. Ensure that twice daily **registration** is effective and compliant.
9. Be a **visible presence** in all Socials and around College, getting to know boys well.
10. Chair regular **boys' meetings** to discuss pastoral issues in the boarding houses, ensuring effective pupil voice to raise ideas or concerns.
11. With the Warden and Sub-Warden, meet regularly with the **Pups** and manage them in their roles.
12. With the Head of **PSHE**, ensure that all boys are well educated on all matters of personal, social, health and economic education. Monitor and develop policy on the impact of **technology** on the pastoral welfare of Radleians.
13. Oversee the **Health Centre** in all aspects of its work.
14. Manage **safeguarding records** for all boys and ensure effective handover to and from Radley of all such records.
15. With the HR Director, ensure that all **safer recruitment** guidelines are followed. Act as the safeguarding lead in all interviews for teaching dons.
16. With the HR Director and the Deputy Head (Systems), ensure all staff are appropriately **trained in pastoral care**, through effective INSET.
17. **Report to Governors** termly on all safeguarding and pastoral matters and prepare an annual pastoral questionnaire and report.
18. Monitor **equality, diversity and inclusion** within the College.
19. Ensure **parents are well informed** on pastoral matters, including practical guidance.

The Deputy Head (Pastoral) is responsible for the line management of the following roles: Under Master (also Deputy DSL), Tutors, Resident Sub-Tutors, Pastoral Housemistresses (PHMs), Head of PSHE, Senior Nurse, School Counsellors, School Psychiatrist.

Deputy Head (Systems)

1. With the Warden, take responsibility for **systems and standards** in all aspects of College life.
2. Ensure that the College is always 'ready' for **ISI inspection** with **annual compliance reviews**.
3. Act as gatekeeper for all College **Policies**, ensuring that they are up to date and compliant.
4. Work closely with the Deputy Head (Academic) on **academic standards, staffing levels** and the **timetable**.
5. Lead and direct **data analysis** in the College, with a particular emphasis on proactive academic data collection and target setting as well as collation and interrogation of pastoral data. Manage the College **Database**.
6. Chair the **ICT Committee** and take responsibility for the development and delivery of the College's technology plan.
7. Act as **Secretary to the Senior Management Team** and **College Management Team**.
8. Line manage the **Academic Support** and **Exams** Departments, ensuring effective compliance and quality provision.
9. Be the lead for the Senior Management Team in terms of **change management**.
10. Take a lead on **innovation**, ensuring that the College considers best practice from other schools.
11. At the direction of the Warden, act as **investigating officer** for serious complaints and/or disciplinary processes.
12. With the HR Director and the Director of Teaching and Learning, oversee the **staff induction** programme and termly **INSET** structure.
13. Oversee all **staff information** and communication of it. Be seen as the go-to person for questions as to College policy, planning and practice.
14. With the Warden, determine Radley College **term dates**.
15. With the Estates Bursar, review classroom planning and **space management** annually.
16. Involvement, with other relevant staff, in ensuring effective **compliance** in areas related to ISSRs, NMS, GDPR, UKVI and PSHE (including RSE).
17. Responsibility for the day-to-day management of **Chapel**.

The Deputy Head (Systems) is responsible for the line management of the following roles: Director of Digital Strategy, Head of Academic Support, Head of Exams, Chaplain.

The Bursar

The Bursar is also a member of the Senior Management Team. He is responsible to the Council for financial aspects of the school, its buildings and estates and other operational and commercial areas.

He has an extensive team working for him including the Estates Bursar, Finance Director, HR Director (who with the Bursar, form the Bursary Leadership Team - BLT) as well as the Head of Domestic Services (Housekeeping), Head of Sports Centre and Commercial Enterprises and Head of Catering.

The Development Director

The Development Director has two main responsibilities: the leadership and day-to-day running of The Radley Foundation, the College's fund-raising and grant-making charity; and, the daily management of the College's relationship with its alumni - the committee and members of The Radleian Society. They are responsible to the Warden and to the Chairman of the Foundation Trustees.

The Development Director and Team also organise Gaudy.

Admissions and Communications Director

1. In charge of all processes and events associated with the recruitment of pupils to the school.
2. Relationships with prep schools and primary schools.
3. Funded places.
4. Scholarships.
5. International pupil recruitment.
6. The College website and the Radleian Magazine.
7. Social media.
8. E-newsletters.
9. Prospectus and Admissions publications.
10. Communications with parents and marketing.
11. Links with Radley Village and the local community.

Below the Senior Management are several important groups of middle managers: the Under Master, Heads of Year, Heads of Academic Departments, Social Tutors and dons responsible for cross-curricular departments (Universities, Timetable, IT, Careers, Learning Support), for Games and for the Library.

Under Master

1. Act as **Deputy DSL**.
2. Deliver **Safeguarding INSET** to boys and Pups.
3. Ensure that new **Tutors** are given effective **induction**.
4. **Pastoral Induction** for new dons.
5. Assistance with **Tutor / PHM Appraisal** and inspection.
6. Management of **low-level pastoral concerns**.
7. Support the Sub-Warden with effective and appropriate investigation into **breaches of the behaviour policy** and management of day-to-day standards.
8. Ensure that **Patrols** are effective.
9. Ensure with Heads of Year that **Warden's Assemblies** run effectively.
10. Judge when boys need a **haircut** and invite hairdresser in as required.
11. Be the point of contact for **pizza** deliveries.
12. Be part of a team managing the running of the **JCR** with the Sub-Warden, Head of Sixth Form and Proctor.

Heads of Year

1. Ensure effective and consistently high-quality **form mastering**.
2. Organisation of **parents' meetings**.
3. **Address Common Room** at the start of each academic year to draw their attention to any pupils with particular issues.
4. In conjunction with the Sub-Warden, deal with **low-level pastoral and disciplinary** incidents that require attention outside the context of the Social.
5. Monitor **academic progress**, to include consideration of all available data, highlighting patterns of concern to the Deputy Head (Academic) and working with the Director of Teaching and Learning and Tutors to ensure effective academic habits.
6. Agree with the Deputy Head (Co-Curricular) and Tutors appropriate **calendared events** for each year group and oversee effective staffing and delivery of the programme.
7. Liaise with the Head of **PSHE** over resourcing and delivery of PSHE.
8. Work with the Head of Exams in the organisation and oversight of **School Exams**.
9. **Annual report** to the Warden on the progress of each year-group.
10. Support the Under Master in the effective running **of Warden's Assemblies**.

Head of Sixth Form

Additionally has the following responsibilities:

1. Develop, with the Warden and Development Director, a clear strategy and vision for effective preparation of all Radleians for **life beyond the College**.
2. Ensure all Radleians in their final two years at the College develop **effective personal portfolios and profiles** to combine experience, skills, awareness and planning.
3. Develop and implement, with the Radleian Society, effective ways of engaging, supporting and monitoring the **progress of Radleians up to the age of 25**.
4. Act as Common Room rep on the **Rad Soc Committee**.
5. Take a lead in the College programme to develop an **enterprising mindset** in all Radleians.
6. With the Sub-Warden and Deputy Head (Pastoral), ensure effective **leadership training** for Sixth Form boys.
7. Organisation of **Life Skills Week** for Fifths as part of their transition to the Sixth Form.
8. Support of Admissions Department in **recruitment of Sixth Formers** and monitor and support all boys new to the Sixth Form, especially in their opening term.
9. Working with the Director of CEP to ensure a breadth of programme and sufficient **cultural and academic stretch**.
10. Working with the Master i/c of the **Respect Project** to ensure effective liaison with Downe House in terms both of events and oversight of the project ambassadors to lead and deliver the aims of the programme.
11. Be part of a team managing the running of the **JCR** with the Sub-Warden, Under Master and Proctor.
12. Organise the **Sixth Form Induction Dinner** and **Leavers' Dinner**. Coordinate the Leavers' Photograph.

Heads of Academic Departments

A Head of Department at Radley is immediately responsible to the Deputy Head (Academic) and is expected to operate effectively in these areas:

The Heads of Department give an example of intellectual rigour and professional expertise in their subject. They are very much the primary exponent of their discipline in the Department; they project the subject to the boys and articulate it in Heads of Department meetings, to parents, and to Common Room; develop links with other schools and Universities; and will also contribute to the formation of a broader College academic policy.

The Heads of Department also have a role in ensuring standards are upheld and in encouraging their Department to fully participate in the life of the College (Games, Boarding, Wednesday Activities, Chapel etc).

Social Tutors

The Social Tutor at Radley is immediately responsible to the Warden and Deputy Head Pastoral. Tutors' responsibilities are:

1. The care of every boy in the Social. Tutors should be aware of the needs of each individual and especially the most vulnerable.
2. Establish trust and confidence in the Social; develop the good reputation of the Social amongst boys, parents and prep schools. Liaise with parents on all aspects of a boy's development.
3. Work with the Resident Sub-Tutors and PHMs as part of a close pastoral team to ensure that conditions are right in the Social for every boy to make good progress in his academic work, develop his talents to the full and widen his interests and experiences over his time here.
4. Establish the right atmosphere of good order and discipline within the Social; enable boys to develop their powers of leadership; train the Prefects and ensure they lead the Social by example and with understanding and fairness.
5. Maintain all appropriate pupil record keeping and ensure that the Social and Punishment logbooks are reviewed by the Sub-Warden on a termly basis. Serious pastoral issues should be escalated to the College's pastoral team, which is overseen by the Sub-Warden.
6. The Tutor should also liaise closely with all members of Common Room concerning the welfare and progress of boys.
7. With the Director of HR, appoint the Pastoral Housemistresses (PHMs); subsequently oversee their induction, appraising them and give them all the support necessary in the role.
8. Appoint the Resident Sub-Tutor in consultation with the Warden. Appoint the other Sub-Tutors in consultation with the Sub-Warden; make clear to Sub-Tutors the extent of their duties and oversee their induction.
9. Appoint the Head of Social in conjunction with the Warden and appoint the other house Prefects. Their subsequent training will be organised by the Tutor, Sub-Warden and the pastoral team.
10. Work closely with the Director of University Entrance and UCAS Supervisors. This responsibility will often continue after a boy has left the school.
11. Taking responsibility for the efficient and effective management of Social funds, including the production and maintenance of accounts for reconciliation at the end of each term.

12. Maintaining the fabric of the Social in good order with the help of the PHM, the Social Caretaker and housekeeping team. Liaising with the Estates Bursar and Housekeeping Manager over improvements to rooms in the Social.

Resident Sub-Tutors

Resident Sub-Tutors work very much in partnership with both the Tutor and Pastoral Housemistress to create a happy and safe environment in which all boys will enjoy contributing to the success and wellbeing of the Social.

A Resident Sub-Tutor's duties will include:

1. Attendance at Social functions such as New Boys' Tea, Social Plays or Cultural Evenings.
2. Two duty nights a week, to cover the Tutor's time off; this will involve supervising the Social in Chapel on one of the evenings, overseeing the smooth running of Prep, (possibly) running Cocoa, getting the boys to bed on time and having the duty Prefect report to them at the end of the evening. The Resident Sub-Tutor will also deal with any problems or disciplinary issues which occur during the duty.
3. Providing cover for the Tutor over a weekend; typically, this is once a term but may be more where circumstances dictate. The Sub-Tutor will be responsible for running the Roll Calls on these occasions.
4. Being a presence around the Social as much as possible; typically, this is achieved by 'walking through' on route to lessons, meals and Chapel.
5. Supporting, wherever possible, any activities in which boys from the Social are taking part, eg Inter-Social competitions or College concerts.
6. Playing a significant role in helping to organise and supervise end of term activities – typical events such as: Christmas parties, Theatre trips, BBQs and the Gaudy drinks party.
7. Aiding and supporting the Tutor in maintaining discipline, tidiness and good order in the Social.
8. Even when not officially on duty, the Sub-Tutor should, if necessary, support the Tutor by dealing with any incidents or problems that may arise.
9. Entertainment of boys is at the Sub-Tutor's discretion and an allowance is available (as set out in "Teaching Staff Salary Scales" paragraph 14) which is intended to provide the Sub-Tutor with opportunities to get to know all the boys in the Social in an informal setting.
10. In the Tutor's absence, the Sub-Tutor may have to deal with parents regarding day-to-day matters or those of a more serious nature. Members of the SMT are always available to advise, with the Sub-Warden as first point of contact.
11. The Sub-Tutor should have regard for their position in the Social as being in loco parentis and act accordingly.

Assistants to Resident Sub-Tutors

The Assistant works in partnership with the Resident Sub-Tutor to support the Remove Year group in each Social. The Assistant will have particular responsibility for ensuring each boy in the Form develops a sense of achievement through his Co-Curricular activities.

Assistant's duties may include:

1. Assisting in the running of Form Masters' Periods on Monday and Friday afternoons.
2. Assisting in the delivery of PSHE, which will necessitate attendance at PSHE Talks for the Remove Year.
3. Supporting, wherever possible, the Resident Sub-Tutor on occasional duty evenings.
4. Attending Social Prayers, where Social matters are discussed.
5. Attendance at Social functions such as New Boys' Tea, Social Plays or Cultural Evenings.
6. Supporting activities in which boys from the Social are taking part, eg Inter-Social competitions or College concerts.
7. Assistance with the supervision of Social events with girls' schools.
8. Playing a role in helping to organise and supervise end of term activities – typical events such as: Christmas parties, Theatre trips, BBQs and the Gaudy drinks party.
9. In the Sub-Tutor's absence, the Assistant may be required to cover their duties as necessary to ensure the smooth running of the Social. Members of the SMT are always available to advise, with the Sub-Warden as first point of contact.
10. Attendance at any appropriate training courses.

Those who take on the role of Assistant to the Remove Form Master will have other duties within College and it is recognised that individual, tailored support may be required. The Remove Head of Year will assist in ensuring that the right balance is achieved.

Live-out Sub-Tutors

Radley is a full-time boarding school and the expectation is that everyone in Common Room will be involved in a Social.

Live-out Sub-Tutors should:

1. Be part of an evening duty rota which would entail: going to Chapel and supervision in Social from 7.30pm through to the end of Cocoa at 10.15pm. A normal duty evening is likely to include:
 - After Chapel, try to be back in Social ahead of the boys to shepherd them into studies and establish quiet working conditions.
 - A verbal handover from a member of the resident team at the start of the evening – usually the Tutor.
 - A brief chat with the duty Prefect to ensure that they are set for the evening.
 - Check in on Social Hall to help settle Shells at the start of Prep.
 - Patrol Social periodically to check that time is being used effectively and that quiet working conditions are maintained. This is also a good time to call in members of your Form, if you are a lower school Form Master.
 - Check the Signing Out book is being used properly.
 - Assist in preparing for start of Cocoa.
 - Hosting Cocoa may be a part of the evening duty. If not, it is important that the duty don is moving around the Social and supervising those who are not in Cocoa.
 - Work with the duty Prefect to ensure bedtimes are managed effectively.

- Ensure duty Prefect is collecting electronics as bedtime approaches for each lower school year group.
 - Check-in and verbal handover with the resident team member at the end of the duty to report on the evening's events and pass on any concerns that may have arisen.
2. Be a part of a Saturday evening duty rota to provide support when needed – a commitment which might involve one evening each half of term.
 3. Be a lower school Form Master, if required.
 4. Attend and help with all formal Social occasions, such as Gaudy drinks, Social Plays, Social concerts and Social outings and dances.
 5. Attend Social Prayers, where Social matters are discussed.
 6. Be prepared to step in when emergencies occur or unexpected duties are required.
 7. Attend any appropriate training courses.
 8. Support boys in their Social competitions whenever possible.
 9. Assist the Social Tutor with activities and supervision on the last night of each term or when requested.

Don Expectations

Radley is a full boarding school with responsibility for the welfare of 750 or so boarders throughout their time at school: a true seven-days-a-week, twenty-four-hours-a-day operation.

We are committed to keeping them safe, happy and busy. It is essential that all full-time dons are available to assist in this process throughout term. In order to meet the demands of the duties required, we provide accommodation as part of the employment package: we need staff living on site to support and care for the boys.

We do not seek to micro-manage dons in the performance of their duties. It is for them to determine how and when to find time in the week to relax and be off-duty; we think it a very good idea for dons to get off-site when they can to avoid life at Radley becoming too intense or insular; this would include, for example, taking an hour or two in the day for yourself as commitments allow.

We also, however, expect dons to work hard and be available at unsociable hours as part of their role. Long holidays, Leave-Aways and Exeats act as some compensation; whilst we and the boys will be tired at the end of each term, we hope very much that we can rest and be refreshed by the start of the next. We hope, too, that the immersive style of life as a don is a reward in itself; we look to appoint people who will thrive in this context.

We pride ourselves on a collegiate approach; the ethos of the College relies on us helping each other and giving of ourselves for the boys. We are committed to protecting this approach as far as is possible; the special nature of the community we are part of is in no small measure due to the willingness to participate in this way. It is important that all contribute; we want to - and need to - avoid a culture where the burden is on the few.

Of course, there are always a number of factors that will differentiate dons to some degree in terms of their overall contribution: the nature of their role, professional ambition, relevant experience, physical capacity, family

circumstances and personal preference, to name but a few. It is important, however, to have a base level of understanding and expectation that is relevant to all.

In seeking to help dons understand what is expected of them, we ask that the following principles are remembered:

1. Staff welfare is paramount. We want dons to enjoy their jobs and for the expectations to be reasonable: high expectations, as we seek to provide the very best service, but reasonable ones.
2. If any don is struggling, they should share that with their line manager, with HR or with any member of SMT. The concerns will always be listened to and appropriate measures considered to help. If any don is worried about another don, the same approach should be taken. There can be a danger of thinking that only a 'do everything' and 'soldier on' mentality is accepted . . . this is not the case.
3. All that we do depends and thrives on collective goodwill and full engagement in College life. We strongly discourage formulaic attempts to measure commitments from one don to another or from one school to another. We often have poor understanding of what is involved in things others do and it can be invidious to compare.
4. Overall loading is considered in five ways:
 - In relation to core expectations outlined below;
 - In the context of specific roles and their job descriptions;
 - As part of the individual performance management process;
 - As part of annual staff loading analysis by the Deputy Head (Co-Curricular) and Deputy Head (Systems), in conversation with the Sub-Warden, Deputy Head (Academic) and Warden. Where possible, we will seek to advise HoDs on suitable adjustments where any flexibility exists;
 - In broad-brush benchmarking exercises comparing similar schools led by sector consultants. We participate in these and while we are cautious on the lines of 3. above, useful pointers can emerge.
5. Loading is not an exact science. We cannot control option choices and there will be differences between subjects, set sizes, sports, and Forms both within and between years. We aim for broad equity within agreed parameters.
6. Part-time staff are treated differently in terms of contract. They are not entitled to accommodation and while some basic expectations (eg departmental involvement, parents' meetings etc) will be part of their role, they will not normally be expected to be involved in co-curricular activities or form mastering. The formula of their terms and conditions calculation reflects this. Of course, they are welcome to engage as they wish but the contractual expectation is different.

Roles that carry with them significant management responsibility, increased pay and time allowances will be advertised - in all but the most unusual of circumstances - and appointments made transparently.

Radley is such a busy place with so many roles that it is difficult to define what 'a normal don' should do but in so far as it is possible to quantify, base expectations divide into four areas: pastoral, academic, co-curricular and general.

Pastoral

- Form Master, to include all aspects of good form mastering as outlined in the next section

- Up to one Social duty a week, probably a Cocoa and an evening duty on rotation, though Socials will vary slightly in terms of structure and approach. (Cocoa 8.45pm to 10pm; evening duty 6.45pm (Chapel) to 10.15pm.)
- Accompany Tutors and boys to Chapel when on duty in Social
- Attendance at weekly Social Prayers (Wednesdays 7pm to 7.45pm)
- Occasional Saturday evening duties to support College or Social events
- Occasional Sunday duties to support College or Social events
- Support for unplanned situations on an unscheduled basis (when available)
- Support for core Social events: eg New Boys' Tea, end of term celebrations, Social trips, Cultural Evenings

Academic

- 48 lessons (core curriculum) per fortnight. This a guide and occasional +/- 3 variation will be necessary. Saturday p5 is included as a timetabled lesson for this purpose of calculation; timetable load will be considered alongside co-curricular commitment in allocating this.
- Available for extra help for boys outside these times to support their learning.
- Appropriate involvement in extra-curricular extension work, as managed by HoD
- Appropriate involvement in departmental administration, marking and resource development, as managed by HoD

Co-Curricular

This is the most difficult area to define but we look for a full commitment across the variety of sports, activities, and societies. Dons taking charge of sports teams is a core element of our ethos and, while that is supported by expertise, as appropriate, we remain committed to the concept of the all-round 'schoolmaster'. Though the balance might vary according to individual circumstances, dons should expect to be involved in two or three terms of sport with some additional commitment to Wednesday Activities across the year. We would like to think that each don would be involved in at least one society/activity/club beyond that and in addition to their departmental contributions. Those with slightly less commitment than others (in terms of away fixtures, for example) will be asked to make themselves available for more ad hoc duties, regular cover slots (eg golf course supervision; oversight of off-games boys, don presence to support external coaches, minibus driving), as well as being first in line for other requirements such as Saturday p5 cover and away duty don.

The College is also committed to providing opportunities for boys over weekends or outside term time in terms of trips and expeditions. There are often dons who welcome the prospect of trips and volunteer willingly to organise or support these but all dons should expect to be called upon to support elements of this part of Radley over the year eg manning a check point for an afternoon on a DofE walk. We very much encourage dons either to lead or join trips where they can.

General

In addition to the above, there are some core elements of routine that need collective staff support. All dons should expect to be involved in the following as part of their normal load across the year.

- Hall Duties

- Weekend Patrols
- Support for College Open Days
- Helping out in JCR
- Detention
- Provision of ad hoc emergency cover

All dons should also be prepared to have at least one small College responsibility as part of their profile. Whilst these can often be simply administrative, it can be excellent professional development. Examples might include responsibility for team photographs, coordination of an activity programme for a year-group, running Declamations, overseeing academic prizes.

We ask that all dons take their commitment to the wider aspects of College life seriously, proactively seek to fulfil the above expectations and respond positively to reasonable requests for help and support from colleagues. In this way, the great tradition of collegiality in Common Room remains strong and we continue to offer superb educational opportunities for the boys.

Form Mastering

Each boy has a Form Master who is a key point of contact and influence. Good form mastering is essential and is seen as a fundamental component of the role of a don.

If an incident occurs, then the Tutor may call upon the Form Master for support. Possible examples include pastoral concerns about a pupil (for example, mental health issues) and disciplinary matters where the Form Master may be asked to act as an advocate for a pupil.

The Shells remain in their Social groups and each group is split into two Forms, though the Form Masters may well work together in some areas. The core themes of the year for the Form Master to think about are 'relationships' and 'high expectations'. The PSHE curriculum, overseen by the Form Master under the guidance and management of the Head of PSHE, is centred around 'looking after each other' and 'health and wellbeing'.

In the Removes, the Resident Sub-Tutor will be the lead Form Master for the whole Social group, supported by another member of staff who will assist in all aspects of the role. The core themes of the year are 'engagement' and 'resilience' and the PSHE curriculum, overseen by the Form Master under the guidance and management of the Head of PSHE, is centred around 'relationships' and 'looking after oneself'.

In the Fifths, the boys remain within Social groups and revert to two groups. The smaller groups facilitate discussion and more individual care in a crucial year of academic oversight and choices. The core themes are 'ambition' and 'service' and the PSHE curriculum, overseen by the Form Master under the guidance and management of the Head of PSHE, is centred around 'looking after others' and 'living in the wider world'.

Each of the Shell, Remove and Fifth have a Head of Year who is responsible, amongst other things, for overseeing, supporting and monitoring form mastering. The Head of PSHE will work with the Heads of Year to ensure consistency and quality of delivery and will arrange the external speakers to support the programme.

In 6.1 and 6.2, Forms are not related to Socials. Whilst almost all Form Masters will be Sub-Tutors attached to a particular Social, their Form will be a group allocated to them according to the preference expressed by the boy alongside the subject specialism of their Sixth Form options. The emphasis is on a relationship which aims to enhance personal development and independence and to support the preparation of each Radleian for life beyond Radley. Each boy will have a UCAS Supervisor who may or may not be the Form Master but all Sixth Form Masters should be aware of and supportive of each of their Form's UCAS (or other post-Radley) applications. Sixth Form Masters are responsible to the Head of Sixth Form.

All Form Masters are expected to do the following:

1. Meet their Form collectively; there are two formal weekly slots within the timetable for this. In addition, to arrange occasional social opportunities for the Form at home, around College, or offsite.
2. Meet members of their Form on a regular basis 1:1 at times mutually arranged, either within or outside Social. 1:1 meetings should not normally happen in dons' homes outside Social.
3. Ensure the appropriate delivery of the PSHE curriculum as appropriate by year, including attending and supporting the external speaker programme. They should also model the values of the College in their interaction with the Form, ensuring, as far as possible, the highest standards in responsibility, manners, kindness, self-awareness, reflectiveness and in the help of others.

4. Have a clear oversight and knowledge of the academic progress of each member of their Form and of their activities and commitments beyond the classroom.
5. Liaise with the Tutor regularly to ensure that there is mutual support in the pastoral care of each boy and agreed strategies to challenge and help them to improve.
6. Support members of their Form in their life around College, taking an interest in their achievements and attending events in which they are participating as often as possible.
7. Encourage their Form to develop culturally and intellectually within and beyond College by accompanying them to concerts, lectures and exhibitions; by sharing personal enthusiasms; and by promoting and monitoring their own interests and reading.
8. Help to develop social skills of informed conversation, as well as exposure to issues of current affairs, through the promotion of regular discussion and debate.
9. Act as a 'gate-keeper' for all aspects of academic management, to include reports, options, and timetables, and to help each boy develop the right habits of self-discipline required to succeed academically.
10. Communicate regularly with parents to report positive progress and to express concern at an early stage. The aim of such proactive communication is to reduce the levels of communication when things 'go wrong'. Each Form Master should email their Form's parents at the start of the year to establish contact and introduce themselves.

A note on hosting

(Please also read [Pupil Access to Residential Accommodation Policy](#))

This is a vital element of the role. The emphasis is on social interaction and conversation; Form Masters should not expect or be expected to entertain lavishly or expensively. College accommodation can and should be used appropriately; this is an important element of its provision.

Shell Forms should be hosted as a group on a regular basis to help model the interaction with adults that Radley prides itself on. In addition, the group should be taken to an event or experience beyond Radley on at least two occasions during the year.

Removes and Fifths should be hosted by a Form Master at least once a term. The purpose of such occasions (which can vary in timing and style) is to continue to develop the interaction and development of social skills that we think so important. In addition, the Form Master should expect to take the group to an event or experience beyond Radley on at least two occasions during the year.

Form Masters in the Sixth Form should seek to develop a level of support and mentoring that will help pupils move beyond Social and prepare for university life. This is likely to include hosting boys in their own homes and so Form Masters must be familiar with the following policies: Pupil Access to Residential Accommodation and Healthy Living. In addition, the Form Master should expect to take the group to an event or experience beyond Radley on at least two occasions during the year.

The above is not an exhaustive description of the role; each don is expected to use their professional judgement to determine how best to achieve the desired outcome for each boy; clearly, some will require much more intervention than others.

As part of each don's MOT, their form mastering will be considered as a key part of their role and performance. Dons will be expected to report on their form mastering as part of their own self-evaluation and the Warden will ask the relevant Tutor(s), Heads of Year, the Director of University Entrance, the Head of Sixth Form and members of SMT, as appropriate, to contribute to that element of the process.

Form Mastering and Appraisal

Each Form Master should regard it as a core element of their role as dons at Radley.

For Shell, Remove and Fifth Form Masters, being connected to one Social group means that the Tutor acts as a line manager, as does the Head of Year. Both will be asked to provide annual feedback to the Warden which in turn will be reflected in the appraisal process. In addition, each Form Master will be asked to provide a brief annual report on their Form for the Warden and they, the Sub-Warden and the Deputy Head (Academic) will have access to these. Again, these will feed into the appraisal process. Form Masters will be expected to know their Forms well in all aspects of their life at College, be able to reflect on progress and to have evidenced effective reporting and intervention.

Reimbursement for Form Mastering

It is recognised that dons may be put to some expense in administering a Form. You are entitled to a £10 (£12 for Sixth Form) allowance per term per boy, plus the same £10 or £12 allowance for yourself to accompany the boys (so if you have a lower school Form with six boys in it, that is $£10 \times 7 \times 3 = £210$ per year), for the purpose of incidental expenditure connected with "entertaining" the Form. Whilst specific costs such as cinema or meal tickets can be charged to the boys involved, it is your responsibility to ensure that the allowance is not exceeded; you are able to view your allowance online. Claims on Payment Request Forms may be made at any time against specific expenditure. Form Masters' expenses do not require authorisation, but they do still need to be supported by receipts.

Passwords to the Oasis finance portal can be given on request, to allow you to view your expenditure at any given time. Please contact either the Financial Accountant or the Finance Director, who will also inform you of your personal 'Form Masters Allowance' budget code.

Section B: Teaching

Policies

All dons should be familiar with the following policies. Electronic copies can be found on the College website: <https://www.radley.org.uk/about-radley/policies-inspection-reports/all-policies>

- Curriculum, Teaching and Learning Policy.
- Reporting Policy.
- PSHE Handbook.
- Behaviour, Discipline and Rewards Policy (in the Pastoral section).

Dons' Dress

The normal dress for dons teaching is fairly formal (jacket and tie for men, appropriate clothes for women). For instance, tracksuits and other sports gear are only acceptable in particular circumstances given dons' commitments during the school day. This also applies to Morning Chambers in Common Room at Short Break. In summer there is a relaxation of this convention when boys go into Summer Dress (open-neck shirts and no gowns), but t-shirts and shorts are unacceptable in Chambers and in the classroom. It is especially important that the enforcing of school rules on dress for boys be, and be seen to be, consistent with standards maintained by Common Room.

Dons' Behaviour

Similarly, dons' behaviour should be consistent with the values we are aiming to instil in the boys. Please see also the [Staff Code of Conduct](#).

Photocopying

There is a Follow-Me Printer in each major academic building as well as in Common Room and in many department offices. Photocopying is also carried out at the Reprographics Centre, where material (especially if in any quantity) should be presented well in advance of when it is needed. **Care should always be taken over confidential work such as exams.** Secretarial help for College business is available from the Common Room Secretary, provided this has been cleared through the Deputy Head (Systems).

Departmental Outings

Departmental Outing Days are listed in the Calendar. Heads of Department arrange outings and these are coordinated through the Deputy Head (Academic) and Deputy Head (Co-Curricular). Departmental Outings have priority over Games on the days specified in the Calendar. A don who takes an outing is responsible for the safety and behaviour of the group in their charge.

Academic Priority Time

Academic Priority Time is a time for boys to develop their own work, projects etc. It is hoped that Departments will be manned during this time (by at least one member of Common Room).

Music Lessons

Music lessons take place for lower school boys within the daily timetable. A boy is expected to give plenty of notice (at least 24 hours) before his Music lesson and it is up to him to make up any work that he misses. Senior boys have lessons outside the timetable or during study periods. Dons must permit a boy to go to his Music lesson.

Observation

Heads of Department will observe their Department members annually at a minimum. In addition, the Warden and Deputy Head (Academic) will observe teaching across the Common Room.

The Library

The Library is open to all who live or work at Radley. It operates the same borrowing regulations and opening hours for all users. Details are available in the Calendar and on the Library SharePoint page. Every resource in the Library, and in the Arts and Classics Libraries, is listed on the Library catalogue.

Families are welcome whenever the library is open but children under 11 must be accompanied.

Staff Hub (SharePoint)

This is the repository of useful information and training videos for staff.

The School Website

The website is maintained by the Comms team. It requires everybody's help to keep it up to date. We particularly value details about sports scores, drama and musical events, photographs and any newsworthy items. Featured events from the Calendar should be sent to the Comms team for the website.

Good use of email

email is good for

- notifying people about information (although information which is regularly referred to is better put on the intranet/website/shared document).

email is bad for

- discussions - which can result in "email tennis". The chat function in Teams is ideal for this type of message.
- sensitive issues or asking someone to do something is always better dealt with face-to-face.

Brevity

- an email is an imposition on a person's time. Brevity signals respect and does not have to be impolite. For routine matters aim for three sentences or fewer. For more delicate matters which may escalate into parental complaints, a little more care is needed over wording.

emails should be addressed carefully

- global emails should be used sparingly.
- "reply all" is rarely appropriate if the original email was addressed to a lot of people. Please be careful with this. The "reply all" button is a bit too prominent on some apps (but the default can be changed in settings).
- when there is an action point in an email then the email should be addressed to just one person in the "to" box to make it clear who is expected to complete the action. If it is absolutely necessary to include any other people then they should be in "cc". But only cc if necessary and relevant to the conversation, not to illustrate a point.

GDPR, SARs and Attachments

- be aware of our GDPR policies, do not include sensitive information in an email.
- in these days of Subject Access Requests, always assume that the person you are writing about can read what you have written.
- links are almost always better than attachments.

Subject Lines

- should be well thought out to allow scan reading and easy searching.
- if short then the entire message should be included in the subject line followed by "END".
- "DNR" in the subject line means "Do Not Reply".
- be careful not to reference boys in subject lines, initials are less obvious, just in case it pops up on screen accidentally.

Short Break

- it is important that all dons should attend Short Break.
- announcements are a useful alternative to emails but duplication should be avoided.

Web Software

- good use of web applications such as Teams, Forms and Doodle can reduce emails.

Holidays

- please think twice before sending work emails during the school holidays.

Technology

Lessons

Technology is an integral part of life and education. We introduce the Shells to iPads, with appropriate timings and controls. We expect all boys to own, and bring to lessons, a device which:

- has access to the internet (and therefore has the ability to perform most common computer tasks such as research, word processing, spreadsheets etc).
- is large enough to comfortably write notes and essays on.

Dons should not ask boys not to bring devices (as they may be needed in the previous or following lesson) but dons may ask boys not to use the devices in their lesson. However, dons should bear in mind:

- Boys who are allowed to use laptops in exams should be using them as their normal method of working.
- Many boys use devices as efficient methods of staying organised (recording Preps on calendars/to-do lists, etc).

Boys should never use audio or video recording functions in lessons without the knowledge and permission of the teacher.

Using technology around campus

Boys should not have their heads down in technology as they walk around campus although there are circumstances where it is acceptable for them to use devices. For example, they may need to check their diary. In the evening, boys often make phone calls outside in order to get better mobile reception. However:

- Boys should not use devices in Chapel, during meals, during Cocoa or during the final half hour before bedtime.
- When in social situations boys should value human contact and conversation over what is on the screen. They should know when to put a device down/away.

Technology in the Shells

- Shells are provided with an iPad when they arrive at Radley.
- To encourage the correct social habits Tutors will look after Shells' devices for the first week (with phones available at certain times). They will be handed back at a time to coincide with a talk on responsible use of technology.
- Shells should not take their devices up to their cubicles.

Punishments

Despite the education we provide boys will, on occasion, get things wrong, eg misuse of social media, excessive use of computer games, etc.

In extreme cases Tutors have the power to remove devices to stop a pupil using it for entertainment purposes, but boys should always be allowed access to them when they need them for work (in and out of lessons).

Similarly, Tutors and pupils may mutually agree not to have the distraction of technology around at exam time (although some pupils may find technology helpful in their revision).

Data Protection and Security

Take care in how you look after data.

You should not use your "@radley.org.uk" email addresses for personal matters especially when it comes to personal accounts with external companies and shops such as Amazon. If you do not already own a private email account, then please set one up (the IT Department can help if you are struggling) and use this email for any personal matters.

Make sure that all of your passwords are strong. Look at LastPass or other password managers if you find it difficult to remember passwords. And most importantly, never reuse a password and never create passwords with a common stem. Change passwords regularly.

Keep devices secure: log off, lock offices, make sure portable devices are secure, use the cloud, avoid memory sticks.

If data needs to be shared with third parties (eg parent contact details, mailing houses, software companies, educational organisations) then make sure you follow the correct procedures.

Mistakes do happen from time to time but data breaches must be reported.

For more information see the [Privacy Policy](#), [Data Protection Procedures](#), [Images Policy](#), [Use of IT Policy](#).

Visiting Speakers/Visitors

As part of our PREVENT duties, we are obliged to assess the suitability of visiting speakers (anyone giving talks to boys in lessons, APT, societies etc) and to keep a central Visiting Speaker Register.

In all cases, the following details should be given to the Deputy Head (Academic) and SL (Sharon Leggate) **at least two weeks before the date of the proposed talk**: name of speaker; details of their organisation; topic of talk; audience; venue; time and date.

Any member of staff organising a talk by a speaker who might hold views that could be regarded as extreme or potentially inappropriate for the designated age group, should ensure the visit has been approved by the Warden or Deputy Head (Academic). A note of this should be made on the register. It is the responsibility of the organising don to do a thorough Google search to aim to establish the suitability (or not) of the invited speaker. Equally, controversial speakers are not necessarily unwelcome. If in doubt, the Deputy Head (Academic) should be consulted.

All visitors on College business must make themselves known to the Lodge on arrival and then report to Bursary Reception, where a visitor's badge will be issued (a badge will be issued by the Lodge if it's a weekend or a

weekday before 8.30am/after 5pm). Unless the speaker has a DBS check in place for Radley, **they must be accompanied by a member of staff at all times** during their stay on campus.

Visitors should return their badge to Bursary Reception (the Lodge if the Bursary is closed) or relevant HoD when they leave the site, who should return the badge to Bursary Reception/Lodge (as applicable) immediately to allow for the visitor to be officially signed out.

It is a live system used for both safeguarding and health and safety purposes and can be audited. Visitors must not be signed in before they have arrived but may be pre-registered via the Sign In App Pre-Registration Form on the Staff Hub on SharePoint.

Dons Missing Lessons

If a don wishes to attend an INSET (Academic or Pastoral)/Conference/Speaking engagement they should **seek permission from the Deputy Head (Academic)**.

For absences greater than 24 hours and absences for personal reasons (eg unavoidable family commitments, funerals, job interviews), dons should seek permission from the Warden.

There is no need for dons to seek permission to miss lessons for routine school-related activities such as sports fixtures and departmental outings but they should always consult with their Head of Department. For lower school classes arrangements must be made for a colleague to take the class. If possible, their Head of Department should arrange cover within the Department or a related subject. If that is not possible then the don should ask the Deputy Head (Academic), a minimum of 24 hours beforehand, who will make alternative arrangements. Sixth Formers must be given specific work to do either in a library or their Socials.

If any teaching staff (or their partners) are expecting babies (including adoption and fostering) then it is important to communicate this as early as possible with HR so that they can explain rights and options with regards to **maternity or paternity leave** and plan accordingly.

Parents' Meetings

All formal parents' meetings are "in-person" and we strongly encourage parents to attend.

However, there may be occasions when a parent asks for an update on their son's progress which is not covered by the parents' meeting. This may be the case with parents who live a long way away and cannot make a parents' meeting. But it could also happen at other times of the year.

In such cases we will be always supportive. Depending on circumstances:

- This may be coordinated by the Tutor or Form Master.
- This support may take the form of an email from the Form Master, a meeting with the Form Master or a meeting with some or all Subject Teachers (or a combination of these).
- Where needed, HODs will train/protect less experienced dons.

Publication of Exam Results

It is not appropriate to publish year group exam results as a named list on a noticeboard or en masse by email/Teams etc.

In some circumstances it may be acceptable to share results on a smaller scale eg emailing or Teams messaging a class following an exam or class test. **But sensitivity is needed if you are aware of a pupil who wants their result to be private or if some results are much lower than the others.**

It is acceptable (and desirable) to circulate summary data to help pupils understand what their result means in context. This may include measures of average (eg median, mean) or spread (eg interquartile range) of results or distribution graphs.

Mock results should not be published until the last exam has started. This is to make them as like the real exams as possible. This restriction does not apply to other school exams.

Section C: Pastoral

Policies

All dons should be familiar with the following policies. Electronic copies can be found on the College Website <https://www.radley.org.uk/about-radley/policies-inspection-reports/all-policies>:

- Aims of Boarding
- Anti-Bullying Policy
- Behaviour, Discipline and Rewards Policy
- Code of Conduct
- Equal Opportunities
- Complaints Procedure
- Handbook for Socials
- Healthy Living Policy
- Low Level Concerns Policy
- Missing Children Policy
- Prefects' Duties
- Pupils with Particular Needs Policy
- Pupils' Problems Policy
- Pups' Duties
- Search Policy
- Supervision Policy
- Safeguarding Policy and Keeping Children Safe in Education
- Restraint Policy
- Handbook for Socials
- School Rules
- Staff Code of Conduct

Safeguarding

Most important of all the above policies is "Safeguarding" which gives details of what to do in the case of an allegation of child abuse.

Dons should read the policy but the key points for managing a disclosure are summarised here:

Do	Don't
Inform the pupil that, while the matter will be kept as confidential as possible, other people as well as the immediate confidant will become involved	Promise confidentiality
Limit any questioning to the minimum necessary to seek clarification only on whether abuse has occurred	Investigate reports of abuse yourself or ask leading questions
Ask the informing pupil or adult what steps they would like taken to protect them	Leave the pupil without securing their safety
Make a written record as soon as possible of what you have been told	Rely on your memory!
Refer the matter immediately to the Sub-Warden (BJH) and provide him with a copy of the written record	Contact Tutor/ Form Master/PHM/HoD
All staff should be aware of risk situations for themselves	Make inappropriate physical contact

Anti-Bullying

This is another key policy. At Radley we act immediately if there is any sign of a boy being seriously teased or bullied. A don suspecting bullying should see the boy's Social Tutor. All bullying issues must also be reported to the Sub-Warden to be logged and investigated.

Discipline

Outside the classroom dons are expected to see that boys are well-behaved and well-mannered and that they conform to the School rules and conventions. Boys who are misbehaving should be spoken to there and then, and can be punished either by the don at that moment or reported to their Tutor. (Boys who misbehave are liable to be put on Fatigues.) Significant misbehaviour should always be reported to a boy's Tutor as soon as possible.

It is very important that all dons maintain standards on minor details: clean shoes, top button done up, hair tidy, shirt tucked in etc. It should be noted that boys must not be given punishments which commence before 7am.

Detentions are given in cases where boys repeatedly fail to produce work, or the work they submit is of an unacceptable standard. Detention is only given for academic reasons, not for behavioural issues. Detention is usually held on Sunday evening and boys can be given one or two hours' work depending on the severity of the case. All pupils must have work set to complete in the detention. Detentions should not be used for block punishments. If you think that you need to punish more than three pupils at once, then you should seek advice from your HoD who will suggest a more appropriate course of action.

A Fatigues punishment can be given for behavioural issues. Sessions are run by the Proctor every morning starting at 7:30am with the exception of Sunday.

The Tardy List is intended to help combat lateness. It is only intended as a sanction to address a pupil's repeated lateness for a Radley activity. It is expected that, typically, a pupil would be put on the list for one or two days. The sanction will require the pupil concerned to report to the CCF building between 7:30am and 7:40am and to sign in the book provided.

Socials

New dons are encouraged to learn the ties. It can be very useful to know instantly who a boy's Tutor is.



The Social Tutor is responsible for all areas of a boy's development and conduct and is in loco parentis. A Social Tutor is expected to communicate to teaching dons any permanent or temporary difficulties that may be affecting a boy's work or behaviour. (This will often be done at Short Break in Chambers when a Tutor will see a boy's teaching dons separately after the main notices.) Likewise, any concern about a boy's academic progress, behaviour, relationship with his colleagues should be communicated directly by a don to the boy's Tutor.

It is normal to inform the Social Tutor if a don wants to go into a Social to see a boy.

The boys' living arrangements within Social are usually as follows: Shell Year in Social Hall by day and in a small dormitory or cubicles by night; thereafter, overwhelmingly boys are in bedsitters. Arrangements vary slightly from Social to Social.

All boys have to be back in their Socials by 10.15pm. A don organising an activity (e.g. a concert trip) that goes beyond this time must inform the boy's Tutor well in advance. Activities arranged within the College should be geared to end by 10.15pm. On rare occasions when a boy cannot be back by 10.15pm, Tutors must be telephoned.

All Socials have a living-in Sub-Tutor appointed by the Warden and Tutor and a Pastoral Housemistress appointed by the Bursar and Tutor. A Social will also have a number of dons attached as non-resident Sub-Tutors (not living in) whose rota of duties and role is devised by individual Social Tutors. The Sub-Warden – in negotiation with the Tutor – ensures an even distribution of Sub-Tutors across all Socials.

Chapel

Radley College is a Christian foundation. There is a daily Chapel service at 7.10pm on Mondays, Tuesdays, Thursdays and Fridays. Dons are encouraged to attend Chapel services regularly. With no regular College Assembly, the end of Chapel is a time for boys to communicate with dons and vice-versa as they file out at the end of the service. Gowns are worn to Chapel.

On Wednesdays Social Prayers take place in each Social from 7pm onwards.

There is a Eucharist service at 10am on Sundays and dons and their families are welcome to attend. No activities organised by dons for boys should begin before 11.15am. On one or two Sundays each term there is an Evensong at 7.10pm instead of Communion.

Boys have to attend all weekday Chapel services. If you see a boy walking around College at this time, please ask what he is doing and inform his Tutor.

Duties and Patrols

There are various areas that need covering around College and currently the following systems are in place:

Each weekday evening has a team of 10-12 dons who look after Supper duty in Hall, with one don organising a rota for the team. The dons are there to keep an eye on boys' behaviour while queueing and in Hall. The team leader will direct as to the exact timings.

For weekends Common Room is split into about 30 groups of three people. This group will cover one weekend per year. The group covers Saturday patrols, which involves checking buses and trains and seeing that boys have permission chits from their Tutors. The main times are 12.15pm to 2.30pm and 5pm to 6.30pm. The groups will also put in the occasional patrol of the pitches in the evenings, especially after Prep, in the week following their duty weekend. Further details are available from the Under Master who organises these patrol duties.

Senior boys are allowed to go to the JCR - a bar in the basement of Mansion (see Calendar for timings). There is a rota of dons who volunteer to help supervise.

On a Sunday evening there is academic detention (7pm to 9pm) which is supervised by every don about once every three years. The Deputy Head (Academic) draws up the rota.

Absences

Boys should email a don if they need to miss a lesson 24 hours before the lesson. This will usually be for a Music lesson.

There is a list of "Absences" detailing all boys' absences (apart from Music lessons). You can access this list [here](#) within Office 365 SharePoint. Once in SharePoint, you can search for a boy's surname.

A morning and evening registration is taken in Social as part of our duty of care for the pupils. In addition to these roll calls in Socials, every lesson, activity, sports practice or a school trip is, in effect, a registration. It is the responsibility of the don to alert the Tutor and PHM to any unexplained absences from a lesson or activity. This should be done as soon as is practical.

Informal meetings with boys and entertainment

It is entirely normal and encouraged for dons to invite groups of boys to their houses (perhaps Forms, society meetings, small academic groups or teams). However, dons must be familiar with the following policies: *Pupil Access to Residential Accommodation* and *Healthy Living*.

It is important that boys should not see entertainment as something to be expected or feel that they are entitled to it which tends to occur with Games towards the end of term: 'When are we going to have our binge?'. If it is evening entertainment (like a dinner or theatre outing) then the Tutor should be consulted and the boy should be back in his Social by 10.15pm where possible. It can be very inconvenient if boys are kept out of Social later than this and planning should recognise the possible inconvenience to resident staff who may be asked to wait up for late returns. Proper consultation with Tutors is key. Social entertainment should be restricted to Friday, and weekend evenings. After being entertained, boys should be expected to write thank you letters. If considering a theatre outing or similar please bear in mind that the overall cost will be shared amongst the boys involved and will appear on the parents' end of term bill. This can mount up especially with transport. Heads of Department, the Deputy Head (Academic) or the Bursar will be happy to advise on such issues.

Dons should only show videos or films that are age appropriate.

Dons should be utterly professional in their conversations with boys on social occasions. There are obviously some grey areas but it is immensely important that dons assess appropriately what are Common Room matters. If the confidentiality of Common Room is breached, it can lead to a great deal of upset amongst colleagues.

Dons should take care to protect themselves from potentially compromising situations. One-to-one meetings with a boy need to be thought through carefully and should not take place in a don's private accommodation.

Sub-Tutor's Allowance: Each Resident Sub-Tutor is entitled to an allowance of £550 per year connected with 'entertaining' the Social. Sub-Tutors' expenses do not require authorisation but they do need to be supported by receipts. Passwords to the Oasis finance portal can be given on request, to allow you to view your expenditure at any given time. Please contact either the Accounts Manager or the Finance Director, who will also inform you of your personal 'Sub-Tutor's Allowance' budget code.

Alcohol

Junior boys (Fifths, Removes and Shells) should not be given alcoholic drinks. Beer, cider and wine may be offered, with discretion, to senior boys but this should be done sparingly. A mug of tea or coffee or soft drinks will usually be more appropriate. At dinners, sparkling or still water must always be on the table. If a boy is going to a dinner he is not allowed to drink alcohol in the JCR beforehand. At the end of term, it is worth remembering that boys may have invitations to a number of parties and the possibility of drinking alcohol at more than one gathering.

Spirits should not be served on any occasion.

A don is responsible for any boy to whom they have given alcoholic drinks and should be aware of the huge variation in effect that alcohol has on individuals. If dons have any doubts or concerns in these areas they should liaise with Social Tutors, the Sub-Warden, or the Deputy Heads. No alcohol should be served to any boy after 10.15pm. The Healthy Living policy exists to deal with illicit use/misuse of alcohol.

Anti-Smoking and Drugs

Pupils are not allowed to smoke or vape on any occasion at Radley. On illegal drugs there is a clearly stated policy with expulsion as the punishment for possession or use on campus. Dons should be familiar with the Healthy Living Policy.

Medical

The School database gives the names and details of boys with medical conditions (eg diabetes). It is important for dons to be aware of these boys if they come across them in any area of College life. Any queries should be addressed to the Lead Nurse at the Health Centre. In addition, there is a daily updated list of absences and boys Off Games on the email system.

Cocoa

Cocoa is a daily gathering in each Social. Normally one Sub-Tutor per night brings in snacks for Cocoa which happens in the Social Cocoa room. Pupils are able to come and go as they wish, chat with the don on duty and other boys in a friendly environment. There are scheduled Cocos given by the Resident Sub-Tutor, Tutor and PHM each week while during the course of the term other Sub-Tutors have a rota to be on Cocoa duty. Usually, as the evening progresses, the older boys in the Social are left with the last few biscuits and the final slice of cake, talking about weighty matters and it is at the don's discretion as to when he or she brings things to a close.

Dealing with Parental Complaints

(Please also refer to the school Complaints Procedure (for parents)).

1. As a general principle, parents should be encouraged to communicate with the Tutor regarding most issues. In response to queries and complaints regarding teaching or other matters beyond the life of the Social, the Tutor will gather information from the relevant HoD and/or other don and then reply to the parent concerned.
2. On some occasions, notably regarding examination results and subject setting, the HoD may well be consulted directly. In these circumstances, unless serious complaints are being raised, the HoD should feel entirely empowered to deal with the query or complaint, copying in all those concerned. In most situations, this works very satisfactorily.
3. However, when what appears to be a serious challenge to school policy is made by a parent or deeply critical comments are made about dons, other staff, pupils or parents, it is important that the Sub-Warden and/or Deputy Head (Academic) are informed as soon as possible. At this initial stage, however, it is advisable to try and contain the problem before it escalates. All complaints, both formal and informal, need to be logged by a member of the SMT.
4. Therefore, on initial receipt of an apparently critical or even hostile email/letter etc, it is important to send a short holding email thanking the sender for the message and promising a phone call as soon as is practical. Experience shows that, in many cases, parents have become anxious as a result of poorly communicated and/or incomplete information emanating from their son or another source. Rapidly rebutting misunderstandings and inaccuracies in a firm but friendly way usually defuses a potentially difficult situation. Where it does not, attempts should not be made to appease the complainant. It is important to defend school policy even where a don may be in disagreement with it. Equally, promises should not be made to set out to change things in the way the parent may demand if that would contradict

school/department policy. If the parent is still dissatisfied at this stage, it is far better to promise to pass on the complaint - if the parent wishes to persist with it - to the Sub-Warden or Deputy Head (Academic), as appropriate.

5. Additionally, if any member of Common Room receives insulting/abusive comments of any kind, via email, letter, telephone message or verbally from any quarter, these should be passed straight away to the Sub-Warden/Deputy Head (Academic). Dons should not feel obliged to reply personally (and certainly not in depth) to this kind of communication.
6. In some cases, parents will insist on going straight to the Warden with their complaint or concern. That is their right and the Warden will deal with it, as appropriate. He will of course take soundings from all interested bodies before he telephones/meets with the complainants.
7. Crucially, as difficult as it may be to do so, dons must try not to take criticism too personally and trust that Tutors, HoDs and SMT will defend them against unfair and unjustified criticism.
8. Equally importantly, those involved in dealing with hostile and/or unjustified complaints should seek to bring about a situation where instead of a win/lose result, the complainant goes away happy that the school has competently dealt with the query or complaint and is confident that it has acted in as professional and thorough manner as possible (win/win).
9. Care should be taken in the wording of emails relating to complaints even if they are intended to be internal because of the potential for Subject Access Requests.
10. A rule of thumb is never reply too quickly to a hostile email and certainly never do so late at night...

Section D: Co-Curricular

Co-Curricular Duties

All dons are encouraged and expected to play a full part in activities outside the classroom: Games, Wednesday Activities, societies, CCF, Partnerships etc, both during the week and at weekends. The success of the school depends very much on the willingness of dons to take on the responsibility of these areas and without this the school could not function.

Games

The etiquette of the game, the behaviour of the boys as regards Games and the organisation is under the control of the Master in Charge of the particular sport, together with The Director of Sport and Deputy Head (Co-Curricular). The Sub-Warden and Deputy Head (Co-Curricular), in liaison with the Warden, will approach new dons to ask for help in manning all games for the next academic year. Day-to-day running of Games is the responsibility of the Master in Charge.

When a don is in charge of a team for an inter-school match they are expected to be responsible for the turnout and behaviour of the team before, during and after the match. It is also their responsibility to see that the team is chosen, appears punctually and that the captain meets and looks after the opposition for home fixtures (at the Kennington Gate Car Park in most cases). The don should also ensure that the team's details are posted on the school website via SOCS, no later than the evening before the fixture. After the fixture, dons should write a brief match report on SOCS.

In all normal circumstances the don should travel with the team to away fixtures and entertain appropriately colleagues from other schools at home fixtures (usually in Common Room). Looking after both boys and staff from other schools on these occasions is regarded as extremely important here.

If a don in charge of a team finds that a boy has a clash of activities they should liaise with the Master in Charge of the game and the boy's Tutor, as well as the Director of Sport and the Deputy Head (Co-Curricular) as necessary. Once a boy is chosen for a team he must turn up to play: failure to do so is very serious and should be reported to the Warden.

For some away matches or regattas boys will ask permission to leave a lesson early. These details are written in the Calendar and on the school website, Sports Fixtures and Results. As a point of courtesy a boy who is going to miss a lesson (even for a school fixture) should inform the don involved.

There are regular opportunities to take First Aid courses. All dons taking Games, trips or physical activities should be aware of their responsibilities in this area and will be kept informed as to their training dates.

Societies

Societies come and go and their existence is often dependent on the support and energy of the don in charge (and, to be fair, the boy secretary too). Every society must have a don in charge and the Deputy Head (Co-Curricular) should be informed of any new societies that are being formed. Societies keep their members informed of meetings and outings by means of posters and email. Colleagues are strongly encouraged to start societies that match their interests. The times for meetings are weekends (especially Sunday evenings), evenings and late afternoons on Tuesdays and Thursdays. A Societies Fair is held in the first half of the Michaelmas Term for different societies to show off their wares and to recruit new members.

Wednesday Activities

On Wednesday afternoons (in place of Games) CCF and Wednesday Activities take place. A boy joins the CCF in the Remove Year and stays in it for that year. All other boys, except 6.2s, take part in Wednesday Activities which is a mixed menu of Games and activities for the Shells (with a pre-CCF course specifically designed for them in the Summer Term), and mainly non-Games activities for senior boys. Fifth Form activities are all either Community Partnerships or they can choose to remain in the CCF. A list of current activities is available on SOCS and offers of new activities are always welcome. It is expected that all dons take or assist in a Wednesday Activity or help in the CCF.

JCR

Boys over 16 in the Sixth Form are entitled to be members of the Junior Common Room in its premises in Mansion basement. Boys may consume restricted quantities of beer or cider with a meal. Dons may be invited down and there is usually an occasion in the Michaelmas Term when new dons are invited. Dons should wait for an invitation from the Committee or from individual members before going to the JCR.

Section E: Health and Safety

Risk Assessment

Risk Assessment application forms are automated and can be found on the Staff Hub. These must be filled in online only for all trips and activities which are not part of the school routine and must be submitted to the Deputy Head (Co-Curricular) and the Health and Safety Manager before the trip.

The Health and Safety team can be contacted if assistance is needed on risk calculations for activities, trips, sports or outings. Generic risk assessments will then be sent to the Trip Leader once the application has been submitted.

The Trip Leader is responsible for carrying out dynamic risk assessments on the trip (continually observing and analysing hazards and risks in a changing or high-risk environment). It is important to think about the following in risk assessments:

- Who might be harmed and how?
- What are you already doing to control the risk?
- Are there any other controls you can put in place to mitigate the risk?

School Trips

Radley College encourages dons to arrange trips, both within the UK and overseas, whether of a cultural, language, sporting, or social nature. See the School Trips Policy.

Road Safety

Cars: Within the College grounds cars must be driven with great care and the speed limit is 20mph. Danger spots are:

- The main drive through Memorial Arch outside College Shop.
- The corner at D Social and the kitchens.
- The whole Clocktower area.
- The main drive between Queen's Court and the David Rae-Smith Building.

Extra care is necessary at all times.

Bicycles: Boys ride their bikes down to the Boathouse or up to the Countryside Centre. They often ride dangerously and cross Kennington Road dangerously. Please reiterate the Bicycle Rules to the boys and stop any boy whom you see riding without care and report him to his Tutor, taking his name if necessary.

All boys should be wearing safety helmets secured under the chin and must not wear headphones/ear pods etc or use mobile phones or hand-held devices while cycling.

Not all boys will understand the highway/road safety code - please let the Health and Safety team know if you need assistance with this.

Security

Dons are responsible for the security of their classrooms and should consult with their Heads of Department about locking procedures.

Dons should approach anyone unfamiliar on the campus and check that they are on legitimate business. The same care needs to be taken over one's car, house, or rooms on the campus as anywhere outside. Burglaries are rare but do occur.

Visitor passes are issued by the Bursary/Lodge and Admissions only.

All regular and short-term contractors, visitors (other than current parents and visitors for school matches and functions) on the College campus should be wearing a visitor's badge (please see Access to College Premises).

Once the buildings are locked, no one should be entering buildings without letting Security/Maintenance know because some of these buildings will be alarmed and have been set off prior to the security staff starting work. When this happens, duty maintenance must be called.

There are Security Porters on duty in the Lodge between 7pm and 7am. Most buildings are fitted with electronic locks that are centrally controlled from the IT Department.

During term time during the day, most doors will open freely. However, later in the evening the doors may lock automatically. During the holiday, such doors are permanently locked. To enter a locked door, you will require your ID card (issued by HR), see below. Many other doors have push button coded locks. The codes are maintained on an up-to-date list. Ask a colleague where this list is kept discreetly hidden.

ID Cards

All employees are given an ID badge when they join which must be carried with them at all times. This has their photo and department shown and is used to access buildings across site. It is also used as a membership card for the Sports Centre and Library. Badges are issued by the IT Department at induction. Replacement badges can be obtained from either HR or the IT Department at a cost of £5 each.

College Vehicles

See details in the [College Vehicles Policy](#).

Health and Safety Policy

All dons must familiarise themselves with the appropriate Health and Safety regulations. If you have any doubts about Health and Safety issues, please raise them promptly with the Health and Safety Manager.

Fire Safety

All dons must observe fire escape routes and fire exits around their classrooms or other rooms used on campus. Fire exits must be kept free of clutter and not used for storage, for ease of egress. Doors must not be propped open with fire extinguishers or other equipment. Fire extinguishers must not be tampered with. Life safety is the College's priority. Dons must ensure they have in-date fire risk assessments, fire evacuation plans and up-to-date fire logbooks in the fire booklets at the fire panels within their buildings. Areas under staircases must not be used for storage.

Control of Hazardous Substances (COSHH) and Dangerous Substances and Explosives Regulations (DSEAR)

Any flammables must be stored in flammable cabinets and should have safety data sheets for each product stored. Please let the Health and Safety team know if you need assistance with this for your classrooms.

Accidents/Incidents and Near Misses

It is important to document all accidents, incidents and near misses. Forms can be completed on Staff Hub.

Maintaining good housekeeping in the areas you work in and around the College campus can prevent many accidents, incidents and near misses.

Remember, 'Tomorrow is the reward for working safely today'.

Section F: Personal

Staff Welfare and Support

In order to ensure that a Radley education is everything it can be for each Radleian, we seek to provide the best possible working environment for dons, with the highest professional expectations of them accompanied by a structure of support and a collegiality of approach. In addition to the formal responsibilities and structures (an outline of which follows), it is very important that each don feels able to ask for help and support at any time.

The welfare of Common Room is in all senses a major responsibility, and priority, for the College. No one member of the Senior Management Team is solely tasked with it; it is very much the case that it is a core element of their role for each of them. All staff have access to the College's Employee Assistance Programme which provides confidential support in many areas (financial, emotional, legal, tax, family issues).

All Common Room members are included in an informal catch-up/welfare group with a member of the College Management team. These groups rotate on a termly basis. Members of Common Room are encouraged to approach their welfare group leader (or any member of the Management teams) with concerns they might have themselves or on behalf of others, and part of every CMT Meeting is devoted to discussing issues arising within the Common Room. Heads of Department, Heads of Year and Tutors, as senior and experienced members of Common Room, are also encouraged and expected to provide a listening ear as part of their line management responsibilities. Further to that, both the Chaplain and Assistant Chaplain have time built into their roles to devote to pastoral care, of staff as well as boys.

In addition, the Common Room Consultative Committee meets termly with the Warden, Bursar and HR Director. The committee is designed to create a clear structure through which there is effective representation and communication of the views of Common Room to the Warden and Bursar and a forum within which matters can be discussed purposefully and positively. The committee also acts as an informal sounding board and source of advice for members of Common Room and, indeed, for the Warden and Bursar, in order to ensure a warm and collegiate working environment for all. There are plans to review how the CRCC operates to maximise its effectiveness.

Perhaps most importantly, Radley prides itself on collective care for each and every member of Common Room. In that sense all dons are encouraged and expected to see it is a core component of their own role to help and assist each other wherever possible. It has long been a feature of the College that such a collective responsibility exists, and that it creates an environment in which the boys can thrive.

Health

All dons and their families should register with a local medical practice and see their doctor by appointment at the practice surgery in the usual way. The College's medical team may be approached for advice or in any emergency. In the case of illness it is up to a don to telephone their Head of Department to arrange for lessons to be covered.

Dry Cleaning

The College offers a discounted dry cleaning service and repairs to clothes, details of which are available from the Housekeeping Department.

There is a washing machine and tumble drier under the stairs in the basement of the Mansion which can be used by dons.

Lodge

The Reception Porters are based in the Lodge, at the entrance to school, working shifts to cover 7am to 7pm. From 7pm to 7am every day, Security Porters are based in the Lodge. There should always be at least one Security Porter in the Lodge at all times, however on occasion, they are out on security rounds. They can be contacted via the Security mobile (on the telephone list).

We ask that staff who live in a College property address personal parcels to their College residential address, where possible. However, where parcels etc are delivered to the Lodge, they can be collected from the Lodge post room. You should use the back door to gain entrance and will need your EPOS card to do so.

Bursary

Bursary Reception is manned in term time Monday to Friday, 8.30am to 5pm. When Reception is unmanned, please ring the bell on the Reception desk.

In the holidays, when Reception is unmanned (and the Bursary is open), free flow is taken off the Bursary front door and you will need your EPOS card to gain access.

Payroll

Your salary is paid on the 28th of the month and charges (Shop, Cellar, IT) will be deducted monthly. (Where the 28th falls on a weekend, or a bank holiday, payment will be made before the weekend.)

Repairs/IT Difficulties

All building, equipment and furniture repairs and IT problems should be reported via the Web Help Desk (link and instructions are on the intranet homepage). Requests for major repairs or alterations should be discussed with the Estates Bursar. There is an out-of-hours telephone number (in the Calendar) to ring in emergencies.

Hall

Lunch during term time is available in Hall for staff (and partners) with young children. Family dining is available for dons with young children. This is available Monday to Friday in the dining hall between 12.10 and 12.40. Hall must be exited by 12.40 as this is when the majority of boys start to arrive for lunch. Family dining does not extend to weekends. On a small number of days each year, Admissions host prospective pupils and parents, and family dining is not available on those days.

All taps around College are drinking water.

Voting

If you wish to vote in this area please complete an electoral registration form available from Vale of the White Horse District Council.

Section G: Common Room

Common Room

Common Room as a term has three applications:

1. The collective title for all those whose main role is the instruction of boys at Radley full time.
2. The name of the rooms on the first floor of Mansion.
3. The social club based on these rooms which provides a home for unmarried dons and club facilities for all dons.

Common Room Committee

The affairs of Common Room as a club are administered by a committee consisting of a President, a Chairman, a Treasurer and others who deal with food, guest nights, 'amenities' and families. The committee meets regularly. When a member steps down from the committee an election is held at a Common Room Meeting to fill the slot(s) vacated by their departure.

Rules

There are no Common Room rules as such but dons are expected to dress and conduct themselves in a way that does not give offence to other members. In the evening mobile phones should not be used in the Sitting Room or the Dining Room, and there should be sensitivity with the use of electronic equipment during the day. For example, if someone wants a quiet escape with a newspaper and a cup of coffee, that should be possible. As a general rule, as you move from Dining Room, to Sitting Room, to Red Room to Bryans Room, it becomes more acceptable to use mobile phones.

Membership

The Warden decides who are to be full members of Common Room. The Bursar, Estates Bursar and Finance Director are members ex officio. There are also some associate members of Common Room including PHMs. They have all the rights of full members except for dining in Common Room and voting at Common Room Meetings. Membership subscription is £12 per term and deducted directly from payroll.

The Rooms

Common Room is accommodated in four rooms. Common Room itself (also known as the Red Room); the Dining Room; the Sitting Room, east of Common Room; and the Bryans Room.

Common Room and the Sitting Room

Common Room (the Red Room) is where all dons gather for Chambers, an opportunity for the Warden and others to make announcements during Short Break each teaching day. Tea, coffee and biscuits are provided then and there is coffee after lunch and tea in the afternoon except on Sundays. Papers and magazines are also available. Every member of Common Room has a page in a book kept on top of the drinks cupboard and should sign there for drinks consumed. It is important that all drinks are signed for to allow proper accounting. Boys may in no circumstances enter Common Room or knock on the door. Guests may always be brought into Common Room for coffee after lunch or for tea and are particularly welcome before lunch on Sunday. The Sitting Room is intended to be a place for relaxed conversation and more gracious entertaining.

Dining Room

Breakfast for single dons and Sub-Tutors is available from 7.45am each teaching day and at 9am on Sundays. Lunch is served on Sundays only, and finishes at 2pm; dinner each evening, except for Saturday, runs from 7.30pm to 8.30pm. Members of Common Room are not required to go into meals at the same time (lunch begins at 1pm and dinner at 7.30pm) but must leave dinner by 8.30pm. Weekday dinner is a formal occasion and diners are required to wear a jacket and tie. Weekend meals are informal. There is a roast on Sunday lunchtime at 1pm and a self-serve curry on Sunday evening from 7pm.

Wine is available in a rack in the Dining Room; this must be signed for by initialling the list beside the rack. Diners are of course welcome to bring their own wine into dinner.

There is only a limited number of places in the Dining Room, so it is very important that dining-in members "sign out" on the weekly sheet beside the wine rack if they are not intending to dine. Other members of Common Room are very welcome to sign in for dinner if there is room (with Friday evening particularly designated for this) and regular dining-in members very much appreciate these visits from married colleagues. The charge is £6.50 per place and places should be reserved by Short Break on the day before dinner is required. College guests are always welcome and outside guests may also be signed in should space permit. There is a convention that Old Radleians of less than five years' standing are not normally invited into Common Room, unless they are here on clear College business. Such guests should be cleared in advance with the President.

Common Room Dining

Resident Sub-Tutors and graduate assistants may take meals in Common Room without charge. For others the following charges apply for those who wish to sign up by the term rather than by the meal.

During the first twelve terms:

Breakfast and dinner £888 per annum (£74 per month)

Dinner only £684 per annum (£57 per month)

Thereafter:

Breakfast and dinner £1,428 per annum (£119 per month)

Dinner only £1,032 per annum (£86 per month)

Resident Sub-Tutors may take meals in Common Room without charge.

Bryans Room

The Bryans Room houses the pigeon holes and Common Room's working area. There are also notice boards, working surfaces and a supply of stationery. At present, three computers are available there for Common Room use. There is also a telephone for which all private calls must be paid. Copies of the Calendar live in the pigeon holes. Post is delivered to Common Room between 12.30pm and 2pm, depending on the Royal Mail delivery, and is collected regularly from Common Room (for both internal and external delivery) from the appropriately labelled pigeon holes.

Guest Nights

Guest Nights are generally held three times a term. On an evening when a Guest Night is being held regular diners should dine in Hall with the boys or make alternative arrangements.

Cellar

The Common Room Cellar (in the basement of Mansion) is open for the purchase of wine and spirits on Friday by arrangement.

All members of Common Room can use the Cellar, and payment is on account or by cheque or cash. All purchases on account, together with drinks signed for on the wine, beer and wine cupboard lists in Common Room, are totalled and deducted from salary, usually on 1st February, 1st May and 1st September. It is greatly appreciated if members of Common Room can avoid taking wine for home consumption from the rack in the Common Room or bottles from the wine cupboard.

Common Room Bills

Each member of Common Room is presented with a termly bill. This includes their termly subscription (which pays for newspapers, tips etc), a charge for the entertaining of Common Room guests (eg parties held for members of Common Room who are leaving) and may include other charges such as gifts to leaving members of Common Room. Charges are deducted directly from payroll.

Common Room Meeting

A Common Room Meeting is held at the beginning of each term. This is Common Room's only formal gathering as a club and it is held to report on and discuss matters affecting Common Room. Common Room has a substantial income and the allocation of this money is one of the matters discussed. It is also a great help to the committee to hear the views of members of Common Room and the higher the attendance, the better these purposes are served.

In tandem with the formal Common Room Meeting is the Paper Auction in which all publications bought by Common Room are auctioned. Copies of the appropriate paper or magazine are delivered to the pigeon hole of the highest bidder as they are superseded (eg at 7.30am each morning for a daily paper). Not only is this a good way of acquiring papers and magazines at a modest price but all funds gained support Common Room. Papers should not, therefore, be removed, cut or written on.

Past and Present

Past and Present was established in 2004 with the aim of maintaining contact between former members of Common Room (and their spouses/partners) who retire or leave Radley, and between them and present members.

This is achieved by:

1. A regular annual newsletter (July).
2. Supporting and keeping in close contact with those suffering ill-health, immobility or bereavement.
3. Inviting all members (past and present) to an event at Radley, for which there is no charge.

All present members of Common Room contribute to the funding of Past and Present. The current level of contribution is £10 per year. Council makes a contribution to Past and Present which matches that of Common Room members: approximately £1,000 each year.

When you leave Radley you make no further contributions but are automatically offered membership of Past and Present for life.

Section H: Families

We are very aware that a move to Radley can involve a move for your whole family and therefore a new job is a change not only for you but for them too. Radley College is very family orientated. We are a community of many families with children and they are welcomed as part of the wider community.

Common Room

The Common Room Committee runs a busy social calendar and there are various times throughout each term that Common Room meets socially, a couple of examples are:

Sundowners

This is run during the Summer Term on each Friday evening and is a chance for colleagues and their families to come together at the end of the week and enjoy a glass of something. Weather permitting it runs from 6.15-8.00pm at the Cricket Pavilion.

Safari Supper

In the Michaelmas Term, CR runs a Safari Supper. This is essentially run as one large dinner party, with successive courses being prepared and hosted at different residences across the campus. After each course, diners will move on to another surprise location. We try and ensure that you feast with a new batch of people each time.

Moving around site

We mustn't forget that first and foremost we are a school! However, your immediate family is welcome to walk around campus and enjoy our wonderful surroundings. We have two public [footpaths](#) running through the campus. One of them leads from the main entrance, past A & B Socials, the Countryside Centre and exits at Lodge Hill. The second runs from Kennington Road, behind the athletics track and through the woods.

If walking around the school, please keep to the edge of the pitches and dogs should be kept on leads at all times.

The Coffee Shop is in the centre of the school situated in Clock Tower Court. Hot and cold drinks and snacks are sold here and payment can be made by debit/credit card. There is plenty of seating and it is a lovely place to sit and watch the world go by.

The New Boys' [Guide](#) has a useful campus map in it, together with a glossary of Radley terms!

Getting to know your neighbours

The staff hub on SharePoint is a great source of information. The following link lists Common Room names, addresses and family members. If you would prefer not to be listed please let the HR department know. [Common Room directory](#)

Visitors

You should treat your home as your home! Visitors are welcome at any time and should report into The Lodge when coming onto site. If walking around campus, visitors must be accompanied by a member of staff.

Library

The Library is open to all who live or work at Radley. Details of opening hours are available in the Calendar and on the Library SharePoint page. Families are welcome whenever the Library is open but children under 11 must be accompanied.

Sports Centre

The Sports Centre has its own website [Leisure Club - Radley College](#). Staff membership is £50 per year and family members are able to join at the full member rate as shown on the website. Opening times differ between term-time and holidays; please check the website for details.

Radley College Real Tennis Club

The school is fortunate to have one of the few [Real Tennis](#) courts in the country. Staff do not need to become a member to play and charges for court usage are available from the website. If you do wish to become a member then you receive a 50% discount.

Golf Club

The College has a 9-hole golf club which offers membership to staff at £35 per annum.