

SUPPLY TEACHER AND AGENCY STAFF PROCEDURES

|  |  |  |  |
| --- | --- | --- | --- |
| **ACADEMIC YEAR** | **AUTHOR** | **ROLE** | **DATE OF NEXT REVIEW** |
| 2020-21 | Simon Hawthorne | Headteacher | September 2021 |

The purpose of this document is to ensure that all staff of The Ropemakers’ Academy and contracted supply teacher and agency staff (STAS) are clear about what to expect when STAS are deployed in the school.

It will be the responsibility of the Headteacher, in conjunction with the supply staff agency to ensure that any STAS on site have been fully vetted in line with all necessary recruitment and appointment safeguarding measures, as detailed in the Safeguarding and Child Protection/Safer Recruitment policies. For longer term appointments this would also involve a formal interview process as per the Safer Recruitment policy.

Ropemakers’ Academy staff should endeavour to provide as much information as possible ahead of any STAS visit. It would be expected that Ropemakers’ staff would at least

|  |
| --- |
| **Provide lesson plans, including:*** Required resources, and where to find them
* Rough timings
* Appropriate information about pupil needs
* Anticipated extension exercises and support materials
 |
| **Provide up-to-date seating plans (as appropriate)** |
| **Provide copies of all individual pupil behaviour support plans (IBSPs) including any associated risk assessments** |
| **Provide further detailed notes on pupils who:*** May need additional support (and when)
* May have challenging behaviour
 |
| **Arrange for appropriate members of staff to check in with the supply teacher during the day** |
| **Provide a copy of the supply teacher and agency induction pack** |
| ***For teachers taking planned absences:* Inform your class that you’ll be away (and for how long)** |

Where there is an unexpected absence requiring the appointment of STAS, such as staff sickness, then the office will also hold copies of the Supply Teacher and Agency Staff induction packs that will contain the following information:

|  |  |
| --- | --- |
| **Key contacts and important phone numbers** | Including:* Headteacher
* Deputy head(s)
* Members of the SLT
* Designated safeguarding lead(s)
* School office
* Phase/department head
* Pastoral/behaviour leads
 |
| **Welcome note** | Include a friendly introduction to the school |
| **Important upcoming dates** | For example:* Upcoming school events
* Internal deadlines
* School-wide and departmental meetings
 |
| **Expectations of supply teachers** | Specify what you expect of supply teachers in your school, including:* When to arrive in the morning
* Who to contact for questions about the role (such as the head of department or phase leader)
* Marking and assessment expectations (supply teachers shouldn’t be required to know these policies in detail, but should understand what is expected of them)
* Handover notes for the teacher upon their return
 |
| **Schedule and timings** | Include:* Start and end of the school day
* Registration times
* Break times
* Lunch times
 |
| **Registration** | Explain the process for supply staff, including when registration must be completed |
| **Resources** | Provide details of:* ICT passwords or log-on information, and how to access technical support
* Photocopier processes
* How to access stationery resources
 |
| **Lateness** | Explain the school’s approach, and how supply teachers should record this |
| **Lunch** | Including:* Times (repeating this is helpful)
* Where children need to go
* Where teachers can go
* Whether school dinners are available for staff
 |
| **Child protection and safeguarding** | Supply teachers should be familiar with your child protection policy, including any steps they need to take to report or record an incident or disclosure; wherever practical STAS should receive a Safeguarding briefing from the DSL providing further detail about the Ropemakers’ Academy Safeguarding processes. |
| **Support** | Provide details of:* Teaching assistants who work in the class/phase/department
* Heads of department, phase leaders or similar, and contact details
* Other support staff, including pastoral leads, the SENCO, the school business manager
 |
| **Toilets** | Explain:* Where they are located for pupils and staff
* The school’s policy on use of toilets during lesson time
 |
| **Illness and first aid** | Explain:* Who the school’s first aiders are, and how to contact them
* What to do if a child feels ill during a lesson
 |

Supply staff will be expected to sign in and out of the school building in line with visitor arrangements. They will also wear a Visitor ID badge at all times while they are in the school building and grounds.