



# Supply Staff Policy

## Moor Allerton Preparatory School

### 1. Purpose

At our School we believe that continuity of teaching staff is paramount to the child's sense of security and therefore ability to learn. For this reason the use of supply staff is avoided in almost all circumstances.

### 2. In the event of an unplanned staff absence:

Class Teachers should inform the Head a minimum of one-hour before the start of the school day if they are going to be absent. The Teacher must explain the reason and ensure their teaching plans are available. Where physically possible the memo of staff should email through to the school office the lesson plans for the day.

It is the Class Teacher's responsibility to have both long term and short term plans accessible to colleagues.

The Head will oversee the plan for the class's lessons and supervision at least half an hour before the start of the school day.

The Head will ensure all the work is set of an appropriate standard and follows the scheme of work (including homework).

### 3. Options for covering the class include:

- The Head teaching the class
- The Teaching Assistant (TA) teaching the class
- A teacher whose own class is being taught by a colleague will teach the class
- One of the schools part time teachers will be invited to teach extra sessions
- Classes can be combined e.g. EY classes or classes for PE lesson as long as adequate levels of supervision are maintained

**4. In the event of a planned absence** such as a Class Teacher attending a training day the above protocol will be followed, however, the Head will allocate cover in advance and it will be the Class Teacher's responsibility to liaise with the person covering.

### 5. Exceptional circumstance where supply staff are required:

It is the school's responsibility to ensure unsuitable people are prevented from working with children. The school follows the Safeguarding Children and Safer Recruitment in Education Booklet – January 2007 (Department for Education).

Recruitment of Supply Staff will follow the schools Safeguarding Policy and Safe Recruitment Policy

All Supply Teachers will have the full checks conducted e.g. DBS, 2 references, copies of qualifications and medical declaration forms.

Supply Teachers will be expected to be: punctual, smartly dressed, prepared for the days lessons, mark work at the end of the day, set homework, ensure children have left the school safely with their belongings and before leaving have a debrief with the Head.

Serious disciplinary matters should be reported to the Head immediately. In the case of an incident the supply staff must log the incident in writing. Supply staff are responsible for reading and following the school's handbook including the school rules and policies for example safeguarding, equal opportunities and behaviour.

<b>Date</b>	<b>Position</b>	<b>Name of reviewer</b>	<b>Date of next review</b>
September 2018	Headmistress	Mrs A. Ewart-Jones	September 2019
September 2018	Director	Mr R. Stattersfield	September 2019