



## **THE CLARE SCHOOL**

### **SUPPLY STAFF POLICY**

Clare School have a team of Supply Staff who have employed under safer recruitment procedures, and are part of our SCR.

Whenever possible i.e. if someone knows that they are going to be away, supply staff are given notice as to when and where they are needed to cover lessons.

When a member of staff is absent supply staff receive a phonecall from the Deputy Head, if at all possible before 8 a.m., asking if they can come in to cover lessons.

Supply staff may be asked to work in both the secondary and the primary department and to cover more than one person during the course of the day.

When supply staff have completed a working day, they need to fill in a Supply Cover form and attach it to the clipboard in the room opposite the School Office.

When a Teacher is asked to cover for the whole day, he/she will be able to claim for 6.5 hours (this includes the lunch hour). They may be asked to do a duty either during the morning break, during the lunch hour or after school.

When a teacher is asked to cover for part of a day, he/she will be able to claim for the specific hours that they have worked.

New supply staff will be given a full induction. The School Prospectus is available on request.

This Policy is to be reviewed Autumn Term 2020

Signed ..... F. Johnston ..... Headteacher

Date ..... 5 / 10 / 17 .....

Signed ..... R. Wicks ..... Deputy Headteacher

Date ..... 5.10.17 .....