



## **Supply Staff Policy**

<b>Formally adopted by:-</b>	<b>The Clare School</b>
<b>On:-</b>	<b>14<sup>th</sup> January 2021</b>
<b>Headteacher:-</b>	<b>Rebecca Wicks</b>
<b>Last updated:-</b>	<b>Spring Term 2021</b>
<b>To be reviewed:-</b>	<b>Spring Term 2024</b>

The Clare School has a team of supply staff who are 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 phone call from the Support Staff Lead, if at all possible before 8 am, asking if they can come in and cover lessons.

Supply staff may be asked to work in both the secondary and primary departments 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.