



# P+K Recruitment

specialist in supply teaching

## **Policy Guide for Teachers and Support Staff working through P and K Recruitment**

This document details P and K Recruitment's policy with regards to professional conduct, child protection and disciplinary issues relating to our teachers and support staff.

This document has been designed to support you whilst working for P and K Recruitment and to recognise our commitment to following DfES guidelines to be able to offer a high quality service to our supply staff and our schools.

### **Code of Conduct**

Whilst working for P and K Recruitment please ensure you:

- Dress formally unless otherwise advised.
- Ring your Education Consultant at 7.30am every morning you are available for work if you have not been booked in advance- we will then proactively ring schools to find you work.
- Arrive at school no later than 8.15am (if you are booked in an emergency please give a realistic time of arrival so we may advise the school).
- Ring your Education Consultant no later than 7.30am on the morning of the booking if you cannot go in (even if you are on a long term placement)- we have a 24 hour on call service.
- Ring your Education Consultant if you are going to be late.
- Use school policies for discipline and rewards appropriately- familiarise yourself with them as soon as you get to your assignment.
- Mark all work set at the end of the day and leave a report for the absent teacher.
- Be prepared with your own work in case no work is set.



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- Leave each classroom tidy at the end of each lesson.
- Report any incidents to your cover contact as well as your Education Consultant.

For Long-Term assignments you will be required to:

- Set your own work based on the school's programme of study.
- Mark any work set in accordance with school policies.
- Set and mark homework.
- Attend relevant out of school meetings e.g. staff meetings, inset days and parents evenings.

## **Child Protection Guidelines for Teachers and Support Staff**

P and K Recruitment fully recognise it's responsibility in preventing unsuitable people from working with children in accordance with Safeguarding Children and Safer Recruitment in Education Guidance January 2007.

At all times you should ensure that you do not place yourself in any potential compromising situations with pupils. P and K Recruitment insist that all teachers and support staff adhere to a strict no physical contact policy with pupils. This policy has no scope for deviation.

The no physical contact policy will protect you against any allegations that may occur.

If an incident occurs that you may feel will lead to an allegation or if an allegation is made against you please adhere to the following guidelines:

- Advise the cover contact at the school.
- Log the incident or allegation in the staff record book at the school.
- Make a detailed report yourself at the school.
- Keep one copy and forward one to your Education Consultant at P and K Recruitment.
- Advise your P and K Recruitment Education Consultant immediately.



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As a temporary member of staff it is essential that the above guidelines are followed. If there are no witnesses to the incident/ allegation it is essential that a written report is completed, we will then be in a stronger position to support you.

P and K Recruitment has a duty to co-operate any investigation and will instigate its own child protection policy.

Decisions as to whether to continue to offer work will be made in consultation with the school, Local Education Authority and the DfES.

### **Disciplinary Procedure**

P and K Recruitment engage supply staff under contracts for services and not contracts of employment hence we do not operate a documented formal disciplinary procedure for supply staff.

We do however follow up all assignments for performance feedback and will report back comments to you good and bad. If we receive negative feedback we will seek to implement support mechanisms to improve performance with the relevant supply staff.

Where we receive more than two separate complaints about the same element of an individual's performance of behavior then all circumstances surrounding the placement will be reviewed. If the individual is not willing to address the issues raised then in some circumstances under the terms of registration we would be unable to offer further work.

**Please sign and date below to acknowledge your agreement of these policies.**

**Your Education Consultant will give you a copy of this document for you to use for further reference.**

**Signed**.....

**Print Name**.....

**Date**.....