



## Heathfield Knoll School

### Appointment of Supply Staff

This policy is supported and complemented by the following policies:

- Anti Corruption and Bribery
- Recruitment
- Safeguarding
- SCR and Staff Appointments

#### Key personnel:

- |                     |      |                   |
|---------------------|------|-------------------|
| • Headmaster        | DDSL | Lawrence Collins  |
| • Deputy Headmaster | DDSL | Mark Stubbs       |
| • Head of Wellbeing | DSL  | Teresa Stooksbury |

This document is reviewed annually by L. Collins, Headmaster or as events or legislation change require.

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## 1. Supply Teaching Staff

### 1.1 Introduction

In the event of the school being unable to cover classes sufficiently, staff may be brought in to cover classes. The buying in of staff will come from one of two sources.

1. From a supply agency;
2. From a list of staff known to the school directly.

In both cases, the procedures are laid out below and must be followed in all cases.

### 1.2 Supply Agency Staff

- After initial contact with the supply agency, a teacher will be recommended to the school to match the requirements as closely as possible.
- An email will then be sent to the school prior to the arrival of the member of staff. The email must contain an assurance that the required checks have been carried out to the extent relevant to that person: identity, enhanced disclosure, right to work in the UK, barred list check, prohibition from teaching, prohibition from management of an independent school, qualifications and overseas checks. Should the DBS check come back with an issue, a copy of the DBS disclosure must be sent to the school to assess.
- The email should also contain a photograph of the member of supply staff so that identity can be confirmed on arrival. (Should this not be the case, the member of staff must bring along and show a photographic proof of identification – i.e. a valid passport or driving licence.)

**The absence of both of these documents will mean that the member of staff will not be allowed to work at Heathfield Knoll School until one is produced.**

### 1.3 Staff already known to the school

- Staff already known to the school may be contacted and offered supply work provided that the school possesses a valid DBS check for the member of staff. To be valid, the guideline on what constitutes continuous service (i.e. the employee must have last worked for the school, in either a paid or voluntary capacity, no more than three months previous) must not have been exceeded. In these cases, a new DBS check will be required.

The details of all members of staff and their identity check must be recorded on the single central record which is kept electronically and maintained by the DSL.