



Lincoln Minster School Appointing Supply Teaching Staff



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.

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 of the presence of a valid CRB (carried out within the last three years) and list 99 check. Should the CRB check come back with an issue, a copy of the CRB 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 Lincoln Minster School until one is produced.**

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 CRB check for the member of staff. To be valid, the UCST 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 CRB 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 by the Principal's P.A.

This document is reviewed annually or as events or legislation change requires

Reviewed: S Grocott, Director of Studies, June 2011

Next review due: **June 2012**



Lincoln Minster School Appointing Supply Staff (Occasional Staff)



Lincoln Minster School
The best in everyone

In the event of the school requiring outside help from other persons, these persons may be brought in to help out with certain events. Examples include Sports Coaches, Summer School Staff, Organised Theme Days, Exam Invigilators etc.

The procedures for allowing the use of these persons are laid out below and must be followed in all cases.

Persons Employed through an external Agency

- 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 of the presence of a valid CRB (carried out within the last three years) and list 99 (or its equivalent check with ISA) check. Should the CRB check come back with an issue, a copy of the CRB 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 Lincoln Minster School until one is produced.**
- The details of the member of staff and their identity check must be recorded on the single central record which is kept by the Principal's P.A.

Persons not known to the school and not employed through an external Agency

The school must carry out a full check of the following:-

- List 99 (or its equivalent check with ISA) check, Enhanced CRB disclosure and identity check.
- All of the above must be present within the school before the person involved is allowed to begin work in the school.
- Thereafter, the person may be employed by the school provided that the school possesses a valid CRB check for the member of staff. To be valid, the UCST 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 CRB check will be required.

Persons 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 CRB check for the member of staff. To be valid, the UCST 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 CRB 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 by the Principal's P.A.

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