



St John Lloyd RC Primary School Supply Teachers Policy

Aims

- *To provide continuity in classroom organisation/routine.*
- *To provide continuity in the Curriculum.*
- *To minimise adverse effects on children's work.*
- *To support staff development (via providing cover for courses etc.)*
- *To cover for staff absence & illness.*

Organisation

A nominated staff member, Ms Smith the Office Manager, is responsible for contacting the local agencies or Supply Teachers direct to arrange known cover and the Head will arrange unforeseen cover.

Teachers on long-term supply must familiarise themselves with all school policies;

[Ysgol Gynradd St John Lloyd RC Primary School - School Policies](#)

They are requested to complete Medium- and Short-Term Plans.

The policy is administered by **Ms Smith** who is responsible for liaising with the Supply Teacher on general school organisation and routines. When Supply Teachers come into school to cover for staff absence at short notice the nominated teacher gives guidance on the work to be covered and access to the school cloud planning on the school website.

Expectations

On arrival, the Supply Teacher, especially one arriving for their first assignment in the school, should have the school's expectations explained clearly.

Our expectations include:

***Code of Conduct;**

- following the code of conduct that applies to all staff and pupils
- observing health and safety and security requirements
- **working to the normal hours of the school (8.30-3.30.pm)**
- not acting in a manner detrimental to the school and its pupils
- keeping any information confidential that relates to the individual pupils, staff or school.

***Curriculum;**

- Work will be left for your class group. If you need to do any photocopying, please see office staff.
- Please mark all work in **Green Pen** (following the Marking Policy) completed by the class you are teaching.



*Safeguarding

- Full Child Protection Policy - [Ysgol Gynradd St John Lloyd RC Primary School - Child Protection including DSP, Policy & Procedure](#)
- Where a member of staff has concerns about the wellbeing of a child, they should immediately report their concerns to the **DSP CLAIRE HART or JOHN IVINS (in their absence B DAVIES/ L BRAZIL)** who will appropriately consider the concern and what actions, if any, should be taken.
- The DSP may seek advice from telephoning Cardiff Multi Agency Safeguarding Hub (MASH) making clear it relates to a child protection matter to ensure the call is prioritised. The DSP should seek clarity on the safety plan e.g. is the child safe to go home.

Dealing with Disclosures

What to do if a child tells you that they are being harmed?

- Children who experience abuse may seek to 'tell' in school, often because this is a place where they feel safe, secure, and listened to.
- Take time to listen to the child, this will show you are taking their concerns or allegations seriously.
- Never make the promise that you will keep what is said confidential or secret – reassure them and explain your duty to report such concerns and what will happen next
- If a child chooses to disclose harm to a staff member it must be remembered that the school role is to recognise and refer the abuse, not to investigate. However, this does not mean that the staff member receiving the concern cannot fact find.
- In some instances, a disclosure of harm or injury is clear, and no further questions need to be asked in order to recognise the abuse and make an appropriate referral.
- Where a child is felt to be making a possible disclosure or has a suspicious injury it would be justified for staff to ask enough questions of the child in order to clarify whether there is a child protection concern. These should be open and non-leading. Do not speculate or proffer an alternative explanation.

You may wish to use the acronym 'TED' as a good tool to encourage the child to 'Tell', 'Explain' and 'Describe' the concern.

"Tell me about..."

"Explain that to me..."

"Describe to me..."

- If it is necessary to clarify any further, staff should keep to open questions such as What? When? Who? How? Where? It is important to remember that questions should only be asked to help clarify whether the child is at risk of harm. Once clarification is achieved, no further questions should be asked.
- Do not interrupt when the child is recalling events and do not make the child repeat themselves.
- As soon as possible after the disclosure record in writing what was said. Be as accurate as possible, using the child's own words and language e.g. Welsh, Czech, Urdu etc. Include in your record the time and date of the disclosure, and whether anyone else was



present.

- Make a note of the child’s demeanour (be specific about how the child is behaving/reacting e.g. crying as opposed to just saying upset). Make a note of any action taken following the disclosure.
- Immediately inform the DSP and do not tell other adults or young people what you have been told.

General Information

Fire Alarm

If the fire alarm sounds, the children and staff should assemble in/at the designated areas.

Infants – Junior Playground.

Junior – Infant Playground.

Please make sure you read the fire-drill notice in your classroom and are familiar with the evacuation routes.

Medical

Any child who has a medical problem or needs first aid should be sent to one of the non-teaching staff 1st Aiders. All injuries must be recorded in the Accident Book. Pupils who bump their heads must be watched closely for signs of concussion and reported to parents. They must take a ‘just a note’ notification letter home to parents.

School Time table

Time	Lesson
8.55	Registration
11:30- 12:25 /11:40-12:40	EY / Y1-2
10:45/ 11:00	Lower Juniors/ Upper Juniors
12.15/ 12:30	Lower Juniors/ Upper Juniors
15.00	End of School Day

*Teachers are expected to be on site 30mins before and after the school day. (8.30am / 3.30pm)

****If this is your FIRST visit to St John Lloyd RC please sign this policy in front of office manager to confirm you have read and understand the above policy & Child Protection policy/ procedures****

Signed

Date.....



*Behaviour

- The school has a number of school rules, but the primary aim of the behaviour policy is not a system to enforce rules. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the school community in aiming to allow everyone to work together in an effective and considerate way.

Pupils Action (Low Level)	Consequences (after initial warning)
Pupil did not bring in his or her homework.	Homework is done outside of the control of the classroom. For this reason, teacher MAY not decide to penalise missing homework. Encourage Homework Club
Pupil does not have materials (pen, calculator, ruler etc.) needed for class.	The teacher provides the pupil with a pen or pencil in exchange for a verbal contract that they will have the equipment tomorrow. If they do not a text message must be sent to parents.
Pupil causes mess in the cloakroom/ toilet area.	Pupil will lose their time to clean up their mess (break time). Text home to parent if act is deliberate.
Pupil is constantly talking / wasting class time	Pupil will have their time taken off them in a break time detention with the class teacher. Pupil moved/ isolate to work more effectively.
Pupils constantly argue with each other/ falling out	Pupils to sit down with CT/ [] to go through the restorative behaviour approach at break time. Refere to MS if issue continues for THRIVE
Pupil refuses to do work	Pupil will lose their time to complete work alongside CT. Alternatively work can be sent home as homework. Text home to parent. If 2 incidents occur in 1 week then class report issue by CT.
Pupil swing on their chair continuously	Time spent with the chair taken away from the pupil. Return when pupil agrees to sit appropriately on chair.
Pupil speaking inappropriately to member of staff (bad language or defiance)	Pupil loses his/her break time to write a note of apology to the member of staff supervise by LB/ BD Text home to parent. If 2 incidents occur in 1 week then class report issue by CT.
Pupil chewing gum	Gum must be removed placed in bin. Text to parent
Pupil Action (High Level)	Consequence (C Hart/ J Ivins)
Physical violence/ Bullying –Cyber/ Sexual & Gender / Racism	Investigation/ Internal exclusion/ PSP/ meeting with parents/ LA
Vandalism/ weapons	Investigation/ Internal exclusion/ PSP/ meeting with parents/ LA

