





DINGLE COMMUNITY PRIMARY SCHOOL

SUPPLY POLICY

Date adopted:	6 th September 2011
Date reviewed:	2 nd September 2013
	9 th October 2018
	8 th March 2022
	11 th June 2024
Next review due:	Summer 2026
Reviewed by:	Governing Board Safeguarding Committee
Signed:	 (Headteacher)
Signed:	 (Chair of Committee)
Date:	11 th June 2024

1. Aims

The aims of this policy are to:

- provide continuity in classroom organisation/routine
- provide continuity in the curriculum
- minimise adverse effects on children's work
- support staff development
- cover for staff absences

2. Organisation

- To facilitate and support supply teachers' work in school, class teachers will provide clear guidance for work with the pupils. A nominated teacher/teaching assistant will be responsible for liaising with the supply teachers who may be unfamiliar with the school for general school organisation and routines.
- The Designated Safeguarding Lead will ensure that supply staff are aware of Emergency Evacuation procedures, First Aid and Accident procedures, location of the Whistleblowing Policy and that safeguarding concerns must be reported to the DSL.
- The other staff in the same class (teaching or support) will ensure that the supply staff are aware of the systems outlined in school's Behaviour Policy and of the timings of the school day.
- Support is achieved through:
 - Availability of medium and short term plans and class timetable for the supply teacher.
 - Notification of requirement the evening before if possible, in cases of staff illness/emergencies.
 - Advance notification of requirement by early identification of courses.

3. Clearance

All supply staff will be medically and Disclosure and Barring Service (DBS) checked, in accordance with statutory requirements, as well as being required to complete a Disqualification by Association self-declaration.