



SUPPLY EDUCATIONAL STAFF | Lawdale Junior School

Procurement of Supply Teachers & other educational cover staff policy

Lawdale Junior School

May 2025

Procurement of Supply Teaches and Other Educational Cover Staff Policy

We are a Right Respecting School
This policy supports

Article 3 Best interests of a Child (e.g. Funding decisions)

Article 4 Protection of Rights (including right to funding)

This policy covers the procurement of agency staff (teachers, teaching assistants, examination invigilators, cover supervisors and others). The procurement of day-to-day staff (non- school payroll) will take into account the recommendation of the Internal Audit report, from the borough auditors.

Definition:

Agency staff are day to day staff, paid on a daily rate to a third party company cover for the absence in the classroom or other part of the school building of teaching staff and others who would be in charge of children, either solely or as part of a team.

The London Borough of Tower Hamlets supervises a list of recommended companies (The Tower Hamlets Preferred Supplier List) who have met a minimum standard as identified in a "Quality Mark" by the Recruitment and Employment Confederation (REC) and the Department for Education and Skills (DfES).

This school subscribes to using companies from the list. These companies have rigorous procedures in place for interviewing and enhanced vetting of staff who will work in settings identified in the government's "Safeguarding Children and Young Adults" agenda.

Sound Procedures for the Procurement of Staff in Line with the School's policy for Value for Money

In relation to Value for Money, the school will seek to employ staff within the average daily rate charges for the particular grade sought (as identified annually by the Authority within the Tower Hamlets PSL).

Should the charges appear greater than this average cost, a record will be kept along with reasons as to why a particular teacher / company was used above others.

Contract Agreement with Agencies Clarifying Roles and Responsibilities

A copy of all contracts will be sought from each individual company used from the Tower Hamlets PSL list outlining terms and conditions. Should a company be used, not on the Tower Hamlets PSL, reasons will be listed in a full Risk Assessment conducted by the school. A copy of the company's Terms and Conditions will be held by the school

Pre-recruitment Checks Undertaken Prior to the Appointment of Agency Staff

Tower Hamlets Children's Services undertakes clarification of checks, including interview procedures, from all companies on the Tower Hamlets list. The REC/DfES Quality Mark is a minimum requirement which outlines enhanced DBS checking procedures and in-depth interview procedures to Quality Assure staff. This will include suitability for work, including medical considerations. There should be a manageable mechanism for the school to interact with the company in relation to the qualifications, experience and performance of each member of agency staff.

Should a non- Tower Hamlets PSL company be used by the school, a full Risk Assessment will be conducted. Included in the Risk Assessment will be reasons why the company was chosen, over companies on the Tower hamlets PSL.

Procedure for Checking, Approving and Processing Invoices for Payment

The procedures for checking, approving and processing invoices for payment will be in line with the main school financial management and procedures as contained in the school's Financial Code of Practice. This will include the raising of official orders

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Performance Monitoring of Supply Staff, including Induction, evaluating Strengths and Weaknesses and Feedback to Classteacher system

The performance monitoring of supply staff is part of the school's Quality Assurance system. Whilst this will not be within the remit of the school system, monitoring systems (such as lesson observations, checks on presentation and delivery) will be conducted by a senior member of staff. This could be Ad Hoc from a fleeting visit, to a formal observation, with feedback to the agency member and the agency concerned. Any concerns will be also communicated to the Local Authority (for TH PSL companies) who will act as arbitrator for any serious complaints or disputes. Such issues will be recorded and communicated for the next round of PSL sponsorship.

All supply staff will be issued with an induction pack, which lists the school's expectations both from staff and pupils, classroom directions, times of lesson breaks, assemblies and emergency systems and procedures.

The supply staff will be expected to inform a senior member of staff of any concerns and to maintain the standards expected of any teacher. (See Teacher Standards – DFE) .