



Supply Staff Code of Conduct

I am aware of the key staff in school I may ask for advice or help from. For a particular year group I am working with this could be...

Year 7 Lead Practitioner Nicola Hirst

Year 8/9 Lead Practitioner Michael Warren

Year 10/11 Lead Practitioner Judith Hickey

Post 16 Lead Practitioner Amanda Sheppard

Concerns can also be discussed with Deputy Headteacher Rebecca Thompson, along with our Senior Behaviour for Learning Mentor Tracy Marsh.

I have seen who the Designated Leads for Safeguarding are and I understand that if I have concerns I will report them immediately to one of these staff.

I agree to follow the following code of practice for supply staff:

- 1. I will ask the staff in the area in which I am working for the Individual Behaviour Plans, Risk Assessments or Personal Handling Plans of pupils and I will work with the staff to ensure these are followed.**
- 2. If I am unsure regarding delivery of teaching, learning or any task I am asked to do I will ask a member of the school staff team.**
- 3. I will ensure that I follow my timetable that I am given for the day.**
- 4. I will not reward children with treats and will follow established routines for rewards e.g. Class Dojos and class teams will help me record these.**
- 5. If I have any Child Protection or Safeguarding concerns I will report these immediately.**
- 6. If I am asked to do something I know I am not qualified to do e.g. Team Teach physical intervention I will not do this and I will report my concerns to a DSL if I have any.**
- 7. If I am asked to do something, or if I see something I consider not best practice I will report this immediately to a DSL.**
- 8. If I have concerns about any child I will ensure the relevant Lead Practitioner is aware of my concerns.**
- 9. I will follow the visitors guide for all information regarding health and safety.**