

# COVER POLICY

## WHY DO WE HAVE THIS POLICY?

It is the intention of this school to be fully compliant with all contractual regulations regarding cover supervision to ensure teachers, including the Headteacher, rarely cover for absent colleagues.

## PURPOSES

- ❖ To ensure the quality of learning and teaching is maintained in any cover provided for teacher absence;
- ❖ to ensure that staff respond to their responsibilities relating to health and safety and the duty of care towards pupils;
- ❖ to ensure the effective use of cover supervision in respect of outcomes and impact on standards;
- ❖ to ensure consistency of approach to the behaviour standards.

## HOW DOES THE SCHOOL RESPOND?

- ❖ The term 'cover' refers to any occasion where the teacher normally responsible for teaching a particular class is absent from the classroom during the time he/she has been timetabled to teach. This policy refers to times when staff are absent as a result of illness, attendance at courses or involved in another activity which necessitates their being absent from the class they would normally be expected to teach;
- ❖ appropriate and meaningful work will be set by the absent teacher or Head of Department according to current departmental Schemes of Learning;
- ❖ the headteacher will ensure that cover staff are familiar with key school policies, such as those relating to health and safety, equal opportunities and special educational needs. New staff will have appropriate induction before they undertake cover supervision;
- ❖ the governing body, through the headteacher will ensure that all cover staff have the necessary skills, knowledge and training to manage activities safely and manage the resources for which they are responsible, in order to supervise work that has been set in accordance with school policy;
- ❖ the headteacher will use her professional judgement to determine the precise responsibilities of staff carrying out cover supervision duties. Needs may differ depending on particular classes;
- ❖ the cover supervisor will manage the behaviour of the pupils effectively by using a range of strategies to deal with individual pupils and whole class behaviour needs and child protection issues in line with the expectations of the school to ensure a constructive environment;

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- ❖ the cover supervisor will respond to questions from pupils about process and procedures;
- ❖ the cover supervisor will deal with immediate problems or emergencies according to school policy;
- ❖ the cover supervisor will collect any completed work after the lesson and return it to the appropriate teacher;
- ❖ the cover supervisor will be responsible for the completion of the attendance register. This may be in the form of a paper based register which should be sent ASAP to the Registration Office, or on the electronic registration system (e portal).
- ❖ the cover supervisor will report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and any issues arising;
- ❖ cover supervision will only be used for short term absences, either known in advance or in an emergency;
- ❖ the use of cover supervision over a longer period may be appropriate where pupils are timetabled for occasional lessons which are affected by teacher absence;
- ❖ cover supervisors will be employed and might be attached to particular subjects, departments or year groups;
- ❖ cover supervisors can be required to spend all of their contracted hours providing cover, although there may be occasions where they are asked to undertake other teaching assistant, invigilation or administrative duties;
- ❖ the school will arrange for supply teachers for long term absence, after the 5<sup>th</sup> day, ensuring that their skills and knowledge are appropriate;
- ❖ supply staff will be met by Mrs Bishop, who will provide them with the necessary card to access rooms, a 'Supply Teachers' Handbook' and cover information with regards to class, location and work to be completed. If the supply teacher is for a particular department then they will be introduced to the Head of Department.
- ❖ under the "rarely cover" criteria (ie not under normal circumstances), teachers might be required to cover for a sudden emergency during the day if no one on a cover contract was available; or if school received a last minute phone call in the morning from an absent member of staff, too late to engage a supply teacher and cover supervisor time was not available. Teachers would not be expected to cover more than three such hours in an academic year under such criteria.

## **MONITORING AND EVALUATION**

- ❖ Cover supervisors will be monitored in accordance with performance management criteria and be able to access courses when appropriate;
- ❖ all types of absence will be carefully managed to minimise the impact on teaching and learning for the pupil;

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- ❖ the school will maintain a record of absence and cover supervision arrangements used;
- ❖ the school will record DBS details of any supply teachers engaged;
- ❖ the effectiveness of the cover strategy will be monitored on a termly basis to ensure the quality of supervision and that the pupil outcomes are such as to maintain educational and behaviour standards within the school;
- ❖ the Leadership Team will carry out a review of this policy at least annually.

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