

*Please read these policies and procedures before coming in for your face to face interview. If there is anything you do not understand or if you have further questions please do not hesitate to contact the consultant who arranged your interview.*

## **Policies And Procedures**

### **Equal Opportunities Policy Statement**

The Education Network is an Equal Opportunities Employer. Therefore, we aim to treat all job applicants, candidates and employees equally. There will be no discrimination in terms of marital status, gender, sexuality, disability, age, colour, race, nationality, ethnic or national origin.

This policy also covers recruitment, induction, conduct at work and the company disciplinary and grievance procedure. The only basis for selection or promotion to a job is the individual's suitability for that job.

All candidates and employees have a legal and moral obligation not to discriminate and to report incidents of discrimination against any individual or group of individuals. Any employee found to be discriminating will face disciplinary proceedings.

### **Equal Opportunities Guidance For Candidates**

The Education Network is committed to Equal Opportunities and affirms its policy to uphold education programmes that ensure:

- the rights of all groups are protected
- equality of opportunity for all irrespective of sex, ability or ethnicity
- racial and cultural differences are respected at all times
- the elimination of all practices which unfairly discriminate on the grounds of sex, sexual orientation or ethnicity

The Education Network supports the rights of pupils with special needs and wishes to ensure that they are treated to the same opportunities as those without.

This agency wishes to make clear to candidates that it does not support any inappropriate form of physical contact to discipline a child. It is a condition of inclusion on our register that you comply with the spirit of Equal Opportunities and that you do not use unreasonable force to control or restrain a pupil.

All forms of discrimination by any candidate representing The Education Network will be treated seriously as such behaviour is unacceptable. Racist symbols, badges and insignia on clothing and equipment are forbidden in school. Candidates should be aware of possible cultural assumptions and bias within their own attitudes.

The Education Network requires all candidates to be fully aware of the implications of equal opportunities. Should you be unsure of any aspect of the above please ask your consultant to explain them to you in more detail.

## Policies and Procedures

### **HEALTH & SAFETY POLICY FOR TEMPORARY WORKERS**

The Education Network pledge to treat all of our candidates with respect and to act in your best interests. It is important, therefore, for The Education Network to take reasonable steps to ensure your health, safety and welfare whilst visiting our offices and working on our client's premises.

N.B: It is your responsibility to look after your own health, safety and welfare, and that of others, by:

- Familiarising yourself with our clients Health and Safety Policy Fire Evacuation and First Aid arrangements
- Ensuring that you co-operate with our clients Fire and First Aid arrangements.
- Complying with any induction and task training, supervision and requirements of any relevant risk assessments.
- Only carrying out duties that you are trained for and competent to carry out have been employed for and have been authorised to undertake within the agreed premises or area.
- Notifying The Education Network of any changes in your circumstances that could affect your ability to work, or that put you at risk within the workplace.
- Taking care of any school/company property entrusted to you.

You should refrain from administering any medication unless you are trained/qualified to do so.

You should also:

- ✓ Report to your immediate supervisor any defects in equipment and ensure that equipment is in a safe and secure state when unattended.
- ✓ Report all incidents that could result in personal injury or property damage to our client and your consultant.
- ✓ Report any personal work related injury or disease to our client and your consultant.
- ✓ Set a personal example at all times.

### **Criminal Convictions and Release of Data**

Many of our assignments involve caring for, training, supervising or being in sole charge of children and students under the age of 18, or students with learning difficulties/disabilities. Your registration with The Education Network is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974 and its support regulations. You will therefore be required to apply for an Enhanced DBS Disclosure through the Disclosure and Barring Service. Consequently, you are NOT entitled to withhold information about convictions, cautions, reprimands and warnings which for other purposes are spent under the Act.

Any information that you provide will be treated in the strictest confidence and will only be taken into account where the offence is relevant to the post for which you are applying. Any failure to declare any information may require us to exclude you from our register if the offence is not declared but later comes to light.

The Education Network fully complies with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

In line with , Keeping Children Safe in Education July 2015, The Education Network are required to supply client organisations with a copy of a candidate's disclosure when information is contained therein. It is therefore advised that you present a copy of your DBS certificate to the school on your first day of assignment.

### **Policy On The Recruitment Of Ex-Offenders**

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), The Education Network complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly
- The Education Network undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- The Education Network can only ask an individual to provide details of convictions and cautions that The Education Network are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- The Education Network can only ask an individual about convictions and cautions that are not protected
- The Education Network is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background

- The Education Network has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- The Education Network actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records
- The Education Network select all candidates for interview based on their skills, qualifications and experience
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position
- The Education Network ensures that all those in The Education Network who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- The Education Network also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- At interview, or in a separate discussion, The Education Network ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- The Education Network makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request
- The Education Network undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

## **Policy and Procedures**

### **Candidates Seeking Permanent Employment**

When acting on behalf of our candidates seeking permanent employment opportunities, The Education Network confirms that it operates as an employment business.

### **Release of Data**

Your data will be only be stored and used by The Education Network for recruitment purposes only. We may contact you for market research purposes and to make further offers of work to you. If at any time you would prefer not to be contacted by The Education Network, please contact your local office.

### **Identification Requirements On Bookings**

Many schools and local authorities now require photographic identification on arrival at the clients premises. We recommend that you carry a photographic I.D with you such as a passport or photo card driving licence.

### **Guidance On ICT Usage in schools**

It is now a regular and frequent requirement upon supply staff to use the school's ICT equipment as part of their teaching responsibilities. This is a reasonable expectation and candidates should endeavour to use such resources to maximise their impact on pupils' learning.

When utilising ICT equipment in schools, candidates should follow some simple guidelines:

1. Familiarise yourself with the school's policy and procedure on the use of ICT equipment. As with all school policies, you are expected to adhere and abide to such rules when you are working in that school. It is important to try and establish what the rules are.
2. Try to arrange access to the school's network with your own user name and password. Avoid using another person's 'log-in' where possible.
3. Do not use the school's computers for personal use. It will reflect badly on you and The Education Network if you are seen to be undertaking such activities.
4. When using the internet (for research or teaching purposes) ensure that the sites you visit are relevant and appropriate. If you should inadvertently visit a site that has inappropriate material displayed, immediately close down the site and report the circumstances to a member of the school's senior management team.
5. Do not let pupils or other staff use your 'log in' details and always 'log off' if your computer is going to be left unattended at any time.
6. If you suspect a pupil (or another member of staff) has used your log in credentials to access a schools computer, report the details to a member of the schools senior management team immediately.

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8. If you find evidence that school computers may have been used to access inappropriate web sites or download inappropriate material, report this to a member of the schools senior management team immediately.
9. If you have access to the school's email system, do not use it for sending personal emails. If you receive joke emails do not forward these on in any circumstances.
10. If you are required to send emails, ensure that you always use appropriate language. Check what you are writing to make sure that it could not be misconstrued.
11. Under no circumstances should you ever enter into over-familiar correspondence with pupils. Remember that you are in a position of trust.
12. If you receive e-mail correspondence from a pupil that concerns you, report this immediately to a member of the school's senior management team.
12. Never give a pupil your mobile phone number. Similarly, do not ask for (or receive) the mobile telephone number of a pupil. There are no valid reasons why this should be necessary and to do so could create suspicion and place you in a vulnerable position.

### **Guidance on physical contact with pupils**

#### **Introduction**

Physical contact with pupils is a very sensitive subject. As a member of supply staff, you have the same rights and obligations as permanent members of staff. However, as a member of supply staff (who may not be familiar to pupils) you could be open to people misinterpreting your actions and/or pupils making unfounded or mischievous allegations. Always remain aware of this potential and ensure you follow this guidance which is offered to assist you.

The general rule is to avoid physical contact with pupils if possible. In that way your actions cannot be misconstrued. However, there are situations where physical contact is necessary and there may be other situations where you cannot avoid physical contact.

#### **The Law**

The Education and Inspections Act 2006 has given new statutory powers to members of staff in schools. This allows them to "use such force as is reasonable" to prevent a pupil from:

- Committing an offence
- Causing personal injury to others (or themselves) or damage to property
- Prejudicing the maintenance of good order and discipline at the school

More detailed guidance on the application of this new power is set out in the DfES Circular 10/98 – "The use of force to control or restrain pupils". This can be found at [http://www.dfes.gov.uk/publications/guidanceonthelaw/10\\_98/summary.htm](http://www.dfes.gov.uk/publications/guidanceonthelaw/10_98/summary.htm).

### **Situations when physical contact might be appropriate**

Some physical contact may be proper or necessary (e.g. to demonstrate exercises during a PE lesson or to administer first aid).

Young children and children with special educational needs may need staff to provide physical prompts and help. Also, when young children are distressed it may be appropriate to offer comfort. In such situations these are judgement calls that have to be made at the time. However you must be aware that for some children touching may be particularly unwelcome for cultural or personal reasons. You must be sensitive to such situations. You should also ensure that you do not touch or hold a pupil in a way that might be considered indecent.

### **Intervention and the use of reasonable force**

Inevitably, there will be situations when it is necessary to intervene either to protect yourself, the pupil or others. There is no legal definition of 'reasonable force' but there are two relevant considerations to guide you:

1. Do the circumstances warrant it? If a pupil is only committing a minor misdemeanour or the situation could be resolved without the use of force, then force would not be warranted.
2. The degree of force has to be in proportion to the circumstances. The use of force has to be the minimum needed to achieve the desired result.

In all circumstances you should not act in a way that might be expected to cause injury, e.g.

- Holding a pupil by the neck or collar
- Slapping punching or kicking a pupil
- Twisting or forcing limbs against a joint
- Tripping up a pupil
- Holding or pulling a pupil by the hair or ear
- Holding a pupil face down on the ground

### **Some simple rules to guide you...**

1. Acquaint yourself with the school's behaviour management policy. If an incident is developing, ensure that you know from where you can summon assistance.
2. Try to avoid situations where you are alone with a pupil.
3. Have strategies ready to diffuse potential conflict situations.
4. In the event of an incident, summon assistance as soon as is practicable.
5. Ensure you report all such incidents to school staff and The Education Network.
6. If you have inadvertent physical contact with a pupil, report this immediately (explaining the circumstances in which this occurred).
7. If you have been injured in an incident seek medical attention immediately and ensure that the incident is properly reported to the school and The Education Network.
8. Whilst it is fresh in your memory write a record of any incident. Give as much detail as you can (including witnesses).
9. Remember that when you are in a school you are representing The Education Network, so avoid any sort of behaviour that could be criticised or misinterpreted.