



Child Protection

- TimePlan Education Group Ltd is fully committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.
- All staff will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.
- As someone who works with children in a school or other education setting, you have a crucial role to play in preventing children from suffering and ensuring that appropriate action is taken to protect them. Our Child Protection Information booklet will provide you with a broad overview on understanding child protection.
- This booklet does not replace the need to familiarise yourself with individual school policy documents and procedures. It is therefore important that you seek advice from the school's child protection officer and follow the school's procedures should a child protection issue occur whilst on assignment.

Equal Opportunities

- Schools are often sociologically complex and multi-cultural. Sensitivity to this is key to success in teaching.
- TimePlan is an Equal Opportunities Employment Agency and Employment Business. We welcome applicants regardless of their sex, race, colour, class, religion, culture, political convictions, marital status, membership or non-membership of a Trade Union, age, national or ethnic origin, or disability.
- Equal opportunities policies vary across schools and education authorities. Schools should provide the staff on arrival with such information as it sees fit. TimePlan

TimePlan teachers are expected to adhere to the following Code of Conduct whilst on assignment.

Punctuality – Teachers are expected to arrive at the school premises at the agreed time or as early as possible in the case of assignments organised that day.

Dress – As professionals, teachers are expected to dress accordingly. Many schools are multi-cultural and inappropriate dress can give offence. For more information feel free to ask one of TimePlan's recruitment team.

Preparation – It is essential that you arrive at the school equipped for the task at hand. A few "stock" lessons are advised in case work has not been set.

Curriculum – When on placement, teach the material that has been provided by the school. In the absence of set work, lessons should be commensurate with the Curriculum and the age and ability of the pupils

Marking & Homework – TimePlan teachers are expected to follow school policies on the marking and setting of homework.

Observe School Rules & Custom – Teachers must arrive promptly for lessons and observe the school's rules, customs and procedures, including policies on discipline and equal opportunities. Under no circumstances should teachers commit the school to any agreements without first clearing the issue with the Head Teacher or Deputy.

Beware of the Difficulties of Physical Punishment – Serious disciplinary matters should be reported to the Head Teacher or Deputy. Staff are reminded that physical punishment of any type is strictly illegal in the United Kingdom. Physical contact should be avoided except where appropriate i.e. in cases of injury. Inappropriate contact with children will lead to the termination of your contract with TimePlan and could result in criminal prosecution. Please see our separate guidance on "Protecting Yourself in the Classroom".

Problems – Should you encounter problems of any kind during your assignment, it is likely that TimePlan will be able to assist you. Please let us know immediately should any problems arise.

Keeping in Contact – At TimePlan, we try to provide the very best service possible to schools and teachers. A large part of this is trying to provide continuous work for our teachers so staying in contact is important to us. Do let us know when a school asks you to extend an assignment as even if you may not wish to continue, someone else may welcome the opportunity.

School Resources – Schools generally are not wealthy; the use of school resources should therefore be restricted to essential purposes required for the job. Ask the Head Teacher or Deputy if in doubt. School resources (telephones, fax, copiers etc.) are not for personal use. Should you have an urgent need to make use of such facilities, please do not hesitate to ask TimePlan for help.

Online Privacy – Teachers are expected to maintain a high level of security on their social networking accounts. It is not recommended that you invite or accept invitations to 'befriend' your students/parents. TimePlan advises all teachers to carefully review all internet sites where they have recorded any personal information that could be accessed by students, parents and employers.

End of Day – When an assignment is completed, you are requested to leave notes on what work has been covered in the absence of the regular teacher - the school may have a form for you to complete. You are expected to leave the classroom in a tidy

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How TimePlan deals with complaints

It is unlikely that you will be the subject of a complaint, but if you are, TimePlan has an efficient and fair way of dealing with the situation. In your best interest, understand that any complaint must be taken seriously and investigated fully.

Complaints are categorised in four areas:

- Concern that your teaching style is not appropriate to the school.
- Poor classroom management skills and/or failure to set the appropriate work.
- Unprofessional conduct such as making critical comments about staff to pupils.
- Serious inappropriate behaviour. This covers all allegations of physical and/or sexual assault.

If a school reports an incident to us we make sure that we know both sides of the story. We only take action after we have received documentary accounts from both sides. If the complaint is about your teaching style then we will do all we can to help you iron out problems. You are always welcome to come into the office to discuss any complaint and in certain circumstances it may be appropriate to arrange a meeting between the Head Teacher, yourself and a TimePlan representative. You are welcome to review any reports/ notes written about you that are held by TimePlan.

condition. Before leaving the school, you must ensure that all pupils under your care have left the school safely complete with their belongings. This is especially important in the case of younger children, who must not be left unattended.

Extra-Curricular Duties – Where assignments are longer than six weeks, TimePlan teachers must be prepared to assist in non-teaching duties. Where assignments are longer than four weeks, TimePlan teachers must be prepared to assist in a full range of professional activities, including writing reports, completing assessments, attending parents meetings, staff meetings, invigilating and marking examinations.

Timesheets – To ensure that you are paid on time, we urge you to ensure that you complete your online timesheets each Friday by 4pm.

Collaboration with Schools

At TimePlan we collaborate with schools to ensure that all our teachers are treated fairly and are comfortable in their teaching environment. As such we ask schools to assist in the following:

- Make every effort to make the TimePlan teacher feel valued and accepted
- Make sure that the TimePlan teacher is properly briefed, especially on health and safety and fire evacuation procedures; personal and professional facilities; the timing of the school day; and on rewards and sanctions
- Provide details of activities or work set for each class. In the absence of work being set, information on the curriculum and work in progress should be made known. A briefing on the abilities and character of each class would also be helpful
- Support the TimePlan teacher in disciplinary matters and provide feedback on action taken following such referrals. Treat TimePlan teachers no less favourably than permanent staff in matters such as duties, marking and preparation time and access to reprographic facilities, consumable stock and telephones
- Confirm timesheets promptly
- Complete and return our assessment report on completion of the contract
- Report any problems or shortcomings to us immediately in order that we might rectify matters promptly

Protection in the Classroom

Physical punishment is illegal in the UK so you must never hit, slap or strike a pupil. You must also avoid making physical contact with pupils. If you believe a pupil is likely to cause harm to him/herself, to others or to seriously damage property, then you may apply some physical restraint. You may only do this if you are convinced the pupil will not respond to verbal commands. All serious disciplinary matters must be reported to a senior member of staff.

If an allegation of inappropriate physical contact is made, you will be immediately suspended. This does not mean that the school or TimePlan assume you are guilty, but is standard procedure. A formal investigation will take place into the allegation.

When you start at a new school make sure you are given a copy of the school's 'Behaviour Policy' which will outline the steps that need to be taken when dealing with disruptive pupils. You may find it useful to ask your senior manager if there are pupils who are known to be difficult and ask for advice on dealing with them.

Health and Safety

Once in a school you are responsible, as far as is reasonably practicable, for your own and the health and safety of your pupils. Every school will have members of staff with first aid expertise and you must make sure you know what the school's health and safety procedures are. You must also check if any of your pupils have specific medical problems such as epilepsy or diabetes. Any accident must be reported to a senior member of staff and you must be familiar with the school's fire drill and evacuation procedures.

When on school-led visits, teachers must do their best to ensure the health and safety of