



CAEDMON COLLEGE WHITBY

COVER FOR ABSENT COLLEAGUES

LINKS TO OTHER POLICIES
Roles and Responsibilities in
Attendance Management
Staff Pay & Conditions
Teachers' Standards
NYCC (& CCW) Leave Policy

College Governance Status

This policy was first adopted by Governors in June 2007 and is reviewed in light of new guidance or every three years.

Review Dates	By Whom	Approval Date
December 2010	Staff and Governors	20.01.11
April 2014	Staff and Governors	12.05.14
June 2017	Staff and Governors	22.6.17
March 2021	Staff and Governors	13.5.21
May 2024		

Signed by the Chair:

Rationale

It is essential that, in the absence of the normal member of staff, the activities of the classroom or workplace continue to function as normally as possible. There are two types of cover

1. 'Planned' – this is when staff have completed a 'Staff Absence Form' at least two weeks before the absence which means that the cover is planned.
2. 'Unplanned' – late cover requirements due to illness or compassionate grounds.

Every effort must be made to keep planned and unplanned absences to an absolute minimum.

Purposes

To provide a smooth cost-effective system which aims to replace absent colleagues in the classroom or workplace, with cover staff/cover supervisors/supply teachers. To ensure that the expectations of students, managers and those providing the cover are clear and understood.

Operational Guidelines for Planned and Unplanned cover

1. For the first three days of 'Planned' or 'Unplanned' absence, cover will normally be provided

internally by cover supervisors or other staff (this can exclude some variations of 'Planned' such as maternity leave/medical where supply staff can be used from the onset).

2. Supply teachers will normally be brought in on the fourth day of absence for teaching staff absences.
3. For 'Unplanned' cover such as illness, staff should contact the College's 24 hour direct absence line, each day they are ill, 01947 829037, as early as possible and no later than 8.00am on the day of absence. The member of staff should leave verbal details of cover work and give supporting written detail via email to Cover, copying the email to their Line Manager. Where possible, the cover should be in the form of a lesson plan. It is the expectation that staff provide this standard of cover. If, however, the member of staff cannot provide the cover, this must be made clear via the message left on the answerphone. The line manager will then be informed by email or verbally by the Cover Manager. It then becomes the head of the subject's responsibility to provide cover.
4. Line managers should liaise with absent colleagues after day 2 of 'Unplanned' cover and also with Cover Manager/Cover Supervisors regarding the suitability of cover work. If the member of staff is too ill to provide cover, it becomes the responsibility of the line manager to ensure that alternative cover arrangements are planned.
5. 'Planned' absences should be agreed with the Cover Manager (for diary purposes), the individual's line manager, the Assistant Principal responsible for the timetable and the Assistant Principal responsible for CPD where appropriate, at least two weeks in advance where possible, using the standard form.
6. Applications for leave of absence should be agreed with the Principal, on behalf of Governors, in line with the NYCC Leave Policy and LA guidelines which College Governors have adopted and the College's Attendance Management Policy.
7. Susan Boyd (SLB) will be responsible for assigning available Cover Supervisors/supply teachers to individual lessons for all 'Planned' cover. She will pass on lesson plans/instructions for cover work. She will complete the same process for 'unplanned' cover if work has been provided by the respective member of staff. If not, it becomes the responsibility of the line manager as stated in number 3 above.
8. JER will also liaise with respective line managers regarding the absence and provide them with Self Certification Form for a 'Return to Work Interview'.
9. Supply teachers should liaise with SLB and Head(s) of Subject(s) regarding cover work and any issues arising from lessons.
10. Supply teachers and Cover Supervisors should make every effort to be prepared for each lesson they are covering, ensuring they arrive on time and deliver the set work.
11. Cover Supervisors should liaise with the Cover Manager regarding cover work and any issues arising from lessons. The Cover Manager can speak to a Head of Subject directly if there has been or are any issues with cover. The Cover Manager will report any frequent issues arising to the Leadership Team.
12. For 'Unplanned' cover, the process and quality of supply is reviewed whilst completing a 'Self Certification of sickness' form (see Appendix 1).

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QUALITY STANDARDS FOR PLANNED OR UNPLANNED COVERED LESSONS

Subject Leaders/Heads of Subject should expect to

- know what is being taught by all colleagues who are away for 'Planned' or 'Unplanned' lessons
- make and maintain contact with absent colleagues to discuss cover
- deploy the department's staffing resources appropriately, covering from within the department's own staffing when a Cover Supervisor is not available
- pre-empt any particular problems of management in a class by advising the cover teacher or by making appropriate alternative arrangements
- receive appropriate work from colleagues, particularly those whose absence is 'planned', or else provide appropriate work. This needs to be quality assessed and passed to Susan Boyd for distribution
- maintain a file of class register lists for all groups and seating plans, stored centrally where all department colleagues have easy access to them. This can be kept electronically but should be made accessible to SB
- have at least one 'off the shelf' back up lesson for times where cover has not been supplied or is not possible to create
- Because this is automatically available on eportal with details of SEN etc heads of subject don't need to do this
- ensure that work completed by students during a colleague's absence receives appropriate attention

Teachers/Cover Supervisors taking a cover lesson should expect to

- arrive on time
- receive a class register, which they will mark
- receive or make a seating plan, so that individuals are identifiable by name
- be alerted to any potential problems within the group *[details of these to be given by the subject leader/head of dept or teacher, or be attached to the seating plan in the central file]*
- receive appropriate and relevant work which is easy to administer and deliver
- take an active interest in what the students are doing throughout the lesson

- receive support from the Subject Leader/Head of Dept/colleague and know where assistance may be found during the lesson
- use the College Rewards Policy
- demonstrate to students that the work they undertake will be acknowledged and paid appropriate attention

Students whose lessons are being covered should expect

- a normal working atmosphere
- the use of the College Rewards Policy by teachers
- help where possible from the cover teacher
- work which is a relevant and purposeful for their course
- feedback which shows that attention has been given to work done during the covered lesson, and that their efforts have been taken seriously

All teachers should ensure that

- for 'Planned' cover, staff must provide a
 - College lesson plan
 - seating plan for KS3 and 4
 - prior attainment data

This should be distributed to Cover

- for 'unplanned' cover, provide, via email, to Cover, a College lesson plan and verbal instructions, using telephone number 01947 829037
- the Subject Leader/Head of Department is aware of progress through the scheme of work
- the variety of learning styles normally employed includes independent study, thus enabling students to work independently during their absence.