



COVER POLICY

2021-2022

Effective Date: November 2021

Last Reviewed:

Reviewed by: Karen Hayward

Next Review Date: November 2022

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Statement of intent

Sandy Secondary School is committed to providing the highest quality of teaching and learning for all students and will ensure that teaching is delivered by appropriately trained and qualified staff at all times.

The school will manage absences effectively and, in accordance with its policies, in a way that provides appropriate support to staff while minimising the impact of teacher absence on student progress and wellbeing.

This policy will outline the school's arrangements for providing cover in the event of teacher absence, whether planned or unplanned. This includes:

- Unexpected absence due to illness
- Unplanned absence due to other factors
- Planned absence, e.g. to attend training courses

Signed by:



Executive Principal

Date:

November 2021



Chair of Governors

Date:

November 2021

1. Legal framework

- 1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
 - DfE (2020) ‘School teachers’ pay and conditions document 2020 and guidance on school teachers’ pay and conditions’
 - DfE (2018) ‘Staffing and employment advice for schools’
 - [Early years] DfE (2017) ‘Statutory framework for the early years foundation stage’

- 1.2. This policy operates in conjunction with the following school policies:

- Managing Health & Attendance Policy
- Complaints Procedures Policy
- Grievance Policy and Procedure

2. Roles and responsibilities

- 2.1. The governing board will be responsible for the implementation of this policy
- 2.2. The governing board will be responsible for handling complaints regarding this policy as outlined in the school’s Complaints Procedures Policy and Grievance Policy
- 2.3. The governing board will be responsible for ensuring that appropriate arrangements are in place regarding the organisation and provision of cover work, in accordance with the DfE’s ‘Staffing and employment advice for schools’
- 2.4. Head of School/HR Manager will be responsible for the day-to-day implementation and management of this policy
- 2.5. Head of School/HR Manager will be responsible for managing resources and cover for absence and PPA time
- 2.6. Teachers are responsible for providing detailed handovers where cover is required for planned absence or PPA time
- 2.7. Supply teachers and cover supervisors are responsible for undertaking absence and PPA cover, as directed by the Executive Principal/Head of School/HR Manager
- 2.8. Teachers will be required to provide cover ‘only rarely’, in accordance with the DfE’s ‘School teachers’ pay and conditions document’ (STPCD) 2020.

3. Cover for teacher absence

- 3.1. The arrangements in this section will be conducted in line with the Staff Attendance Management Policy
- 3.2. The arrangements in this section will cover both planned absences, e.g. training courses, and unplanned or unexpected absences, e.g. illness

- 3.3. A short-term absence is defined as a maximum of five consecutive days
- 3.4. Cover will be managed in a way that minimises disruption to students' education and achievement
- 3.5. Cover for lessons will be carried out by one or more of the following:
 - Teaching staff under timetable
 - Cover supervisors
 - Supply staff
- 3.6. Cover will be undertaken by qualified teaching staff wherever possible. Staff who are under timetabled will be the first to be called on after cover supervisors
- 3.7. Teaching staff who are under timetabled will cover whole classes and could be allocated to the class on a long-term basis, if the member of staff whose class it is, is likely to be away for longer than 5 days
- 3.8. Cover Supervisors will only cover whole classes on a short-term basis, which is defined as a maximum of five consecutive days
- 3.9. In cases where a class is predominantly led by one teacher for the majority of the day, cover supervision would become 'specified work' and active teaching would be required. Where this is the case, a Cover Supervisor with the requisite skills, experience and expertise will undertake the work, including the delivery of lessons to students, but only to provide support and assistance to a qualified teacher, or under the supervision of a qualified teacher, as arranged with the Executive Principal/Head of School
- 3.10. Cover supervisors will only cover whole classes either:
 - On a short-term basis, which is defined as a maximum of five consecutive days
 - Over an extended period, which is defined as one lesson per week across one half term
- 3.11. Where absence is planned, the absent teacher will provide detailed handovers to cover teachers
- 3.12. Where absence is unplanned, the Curriculum Leader will provide detailed handovers to cover teachers. Teachers absent due to unexpected illness will not be expected to work, which includes the provision of cover work
- 3.13. Where written agreements and policies in relation to staff responsibilities when absent have been developed, e.g. the provision of cover work, the pre-arranged procedures within this document, as agreed and signed by the teacher, will be abided by when an absence arises

3.14. The Executive Principal/Head of School have the right to award discretionary absence which has allowed staff greater flexibility for leave not covered in the Teacher's pay and conditions. However, this may have to be stopped if classes cannot be covered.

4. PPA

- 4.1. A full-time teacher's contract will be 1265 hours
- 4.2. PPA is calculated as a minimum of 10 percent of a teacher's timetabled teaching time and, as such, teachers should receive this amount of PPA time
- 4.3. In most cases, if a staff member is absent on a day where they are due to have PPA time, then the PPA time will not be reallocated
- 4.4. PPA will be allocated in blocks of no less than 30 minutes
- 4.5. PPA time is calculated as 10% of the teachers expected class contact time. One additional hour is then allocated to teachers, to in effect make them one hour under-timetabled to enable cover to be undertaken. Where cover is not required this time is additional PPA time
- 4.6. PPA time will be used only for planning, preparation and assessment. Each teacher will determine the particular PPA priorities for each block of their timetabled PPA time
- 4.7. PPA time may be used to support collaborative activities
- 4.8. PPA may be undertaken away from school premises but only with the permission of the Executive Principal/Head of School.

5. Cover for break and lunchtime duties

- 5.1. Cover for lunchtime duties will be carried out by one or more of the following:

- SLT
- Support staff
- Teaching staff if they have volunteered for paid duties

- 5.2. Teachers will not be required to cover break and lunchtime duties unless they request to do so as overtime, as set out in their terms and conditions
- 5.3. The school will bear in mind the STPCD 2020 when making cover.

6. Safeguarding and Management

- 6.1. Individuals providing cover will have undergone all necessary safeguarding checks, e.g. DBS checks, and completed a full induction into the school's policies and procedures before they undertake any cover

- 6.2. The school will obtain written confirmation from supply agencies and third parties that the appropriate checks have been carried out on any agency staff before they undertake any cover
- 6.3. Individuals covering lessons will be closely managed by the Curriculum Leader or Senior Leader responsible for cover and will undergo regular meetings to ensure the agreed standards are being met
- 6.4. Where there is long-term absence, the Executive Principal/Head of School will undertake regular observations to ensure the achievements of students meet the required standard.

7. Monitoring and review

- 7.1. The policy will be reviewed on an annual basis by the Executive Principal/Head of School/HR Manager and the governing board, and any changes made to this policy will be communicated to all members of staff and relevant stakeholders
- 7.2. All agency staff providing cover will receive a copy of this policy
- 7.3. The next scheduled review date for this policy is November 2022.

Appendix: Cover Arrangements During the Coronavirus (COVID-19) Pandemic

Statement of Intent

We understand that we face a time of great uncertainty and, as a school, we are doing all we can to provide clarity and safety to the school community. This appendix includes provisions which the school will have due regard for during the coronavirus (COVID-19) pandemic. The information in this section is under constant review and is updated to reflect changes to government and local guidance as it is released.

1. Legal framework

- 1.1. This appendix has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
 - DfE (2020) ‘Guidance for schools: coronavirus (COVID-19)’
 - DfE (2020) ‘Guidance for full opening: Schools’

- 1.2. This policy operates in conjunction with the following school policies:
 - **Coronavirus (COVID-19): Full Opening Plan**
 - **Infection Control Policy**

2. Cover arrangements during the coronavirus pandemic

- 2.1. The school will continue to follow the arrangements in the main body of this policy, with any necessary changes or adjustments implemented to allow the school to adhere to coronavirus transmission prevention measures, as outlined in the Infection Control Policy.

- 2.2. The school expects an increased level of unexpected absence due to illness, due to the coronavirus pandemic and will ensure cover can continue to be provided where required, and to the same standard as in normal circumstances

- 2.3. The Executive Principal/Head of School/HR Manager will consider how the school’s use of agency staff may need to be altered to maximise infection prevention and minimise social mixing, e.g. by limiting the amount of infrequent and short-term visitors in school. This may include using longer assignments with agency staff and/or agreeing a minimum number of hours across the academic year

- 2.4. Where agency supply staff cannot be found due to a shortage in supply, teaching staff will be asked to volunteer to do paid cover during this period of time

- 2.5. The method we are using to allocate cover fairly during this difficult time is shown below and will only be used while we are in this difficult situation, until we can go back to rarely cover.

3. Monitoring and review

- 3.1. This appendix will be reviewed continually by the Executive Principal/Head of School/HR Manager and the governing board, and any changes made to this policy will be communicated to all members of staff and relevant stakeholders
- 3.2. All agency staff providing cover during the coronavirus pandemic will receive a copy of this Appendix.

Organising/Allocating Cover

- All staff have an allocation of lessons:
 - All staff on allocation are 1 below what the maximum allocation could be to allow for cover to take place
 - Staff over allocation have the additional hours counted as covers
 - Staff below allocations need to complete cover up to allocation first
- Form time is not included when working out how much cover has been undertaken as all staff are calculated for the purposes of directed time as having a form group
- Some periods have more staff available to cover than others:
 - ECTs are exempt from cover
- For each lesson of cover the following criteria are used:
 - Stage 1
 - Under allocated staff are used first
 - Staff on allocation
 - Staff over allocation – only when all other staff have been used first
 - Stage 2
 - Staff with the highest balance factor remaining
 - Staff that haven't undertaken any cover during the week
 - Staff who have undertaken the least amount of cover so far, this academic year
 - Stage 3
 - Who covers what
 - Where possible staff are allocated to their subject area

Organising/Allocating Cover

Initials	FTE	Allocation	Usage	Expected Covers	Total Covers	Balance	WB 6/9	WB 13/9	WB 20/9	WB/27/9	WB 4/10	WB 11/10
	1	44	44	19	1	18					1	
	1	42	44	-19	1	-20	1					
	1	32	32	19	6	13			2	1	3	
	1	44	43	38	1	37				1		
	1	44	44	19	4	15			1	1	2	
	1	44	42	57	6	51	3		1	1	1	
	1	42	38	95	7	88	1		1	1	2	3
	1	42	42	19	6	13		1	2		3	
	1	40	40	19	2	17						2
0.8	34	34	15.2	1	14.2							1
0.8	32	31	34.2	3	31.2				1	1	1	
1	40	42	-19	2	-21				1		1	
	1	44	44	19	6	13		1	1	1	3	

Amount of unused directed time

Current position
Positive indicates how many more covers over the academic year they could be used for