



Supply Tree
Recruitment Ltd

School Information Guide

01202 818300 / office@supplytree.co.uk

We are a positive and friendly team with a strong proven track record in recognising, attracting and retaining high quality staff (Teachers, Teaching Assistants, HLTAS and Early Year Practitioners).

We provide strong communication, positive relationships, and a local bespoke service for your setting.

Our service:

- ✓ Skilled and informed teachers arrive promptly ready to teach. We share essential information about your school prior to their visit.
- ✓ We will never waste your time by sending unsuitable candidates and if we do not have the right person, we will use our network of contacts to keep looking.
- ✓ Selecting and placing the right people for roles is our strength, we do this by spending a significant amount of time getting to know our schools and team.
- ✓ Your feedback about our service and staff is welcomed. Our flexible approach means that we can accommodate new ideas and ways of working to fit in with your needs.
- ✓ Be safe in the knowledge that our systems are integrated with up-to-date DBS information and each staff member is validated before every individual assignment.
- ✓ You are better informed with access to staff member 'Compliance Records' to update your single central record.
- ✓ Always on hand to support when you need us most. We are reachable outside of school hours and during the holidays.
- ✓ Guaranteed confidentiality and flexible communication.

Total Safeguarding Confidence

- ✓ Vicki Solly, Victoria Maslin, Liz Coffin and Darryl Walsh have all successfully completed training in Safer Recruitment in Education, a course run by the NSPCC. This ensures we are fully certified to recruit supply staff for your educational setting.
- ✓ Our Compliance Records and booking confirmation emails will detail every vetting check that has been completed for our staff and when it was actioned by us. We regularly review these to ensure information remains up to date. There are current photographs of each member of staff and every piece of information for your single central register in one place.
- ✓ We ask for as much information as possible when it comes to references. Where possible we will also speak to referees.
- ✓ All staff will arrive with clear and detailed ID badges for your inspection.
- ✓ We provide free online safeguarding training for all staff or from experienced local professionals. In between training, regular updates are provided.
- ✓ We are clear about our expectations, provide a handbook to all teaching staff including our code of conduct, links to our policies and best practice.

IR35

- ✓ As we conduct our own inhouse payroll, all tax and national insurance are taken at source from all members of staff, making us fully IR35 compliant.

Example of our Identification Badge

All supply staff from Supply Tree will be required to wear their ID Badge when visiting your setting.



All schools will receive a booking confirmation which details vital information about the booking, dates, cost, compliance items and a photograph of the member of staff (please see appendix 1 for an example).

We can provide access to our Database portal, so you are able to monitor bookings and review both past and present bookings, together with staff compliance items. If you are interested in gaining access to our system, please contact us.

Complete Compliance Transparency

Our Compliance records (appendix 2) and booking confirmation emails (appendix 1) will detail every vetting check that has been completed for our staff and when it was actioned by us. We regularly review these to ensure information remains up to date. There are current photographs of each member of staff and every piece of information for your single central register in one place.

Safer Recruitment

The safety and welfare of children is always paramount, and it is our policy to ensure that all relevant pre-registration checks are carried out by staff that are trained in procedures and understand their responsibilities. In addition to this, our team are all annually trained in Safer Recruitment and have completed courses to ensure that their understanding of Safer Recruitment is current and at the forefront of their minds when selecting suitable candidates.

It is vital that our teaching staff can work in a way that promotes the safety and well-being of all the pupils and young people that they work with.

We have developed our;

- Defining the role
- Job Advert
- The Selection Process
- Person Specification and job Description
- Application form
- Self-Disclosure form
- List of Documentation to be provided at interview
- Reference Request
- Statement about Safeguarding
- Diversity and Equality Statement
- Interview Procedure
- Safeguarding and child protection Policy (given to all Teachers)
- Code of Conduct for Teaching Staff

To prominently set out our commitment to Safer Recruitment, Safeguarding and Child Protection.

Policies in place (all checked updated annually)

- Child Protection and Safeguarding policy
- Complaints Policy
- Disciplinary Policy
- Diversity and Equality Policy
- Employee GDPR and Data Protection
- Employee Recruitment selection, Safer Recruitment and vetting policy
- Grievance procedure policy
- Handling of DBS information Policy
- Handling allegations against staff policy
- Homeworking Policy
- Privacy Policy
- Whistle blowing Policy



The Supply Tree Central Services Team



Vicki Solly – Recruitment Director

Prior to becoming Co-Director of Supply Tree, Vicki had 4.5 years of experience as a Recruitment Manager providing supply teachers to schools across the Dorset, Poole, Bournemouth, and Hampshire area. In addition to recruiting, interviewing, vetting, and placing teachers, Vicki liaises with schools to provide a bespoke service for their individual settings. In her previous role as Educator Manager for Life Education Wessex, Vicki visited most Primary School settings across Dorset and presented at HT conferences. As a qualified teacher, with recent classroom experience, she is passionate about matching staff to schools where they will thrive rather than just survive, ensuring that both schools and teachers are treated positively and fairly.



Sharon Golding – Finance Director

Excellent customer service and attention to detail are what motivates Sharon when supporting clients and developing staff relationships. Prior to becoming Co-Director of Supply Tree, she had over five years' experience working in the supply teaching and care recruitment areas, undertaking Finance, Compliance and HR roles together with implementing new processes to provide greater efficiency. As well as achieving a successful career in the banking sector, Sharon has flourished in secondary schools, primary schools, and early years settings, being involved in finance and administration management.



Victoria Maslin – Senior Recruitment Consultant - Victoria was delighted to join the Supply Tree Team in November 2021 as Senior Recruitment Consultant, bringing with her almost 20 years' experience of working within the Primary Schools Sector.

Having trained at King Alfred's, University of Winchester, she chose to base her teaching career in Dorset and quickly gained promotion to Senior Leadership. In her most recent role of Vice Principal of a large primary school, including a long-term placement as Acting Principal, Victoria developed a genuine fervour for Recruitment and Human Resources.



Liz Coffin – Recruitment Consultant - Liz joined the Supply Tree team in September 2022, both as a member of the Central Services Team and a Supply Teacher for schools in Dorset.

Having qualified at Canterbury Christ Church University, Liz has over 16 years teaching experience here in Dorset where she lives with her young family. Liz has enjoyed a substantial part of her career in school leadership as a Deputy Headteacher and been involved in supporting schools across the county.

At Supply Tree, Liz brings experience of employing agencies as a leader, knowledge gained in a variety of schools as a supply teacher and is relishing a new challenge in her role in educational recruitment.



Darryl Walsh – Recruitment Consultant - Darryl joined the Supply Tree Team in October 2023 as a Recruitment Consultant. Having worked in Primary Schools across BCP and Dorset for almost 20 years, he brings a wealth of primary teaching and leadership experience with him. Darryl is passionate about supporting the wellbeing of staff and really enjoys the opportunity to meet new candidates.

In 2019 he decided to step away from school life to explore his passions around pupil and staff wellbeing, completing training in Trauma Informed Schools, Counselling and working alongside local charity Stormbreak. He has also had the opportunity to work as an education consultant and to support teacher trainees at Castleman Learning Network and the University of Winchester.



Maggie Smith – Finance and Payroll Administrator - Maggie joined Supply Tree in December 2023 to increase our capacity in our Finance Team. Maggie is very experienced and also works at Life Education Wessex. She is enjoying her time in the office with the team.



Hazel Horley – Administrator HR and Finance

Hazel joined the Supply Tree team in April 2024. Prior to joining the team, Hazel worked at Clayesmore School for over 20 years as a School Secretary, Busary Assistant and School Transport Manager. Hazel is super organised and efficient at Supporting The Supply Tree team.

Contacting us

Our working hours are;

Term time - 6.30am to 9.30pm Monday to Friday and Sunday
4.30pm to 9.30pm

School holidays – 9am to 5pm Monday to Friday

Feel free to call/email outside of these times and we'll get back to you as soon as we can.

Phone

01202 818300

WhatsApp

We use 'WhatsApp' as a form of communication with schools and teachers at Supply Tree and have received great feedback about this service. All that is required from you is to provide a mobile contact number for your school for the person(s) responsible for booking supply. We will then organise a 'WhatsApp Group' to include your school setting and representatives at Supply Tree. You will be able to book supply teaching staff and make any enquiries using the group and there will always be someone from Supply Tree on hand to help during our working and on-call hours.

Email

office@supplytree.co.uk

vickisolly@supplytree.co.uk

sharongolding@supplytree.co.uk

Website

www.supplytree.co.uk

AWR – Agency Workers Regulations

The legislation came into force on 1 October 2011, giving agency workers the entitlement to the same basic employment and working conditions as if they had been recruited directly, if and when they complete a qualifying period of 12 weeks in the same job.

Entitlements

Day 1 rights for all agency workers:

If you hire agency workers, you must ensure that they have they can access your facilities (such as canteen, childcare facilities, etc) and can access information on your job vacancies from the first day of their assignment.

After 12 weeks in the same job:

The equal treatment entitlements relate to pay and other basic working conditions (annual leave, rest breaks etc) and come into effect after an agency worker completes a 12 week qualifying period in the same job with the same hirer. After completing the qualifying period, pregnant agency workers will now be allowed to take paid time off for ante-natal appointments during an assignment.

What this means...

If you are a hirer of agency workers:

If you are an employer and hire temporary agency workers through a temporary work agency, you should provide your agency with up to date information on your terms and conditions so that they can ensure that an agency worker receives the correct equal treatment, as if they had been recruited directly, after 12 weeks in the same job. You are responsible for ensuring that all agency workers can access your facilities and are able to view information on your job vacancies from the first day of their assignment with you.

Further information can be obtained by visiting:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/841981/agency-workers-regulations-2010-guidance.pdf

Equal Opportunities

Supply Tree Recruitment confirms its commitment to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

Supply Tree will not discriminate in any area of employment, or in the provision of its services to the public, and accepts its responsibilities to comply with all relevant legislation including the Sex Discrimination Acts 1975 and 1986, the Equal Pay Act 1970, the Race Relations Act 1976, the Disability Discrimination Act 1995, and the Rehabilitation of Offenders Act 1975.

It is the responsibility of all Supply Tree staff to act in a fair and proper manner and in accordance with the Equal Opportunities Policy. Managers will ensure that the policy is properly applied.

Anyone who feels that he or she has been subjected to unfair discrimination should take the matter up with the directors Vicki Solly and Sharon Golding.

Complaints procedure

We try to provide a great service but understand that sometimes things go wrong, our Complaints Procedure is developed with this in mind. In the first instance please call or email us and we will use the information you provide us with to look at ways in which our service can be improved for the good of all.

It will always be our priority to resolve any matter in an efficient manner and keep you informed every step of the way. A copy of our grievance policy can be emailed to you if you need further information.

Expectations of our staff

Code of conduct

Supply Tree Teaching staff are highly valued as professionals. Please take time to read through the following information carefully, most you will already know but it is designed to both protect and inform you as temporary staff in Schools and Nurseries.

Guiding Principle -All Staff should put the wellbeing, development and progress of all pupils first by taking all reasonable steps to ensure the safety and wellbeing of pupils under their supervision

Using professional expertise and judgment for the best interests of pupils in their care;

We expect all staff;

- **To arrive in good time** for their working assignments (when pre-booked) 45 minutes prior to commencing teaching at a new school for Teachers and at least 15 minutes for HLTAs, TAs and Nursery Practitioners. If you are running late or stuck in traffic, please let us know and we will make the school aware. Obviously, if it's a last-minute booking we expect you to arrive safely as soon as is viable.
- **All staff should arrive prepared for the day** and appropriately dressed (please note: Dress must not be distracting, revealing, embarrassing or discriminatory. Political or other contentious slogans or badges are not allowed)
- Teachers may have additional activities/planning for days when no planning is in place. Also, PE kit for indoor and outdoor activities.
- **To be wearing their ID badges, carrying their original DBS certificates** and to sign in on arrival. Always sign in to either the visitor's book or using the schools' electronic sign in system.
- **To store mobile phones and other electronic devices in accordance with the school policies** and to ensure that all devices remain on silent or switched off during lesson time. Devices should only be checked at break and lunchtimes when no one else is around. Pupils should never see a phone or electronic device belonging to a member of staff.
- **Complete Feedback forms** (see attachment and this will be emailed to you after your first interview) for every assignment or give verbal feedback. Designed to allow a teacher to progress with the learning and identify any misconceptions pupils might have.
- **Log out of school networks** when they are left unattended ensuring passwords remain secure.
- **Respect all pupils' cultural background, personal dignity and values**

- All Staff to observe and abide by the current principles published 'Professional standards for Teachers' (applies to all staff)
<https://www.gov.uk/government/publications/teachers-standards>
- To respect the terms and conditions of your contract with Supply Tree Recruitment, and not seek to provide educational services to settings/pupils you have been introduced to independently of the company.

SAFEGUARDING

- Undertake to comply with the Pan Dorset Multi Agency Safeguarding policies And procedures.
<https://pandorsetscb.proceduresonline.com/>
- Share with Educational settings and Supply Tree Recruitment any safeguarding concerns about pupils. Provide written reports where appropriate.
- Read and understand each Educational settings' policy for Managing behaviour and adhere to the school's reward and consequences system. Be fully aware of the support network offered in school and whom to contact if a situation becomes too challenging.
- Read and abide by the Child Protection and Safeguarding Policy of each School and Educational setting and in addition be familiar with and abide by the Supply Tree Recruitment Child Protection and Safeguarding policy. A copy is emailed to every member of staff for them to save and refer to.
- The Home Office has developed a free e-learning module to raise awareness of Female Genital Mutilation. We advise teaching staff to familiarize themselves with the free training below. <https://www.fgmelearning.co.uk/>
- Those who have not attended recent PREVENT training should complete an on-line course, such as that provided free by the Home Office.
www.elearning.prevent.homeoffice.gov.uk
- For your safety be open and transparent in all interactions with pupils. Paying attention to the following;
 1. Never allow yourself to be alone with pupils – leave doors open and work in public areas.
 2. Do not touch pupils - Physical contact can be easily misinterpreted and you are unknown to pupils and school staff. Instead offer reassurance or raise concerns with your voice.
 3. Avoid words or actions that could be misinterpreted - avoid any words or actions that are over-familiar; aggressive, do not swear, avoid the use of sarcasm, discriminatory or derogatory words
 4. Ensure that pupils reporting illness or injury are referred to a qualified First Aider
 5. Report any accidental access to inappropriate internet sites to a member of the Senior Management team.

- **At Each School - Identify the current Designated Safeguarding Lead and their Deputy;**
- All Staff should maintain public trust and confidence by **demonstrating honesty and integrity**; maintaining reasonable standards of behaviour whether inside or outside of normal School hours and whether on or off School premises. You should be aware that the behaviour of your partner or other family members or any member of your household may raise concerns which could affect your professional role.
- You should inform the Headteacher or their designated Deputy Senior Leader immediately following **any significant incident on school grounds**. This is to help prevent any misunderstanding or misrepresentation of the incident, and it will be helpful in the event of a complaint. You should provide a written report as soon as possible afterwards.
- **Contact outside school:** You should avoid unnecessary contact with pupils outside school. You should not give pupils your home address, home telephone number, mobile telephone number or email address; not send personal communications to children unless agreed with the Headteacher or Senior Leader.
- **Communicating with children and parents, guardians or carers:** All communication with children or parents, guardians or carers should conform to school policy and be limited to professional matters. These rules apply to any form of communication including new technologies (including 3G / 4G technologies) such as mobile telephones, web cameras, social networking websites and blogs.
- **Adults must establish safe and responsible online behaviours.** Staff should also ensure that your own personal social networking sites are set as private. You must not publish anything which could identify pupils, parents or guardians on any personal social media account, personal webpage or similar platform. Viewing, retrieving or downloading of pornographic, terrorist or extremist material, or any other material which Supply Tree believes is unsuitable is strictly prohibited and constitutes gross misconduct. Never use or access social networking sites of pupils and do not use internet or web-based communication channels to send personal messages to pupils; do not use your own equipment (e.g. mobile telephones) to communicate with pupils - use equipment provided by the School.
- **Photographs** – Please ensure that you have the permission of the Headteacher if using school devices to take photographs or making films in school.
- **You should not allow unauthorised access to school equipment** and should keep your computer passwords safe. If you discover material that is potentially illegal or inappropriate, you must isolate the equipment and contact the Designated Safeguarding Lead under the Trust's Child Protection and Safeguarding Policy and Procedures immediately. Pupils must not be exposed to unsuitable material on the internet and Staff should ensure that any film or material shown is age appropriate.

- **The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009** state that it is an offence for Supply Tree Recruitment Ltd to employ anyone to provide childcare in connection with our early years provision (EYP) or later years provision (LYP) who is disqualified, or for a disqualified person to be directly involved in the management of EYP or LYP (a Duty of disclosure: Staff in a Relevant Role are under an on-going duty to immediately notify Supply Tree if their circumstances change so that they meet any of the criteria for disqualification at any point during their employment with Supply Tree. Any failure to disclose relevant information will be treated as a serious disciplinary matter.

Key Information to provide to Supply Teachers

Parking arrangements

Is there parking onsite, what time are the gates locked?

Register

Paper or computer (how do I log in?)

What happens if children arrive late?

IT log in

Computer log-in details or power-point/whiteboard set up

Fire practice

Schools should brief you about Fire Evacuation and where pupils need to line up if the fire bell sounds.

Health and Safety

Are there any building works or potential hazards that you need to be aware of?

*Who is the qualified **First aider** and where do pupils go if they are unwell?*

Play/lunch duties

Marking Policy

Behaviour Management policy

Safeguarding and child protection policy

Please ask Teachers to leave information with regards to their class (e.g)

Are there any children to be aware of?

Any SEN pupils, Any medical needs or allergies, Any behavioural needs.

What are the normal strategies in place if pupils don't behave? Warnings, rewards, consequences, what works, who do I call if a pupil is struggling to settle or being disruptive? Etc.

Appendix 1- Client booking confirmation

Date of issue



Client Booking Confirmation

We confirm that the candidate for this assignment is willing to work in the position detailed below and has the necessary experience and documentation to undertake the role. In addition we confirm that all the relevant legislative checks have been completed.

Client:	Example School
Business Unit:	Example School
Job Category:	
Start Date:	
End Date:	
Start / End Time:	
Weekdays:	
Client Charge:	Full day, STD, Under 1.00 Per Day, Mon-Fri, £176.00 Full day, OT, Above 1.00 Per Day, Mon-Fri, £31.25
Compliance Requirements:	1st Interview (date) + interviewer (Ref: 04/11/2021 - Vicki Solly) 2nd interview (date) & interviewer (Ref: 03/12/2021) Date of Safeguarding Training (includes Online Safety Training) (Ref: 01/09/2021) DBS reference & date issued (Ref: - 17/08/2021 (subscribed to update service)) Induction status (Ref: Exempt) Medical Questionnaire (date signed) (Ref: 07/11/2021) Photograph QTS ref number & date gained (Ref: Qualification & date qualified (Ref: BA (HONS) - 01/07/1991) Reference 1 received (date) (Ref: 16/11/2021) Reference 2 received (date) (Ref: 22/11/2021) Sanctions/Prohibited from Teaching (Ref: None) Self Disclosure (date signed) (Ref: 07/11/2021) TRN check completed (date) (Ref: 01/11/2021)

Candidate Name:	Teacher Name	Photograph of Supply Teacher/TA/Nursery Practitioner
Work Number:		
RTW in the UK:	yes	
Compliance Requirements Met:	yes*	
Date Last Checked:		

* Detail on all compliance requirements including copies of certificates/licenses and reference numbers for this candidate can be accessed [here](#).

For workers who subscribe to the DBS Update Service, relevant checks are performed on joining and annually thereafter.

All candidates who have taught overseas will require an overseas police check.

Payroll completed by Supply Tree (no fees and IR35 compliant), all tax and NI taken at source.

'Safer Recruitment' training has been completed as follows:

Vicki Solly - last completed 20/12/2021

Sharon Golding - last completed 3/12/2019

Victoria Maslin - last completed 8/2/2022

Supply Tree Recruitment Limited

30 Lynwood Drive
Merley
Wimborne
Dorset
BH21 1UG

Email: office@supplytree.co.uk
Phone: 01202 818300

Booked By: Vicki Solly

Email: vickisolly@supplytree.co.uk
Phone: 07788 788744

Appendix 2 – Compliance Record



Email: office@supplytree.co.uk

Telephone: 01202 818300

www.supplytree.co.uk

Compliance Record

Name: Jane Smith Previous name(s): N/A		Photo ID 	
Job Title: Teacher			
Criminal Clearance			
Current DBS reference number:		1234567890	
Date of current DBS clearance:		07/10/2019	
DBS Status:	Enhanced	Workforce Adult/Child:	Child Workforce
Subscribes to Update Service:	Yes	Date Update Service checked:	07/10/2019
Current address verified:	Yes	Previous address verified:	Yes
Upon joining Supply Tree Recruitment Ltd, all staff complete a self-disclosure. All staff are required to inform us where their relationships/associations, within and outside the workplace (including online), may have implications for the safeguarding of children in school settings. If their circumstances change, they must inform Supply Tree Recruitment Ltd immediately, this includes their criminal record status. Copies of policies are provided to all staff.			
Qualifications			
Qualification:	PGCE	Date qualified:	02/08/2000
Teacher Reference Number:	123456	Date of TRN check:	07/10/2019
Sanctions:	None	QTS date:	02/09/2000
Induction:	Pass	Overseas QTS date:	N/A
Permission to work in the UK			
EU Passport holder:	Yes	NI number provided:	Yes
Valid Visa to work in UK:	N/A	Visa expiry date:	N/A
References			
Date reference received:	07/09/2019	Date reference received:	08/09/2019
Medical Declaration		Safeguarding Training	
Date of medical declaration:	07/10/2019	Date of safeguarding training:	01/02/2018
Interview (Suitability, Compliance & Induction)			
Initial interview date:	10/09/2019	Second interview date:	20/09/2019
Interviewer:	Vicki Solly	Interviewer:	Sharon Golding

This report must be used for the sole purpose of verifying the compliance checks that have been completed on staff that have registered with Supply Tree Recruitment Ltd.

Using this information for any other purpose or sharing with any other party is strictly forbidden.

Please request permission from Supply Tree Recruitment Ltd if you require this information for another purpose.

All compliance checks have been fully completed and 'name' is clear to undertake the requested supply role.

Vicki Solly:

Sharon Golding:

Date this information last updated: 07/10/2019

Supply Tree Recruitment Limited is registered in England and Wales no 12063511

Recruitment Office: 32 St Leonard's Avenue, Blandford Forum, Dorset, DT11 7NY
 Finance Office: 30 Lynwood Drive, Merley, Wimborne, Dorset, BH21 1UG
 Registered Office: Arrowsmith Court, Station Approach, Broadstone, Dorset, BH18 8AT