**Supply Personnel’s Expectation’s and Standard Policy for all Supply Staff**

1. Always honour a booking that we provide you
2. If you are unwell or you are unable to attend work for any reason, please inform your consultant before 7.15am in the morning to allow us enough time to arrange cover on your behalf
3. Arrive at the school no later than 8.15am unless you have received a morning call and you have informed your consultant of a realistic time that you will arrive
4. If you are going to be late for an assignment, whether this is a long-term or daily supply always inform your consultant
5. If you are provided with an advance booking, please check the behaviour policy of the school
6. Dress appropriately (smart) no jeans or trainers unless asked for e.g. PE lessons. Pointed heel shoes are not advised when working with small children
7. As a representative of Supply Personnel, we ask that all our staff are friendly and treat everyone with respect
8. You will be required to take your photographic identification and your DBS to every school, and you will be required to sign in as a supply worker through Supply Personnel whether this is using an electronic system or manual system.
9. If you are late or you need to leave early, please inform your consultant.
10. Do not discuss your rate or wages with anyone, if you have any questions about your rate, please speak to your consultant
11. At Supply Personnel we have a NO Touch policy. This is not only to protect the children in your care but also yourself.
12. Mobile phones must be switched off or on silent and should only be checked at break times
13. We ask that you do discuss personal information with any other competitors