

rTriibe Induction for Supply Work in Schools

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Introduction

Dear rTriibers,

We want to wish you a warm welcome to you as you embark on your journey with rTriibe. As a vital part of our rTriibe community, your role as a supply worker is essential in ensuring the smooth and effective operation of our schools. This Employee Induction Handbook has been thoughtfully crafted to provide you with a comprehensive overview of our client's values, policies, and expectations as well as those of rTriibe.

At rTriibe, we are committed to fostering a learning environment that is safe, nurturing, and conducive to the growth and development of every pupil. As a member of our supply team, you play a crucial role in upholding these principles.

This handbook serves as your essential guide to understanding our school's culture, procedures, and expectations. It is designed to equip you with the knowledge and resources needed to excel in your role, supporting both our educational mission and the pupils we serve.

Throughout this handbook, you will find valuable information regarding our mission, and values, as well as important policies, procedures, and safety guidelines. We encourage you to read it thoroughly, refer to it as needed, and reach out to your consultant or the school contact if you have any questions or concerns.

As you embark on your journey as a supply worker with rTriibe, we are confident that you will find your work both rewarding and meaningful. We look forward to partnering with you to create an enriching and positive educational experience for all.

Thank you for joining our team, and we wish you success and fulfilment in your role as a valued member of our rTriibe community.

About Us

rTriibe was founded in Sept 2019 with one simple aim, to change temporary recruitment forever. Combining over 60 years of recruitment experience, we knew the market needed to change to achieve this, and technology had to be at the heart of everything we do; that's why we built our own AI/ML-based Platform and App.

How to get the most out of the rTriibe App

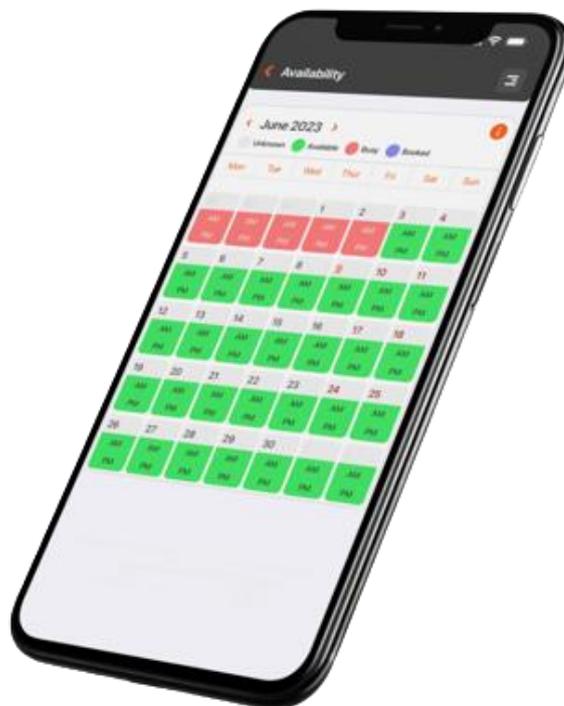
Here at rTriibe we are always pushing ourselves to improve, and we have been hard at work enhancing your user experience.

Our app still boasts all these amazing features you will love:

- **In-App Chats:** Stay connected with your team effortlessly, whether you need to discuss job details or just share a quick update.
- **Bookings:** Seamlessly manage your bookings, ensuring you stay organized and efficient.
- **Offers:** Discover exclusive job opportunities to advance your career.
- **Location Tracking:** Automatic Time Sheet Sign-Off. Now, keeping track of your work hours has never been easier. Simply enable location tracking, and the app will automatically sign off your time sheet when you leave a job site.

To take full advantage of this new feature and enjoy the convenience it brings, make sure to accept location tracking for automatic time sheet sign-off in the app settings. Your privacy is important to us, and we'll only use this information for time tracking purposes.

For a tutorial on how to get the most out of the rTriibe app [click here](#).



Referral scheme

We want to share and reward our growth with you! With this in mind, we offer the best referral scheme in the industry.

Simply share your unique code with anyone you believe would be interested in school-based work and if they go on to work, you will receive 1% of what they earn for each day they work, for as long as they work for us! So, whether it's friends, family, other supply staff in the staff room, your social media friends, or someone you meet in the pub...

Share your QR code in the app and they will automatically be added to your profile! As soon as they work you will see it in your account! Simply hit the 'pay me' button whenever you want us to add it to your pay! A great way to save pennies for that next holiday!

Job Descriptions

While many of you who join us are familiar with the education system and the day-to-day responsibilities each job role entails, we also have many of you joining who are eager to move into the education workforce and may not be as familiar with what the schools will expect from you. We thought it would be helpful to provide brief job descriptions to help prepare you.

Job Description of a Teacher

A Supply Teacher is a highly adaptable and skilled educator who steps in to provide teaching coverage in the absence of regular classroom teachers. This role involves delivering pre-planned lessons, maintaining classroom discipline, and ensuring that the learning process continues smoothly.

Key Responsibilities

Lesson Delivery: Effectively deliver pre-prepared lesson plans and educational content across various subjects and key stages.

Classroom Management: Establish and maintain a positive and orderly classroom environment, managing pupils' behaviour and engagement.

Pupil Support: Provide assistance and guidance to pupils as they complete assignments, address questions, and support their educational progress.

Curriculum Adherence: Follow the school's curriculum and adhere to teaching objectives and learning outcomes.

Resource Utilisation: Utilise teaching materials, resources, and equipment effectively to enhance the learning experience.

Assessment: Conduct assessments and evaluate pupils' performance, providing feedback as needed.

Communication: Communicate with school staff, pupils, and parents as required to support the educational process.

Adaptability: Be flexible and ready to teach various subjects and adapt to different classroom environments.

Compliance: Follow school policies, procedures, and safeguarding guidelines to ensure the safety and well-being of pupils.

Qualification:

- QTS or a relevant teaching qualification.
- Teaching experience is preferred but not always required, as some supply teachers may be newly qualified.
- Strong classroom management skills and the ability to engage and motivate pupils.
- Excellent communication and interpersonal skills.
- Adaptability and the ability to work effectively in various educational settings.

Working Conditions: Typically, this is a temporary and flexible role and hours may vary based on school needs and assignments. Work takes place in different schools and classrooms. When an offer is sent to you it contains all the information you will need to know to make an informed decision to accept or decline. Then you will receive further confirmation upon acceptance.

A Supply Teacher is a valuable asset to the educational system, ensuring continuity in learning even in the absence of regular teachers. Your adaptability and commitment to maintaining educational standards contribute to pupils' growth and development.



Teaching Assistant Job Description

As a Supply Teaching Assistant, you will play a vital role in supporting the teaching and learning process in various educational settings, including primary and secondary schools. Your responsibilities will include providing assistance to teachers, helping pupils with their academic tasks, and creating a positive and inclusive classroom environment. This role requires flexibility and adaptability, as you may work in different schools and with pupils of various ages and abilities.

Key Responsibilities:

Classroom Support: Collaborate with classroom teachers to assist in the delivery of lessons and activities, providing one-on-one or small group support to pupils as needed.

Pupils Assistance: Help pupils with their coursework, answer questions, and provide additional guidance to reinforce learning objectives.

Behaviour Management: Assist in maintaining a positive and orderly classroom environment by implementing behaviour management strategies and offering support to pupils with behavioural challenges.

Resource Preparation: Prepare and organise educational materials, resources, and equipment for lessons, ensuring they are readily available and in good condition.

Special Needs Support: Provide support to pupils with special educational needs (SEN) or disabilities, following individualised education plans (IEPs) and adapting teaching strategies as required.

Record Keeping: Maintain accurate records of pupil's progress, attendance, and behaviour, and communicate relevant information to the classroom teacher.

Supervision: Supervise pupils during breaks, lunchtime, and other non-classroom activities, ensuring their safety and well-being.

Collaboration: Collaborate with other school staff members, parents, and external agencies to support the overall development and progress of pupils.

Flexibility: Be adaptable and willing to work in different schools and key stages as needed, following each school's policies and procedures.

Qualifications:

- Minimum of grades 9-4 (A*-C) in English and Maths at GCSE or equivalent; a degree in education or related field is a plus.
- Experience working with pupils in an educational setting is preferred.
- Strong communication and interpersonal skills.
- Patience, empathy, and the ability to build positive relationships with pupils.
- Knowledge of educational methods and teaching strategies.
- Familiarity with behaviour management techniques.
- An understanding of safeguarding and child protection policies.

Working Conditions:

This is typically a part-time or temporary role; hours may vary based on school needs. Work may involve standing, sitting, and assisting pupils with physical tasks.

A Supply Teaching Assistant plays a crucial role in maintaining the continuity of education in schools. Your support contributes to the well-rounded development and academic success of pupils while providing flexibility in your work schedule.



Cover Supervisor Job Description

As a Cover Supervisor in a secondary school, your primary responsibility is to oversee classrooms in the absence of the regular teacher, ensuring that learning continues smoothly. You will supervise and support pupils as they engage in pre-set tasks and activities, maintaining a positive learning environment. Flexibility, strong communication skills, and the ability to adapt to different subjects and situations are key to success in this role.

Key Responsibilities:

Classroom Management: Manage classroom behaviour and maintain a conducive learning atmosphere while adhering to the school's behaviour management policies.

Lesson Delivery: Ensure that pupils stay on task and complete pre-set assignments or activities during the teacher's absence.

Supervision: Supervise and support pupils in their learning, providing assistance and guidance as needed.

Attendance: Record pupils' attendance and report any absences or issues to the school administration.

Resource Management: Distribute and collect materials and resources as required for the lesson, ensuring their proper use and care.

Classroom Maintenance: Leave the classroom in a tidy and organized condition for the returning teacher.

Safety and Well-being: Ensure the safety and well-being of pupils during lessons, particularly in practical subjects.

Communication: Communicate any significant incidents or issues to the appropriate school staff, including teachers, heads of department, or senior leadership.

Adaptability: Be prepared to cover a variety of subjects and year groups, following lesson plans and instructions provided by the school.

Qualifications:

- A degree in education or related field is an advantage.
- Strong classroom management skills and the ability to engage and motivate pupils.
- Excellent communication and interpersonal skills.
- Patience and the ability to work in a fast-paced school environment.
- Ability to adapt to different subjects and teaching styles.
- An understanding of safeguarding and child protection policies.

Working Conditions:

This is typically a full-time or part-time role; hours may vary based on school needs. Work may involve standing, walking, and maintaining classroom order.

A Cover Supervisor plays a critical role in ensuring the continuity of education in a secondary school. Your support allows pupils to continue learning and progressing in the absence of their regular teachers, contributing to their academic development and overall well-being.



Mid-day Supervisor Job Description

A Midday Supervisor in a school plays a crucial role in ensuring the safety, well-being, and orderly conduct of pupils during lunch breaks. This role involves supervising pupils in various areas of the school, promoting positive behaviour, and contributing to a safe and enjoyable lunchtime experience.

Key Responsibilities:

Pupil Supervision: Monitor and supervise pupils during lunch breaks, both indoors and outdoors, to ensure their safety and well-being.

Behaviour Management: Encourage and promote positive behaviour, resolving minor disputes, and ensuring pupils follow school rules and guidelines.

Mealtime Assistance: Assist pupils with meal-related tasks, such as opening containers, ensuring access to utensils, and helping with any special dietary requirements or needs.

First Aid: Provide basic first aid assistance and report any injuries or medical concerns to the appropriate school staff. Please note if you are not first aid trained you must report the injury to a member of staff for them to advise, you must not administer first aid.

Playground Safety: Ensure the safe and appropriate use of playground equipment, reporting any hazards or maintenance needs to school authorities.

Conflict Resolution: Mediate and resolve minor conflicts or disagreements among pupils, promoting conflict resolution skills.

Emergency Procedures: Be familiar with and follow school procedures for responding to emergencies or incidents during lunchtime.

Communication: Maintain clear and effective communication with pupils, colleagues, and school leadership regarding any issues or incidents during lunch breaks.

Qualifications:

- Patience, empathy, and the ability to interact effectively with pupils.
- Strong communication and interpersonal skills.
- Basic knowledge of first aid is a plus.
- Understanding of school policies and procedures, particularly those related to pupils' behaviour and safety.

Working Conditions:

Typically, this is a part-time role during lunch hours, work takes place in school cafeterias, lunchrooms, and playground areas. The role may involve standing, walking, and engaging with pupils in various activities.



A Midday Supervisor is a valuable member of the school staff, contributing to the overall safety and well-being of pupils during a crucial part of the school day. Your presence and positive interactions help create a nurturing and enjoyable lunchtime environment for pupils.

Exam Invigilator Job Description

An Exam Invigilator is responsible for ensuring the fair and secure conduct of examinations within an educational institution. This role involves supervising pupils during exams, enforcing exam regulations, and maintaining a calm and orderly exam environment to uphold the integrity of the assessment process.

Key Responsibilities:

Preparation: Set up exam venues, ensuring all necessary materials, seating arrangements, and equipment are in place before the start of each exam session.

Pupils Registration: Verify and record pupils' attendance, ensuring each candidate has the correct exam materials and identification.

Exam Procedures: Distribute exam papers, reading instructions to candidates, and announcing the start and end times of the exam.

Monitoring: Supervise pupils during exams, ensuring they follow exam rules and regulations, maintain silence, and refrain from any unauthorised activities.

Assistance: Provide assistance to pupils if they encounter technical issues, such as malfunctioning equipment, and report such issues to the relevant authorities.

Security: Maintain the security of exam papers before, during, and after exams, and ensure they are collected and sealed appropriately for delivery to examination boards.

Incident Reporting: Report any irregularities, breaches of exam protocol, or pupils' misconduct to the exam coordinator or appropriate school staff.

Emergency Procedures: Be familiar with and follow the school's procedures for handling emergencies or disruptions during exams.

Qualifications:

- Strong attention to detail and the ability to follow instructions precisely.
- Excellent communication and organisational skills.
- Patience, composure, and the ability to maintain a calm and controlled exam environment.
- Ability to uphold confidentiality and integrity in handling sensitive exam materials.

Working Conditions: Typically, this is a part-time role, often with flexible hours during exam seasons. Work takes place in exam venues within the educational institution. The role may involve standing, walking, and supervising candidates during exams.



An Exam Invigilator plays a crucial role in the successful administration of exams, ensuring that the assessment process is fair, secure, and conducted in accordance with established regulations. Your diligence and adherence to exam procedures contribute to maintaining the credibility and integrity of educational assessments.

Day to Day Bookings

Short-Term Assignments: Day-to-day bookings typically involve short-term assignments that can last from a single day to a few weeks. These bookings are often made on short notice, sometimes even on the morning of the assignment.

Variety of Schools: Supply staff taking day-to-day bookings can expect to work in a variety of schools, often moving between different locations. This offers a diverse experience and exposure to different teaching environments.

Varied Subjects and Year Groups: You may be asked to teach various subjects and year groups depending on the school's immediate needs. Flexibility and adaptability are essential qualities for day-to-day bookings.

Limited Planning: You may be provided with minimal planning or lesson materials, requiring you to be resourceful and adapt quickly to the existing curriculum.

Regular Change: Expect frequent changes in schools, classrooms, and pupils. Building rapport with pupils in a short time is a valuable skill.

Long-Term Bookings on Supply

Extended Assignments: Long-term bookings typically involve extended assignments, which can range from a few weeks to an entire academic term or more. These assignments provide more stability and continuity.

Consistency: Long-term bookings often mean consistent work in a single school or classroom, allowing you to establish routines, build stronger relationships with pupils, and gain a deeper understanding of the school's culture.

Specialisation: In long-term roles, you may have the opportunity to specialise in a specific subject or year group, aligning more closely with your expertise and preferences.

Advanced Planning: You may receive more extensive planning and resources, allowing you to better prepare for lessons and provide a high-quality educational experience.

Greater Responsibility: Long-term supply staff may take on additional responsibilities, such as attending staff meetings, parent-teacher conferences, and contributing to the school community.

In summary, day-to-day bookings offer flexibility and a diverse range of experiences but can be less stable and require adaptability. Long-term bookings provide more stability, the opportunity to specialise, and deeper engagement with pupils and school communities. The choice between the two depends on your preferences, career goals, and lifestyle. Some supply staff may choose to blend both types of bookings to enjoy a balance of variety and stability in their roles. The more flexible you are with bookings when you first join, the more exposure to different schools you will have which will lead to more long-term work.



Long term – what does the interview process look like?

The interview process for a long-term supply position in a school can vary depending on the school's specific hiring practices and the nature of the role. However, here is a general overview of what you might expect:

Initial Screening: The school will request we send them CVs of staff that match the requirements they have and are interested in the role. The school's recruitment team will review applications to shortlist candidates they wish to interview.

Invitation to Interview: Shortlisted candidates will receive an invitation to attend an interview. This invitation may be via email or phone call and will provide details about the date, time, and location (in-person or virtual) of the interview. Along with any other information you may need to know about the interview process.

Interview Panel: Candidates can expect to be interviewed by a panel of individuals, which may include the headteacher or principal, department heads, members of the school leadership team, and representatives from the HR department.

Interview Questions: The interview panel will ask candidates a series of questions designed to assess their qualifications, experience, teaching philosophy, and suitability for the long-term position. Questions may also focus on classroom management, teaching strategies, and how the candidate would handle specific scenarios.

Teaching Demonstration: In some cases, candidates may be asked to deliver a teaching demonstration or lesson to a group of pupils. This allows the panel to assess the candidate's teaching skills, classroom presence, and ability to engage pupils.

Questions from Candidates: Candidates are encouraged to prepare questions to ask the interview panel. This demonstrates their interest in the position and the school and allows them to gain a better understanding of the school's culture, expectations, and support systems.

Assessment Tasks: Depending on the subject and role, candidates may be given written assessments or subject-specific tasks to complete during the interview process.

Final Interview Round: In some cases, candidates may be invited for a second or final interview round, especially if they are being considered for a senior or leadership position within the school.

Offer: When the school make the decision on who they would like to make an offer to, we will then extend this formal offer to the candidate. This offer will include details about the position, salary, and any additional terms.

Code of Conduct

It is imperative that all staff members carefully read and fully understand our Code of Conduct before accepting any bookings through rTriibe. Our Code of Conduct serves as a foundational set of guidelines and principles that govern our interactions and responsibilities as representatives of our organization. It not only outlines our expectations for professionalism and ethical behaviour but also underscores our commitment to creating a safe, inclusive, and respectful environment for all stakeholders. Every staff member is entrusted with always upholding these standards while representing rTriibe, as they play a pivotal role in shaping our reputation and maintaining the trust of our clients, partners, and the community we serve. Following the Code of Conduct is not just a requirement but a reflection of our shared values and dedication to delivering exceptional service and maintaining the integrity of our organisation.

Please [click here](#) to open the code of conduct.

Resources

[keeping children safe in education](#)

[SEND Code of Practice](#)

[Working together to safeguard children 2018](#)

[Section 175 of the education act 2002](#)

[Keeping learners safe Welsh government 2015](#)

[School Code of Conduct Example](#)

Data protection

At rTriibe, we are committed to ensuring the privacy and security of personal data. When working on supply in schools, it's crucial to handle information responsibly and in compliance with data protection laws, including the General Data Protection Regulation (GDPR) in the UK. This Data Protection Statement serves as a guide for candidates on how to handle personal data and sensitive information while on supply assignments.

Your Responsibilities:

Data Confidentiality: Candidates must treat all personal data and sensitive information obtained during assignments as strictly confidential. This includes information about pupils, staff, and any other individuals associated with the school.

Data Access: Access to personal data should be limited to what is necessary for the performance of your duties. Do not access or retrieve personal data unless it is required for your work.

Data Storage: If you need to store physical or electronic records containing personal data, ensure that they are stored securely and cannot be accessed by unauthorised individuals. Always log out of computers and lock away physical records when not in use.

Data Sharing: Do not share personal data or sensitive information with unauthorised individuals or third parties. Information should only be disclosed to colleagues or individuals with a legitimate need to know.

Data Disposal: When no longer needed, personal data and records should be securely disposed of in accordance with school policies and data protection regulations. This includes shredding physical documents and securely deleting electronic files.

Reporting Obligations: If you become aware of any data breaches, unauthorised access, or data protection incidents while on supply assignments, it is your responsibility to report them immediately to both the school's data protection officer (DPO) and rTriibe's designated data protection contact.

Respecting Individual Rights: Candidates must respect the rights of individuals concerning their personal data. This includes the right to access their data, correct inaccuracies, and request erasure (subject to legal requirements). If individuals exercise these rights, inform the school's DPO and rTriibe as appropriate.

Conclusion: Data protection is a shared responsibility, and we trust that all candidates working on supply assignments will uphold the highest standards of data confidentiality and security. By following these guidelines and respecting the privacy of individuals, you contribute to maintaining trust, compliance, and the integrity of personal data while working in educational settings.

rFAQ

If you found yourself with questions after your interview, you're not alone. We've taken this into account and have thoughtfully created an FAQ page to address those common queries. You can conveniently access this resource at [rFAQ](#), and it has been designed to seamlessly complement the information provided in the candidate handbook. We want to ensure that you have all the answers you need as you embark on your journey with us.

rBlogs

Within our candidate handbook, you'll discover an invaluable resource for staying informed and up to date on the ever-evolving education sector. We maintain an active blog page that is refreshed with new content on a weekly basis. Here, you can access a wealth of information, insights, and trends that are pertinent to your role and the broader educational landscape. To explore this dynamic resource, simply click on this link: [rBlogs](#). Stay connected, stay informed, and stay ahead in your journey with rTriibe.

rTriibe Safeguarding Policy for Staff Working on Supply in Schools

rTriibe is dedicated to ensuring the safety and well-being of all individuals within the educational settings where our staff provide supply services. This Safeguarding Policy outlines our commitment to safeguarding children, young people, and vulnerable adults and sets forth the principles and procedures that

all rTriibe staff must adhere to when working in schools. Our goal is to create a safe and nurturing environment for every learner we encounter while upholding the highest standards of professionalism and ethical conduct.

Commitment to Safeguarding: rTriibe is committed to safeguarding the welfare of children, young people, and vulnerable adults. We recognise our responsibility to protect them from harm, neglect, abuse, or exploitation.

Legal and Regulatory Compliance: Our safeguarding practices align with all relevant UK legislation, including the Children Act 1989, the Education Act 2002, and the Keeping Children Safe in Education (KCSIE) statutory guidance.

Roles and Responsibilities: All rTriibe staff members, including supply staff share the responsibility for safeguarding and promoting the welfare of learners they encounter. This includes identifying and reporting any safeguarding concerns.

Training and Awareness: rTriibe ensures that all staff are informed and trained in safeguarding procedures and are updated regularly on any changes in legislation or best practices.

Reporting Concerns: Any staff member who has concerns about the safety or well-being of a child, young person, or vulnerable adult must report these concerns immediately to the school's designated safeguarding lead and to rTriibe's designated safeguarding officer.

Confidentiality: Information related to safeguarding concerns will be handled with the utmost sensitivity and confidentiality, shared only with those who have a legitimate need to know.

Record Keeping: Accurate records of safeguarding concerns, discussions, and actions taken will be maintained securely in compliance with data protection regulations.

Communication: rTriibe maintains open and transparent communication with schools, local authorities, and relevant agencies to ensure the appropriate support and protection of learners.

Safe Recruitment: We adhere to rigorous safer recruitment practices, including the necessary background checks and verification of qualifications and references, to ensure that staff working on supply are fit for the role. Failure to comply with these requirements will result in rTriibe no longer being able to continue your clearance for work.

Code of Conduct: Staff are expected to follow our Code of Conduct, which outlines expectations for professional behaviour and appropriate boundaries when working with learners.

Support and Training: rTriibe provides access to support and training for staff on safeguarding matters and maintains a culture of vigilance and awareness.

Review and Update: This Safeguarding Policy is subject to regular review and will be updated as necessary to reflect changes in legislation or best practice.

Conclusion: The safety and well-being of children, young people, and vulnerable adults are paramount to rTriibe. We are committed to creating a culture of vigilance, accountability, and responsibility in safeguarding. By adhering to this Safeguarding Policy, rTriibe staff contribute to the protection and promotion of the welfare of those we serve in schools. For more information on safeguarding, you can visit our [blog page here](#).



rTriibe Dress Code Policy for Staff Working on Supply in UK Schools

rTriibe values professionalism and the positive image that our staff project in the educational institutions where they provide supply services. This Dress Code Policy outlines our expectations for attire and appearance to ensure that our staff present themselves in a manner that is both respectful and appropriate for the school environment.

Professional Appearance: All rTriibe staff members working on supply in UK schools are expected to maintain a professional appearance that reflects well on both rTriibe and the educational institution.

Adherence to School Policies: Staff should adhere to the specific dress code policies and guidelines of the school where they are working, if provided. In cases where the school does not have a specific dress code, the guidelines in this policy apply.

Appropriate Attire:

Clothing: Staff should wear clean, neat, and appropriate clothing that is suitable for a professional educational setting. This may include smart casual attire, such as collared shirts, blouses, trousers, skirts, dresses, or other similar clothing.

Footwear: Closed-toe shoes or sensible footwear should be worn for safety and professionalism.

Jewellery and Accessories: Excessive or distracting jewellery and accessories should be avoided.

Cultural Sensitivity: Staff should be culturally sensitive when selecting attire, avoiding clothing that may be deemed offensive or inappropriate in diverse settings.

Maintaining Personal Hygiene: Staff should maintain good personal hygiene, including cleanliness, grooming, and the use of deodorant, to ensure a pleasant and professional working environment.

Tattoos and Piercings: Tattoos and piercings should be discreet and not cause offense in the school environment.

Hair and Makeup: Hair and makeup should be neat and appropriate, avoiding extremes in style or colour that may be distracting.

Uniforms and Identification: If the school requires staff to wear uniforms or identification badges, these should be worn and displayed as instructed.

rTriibe recognizes the importance of professionalism in educational settings and the role it plays in creating a positive learning environment. By adhering to this Dress Code Policy, rTriibe staff contribute to the overall professionalism and positive image of our organization while respecting the individual cultures and policies of the schools where they work.

rTriibe DBS (Disclosure and Barring Service) Policy for Candidates

rTriibe is committed to ensuring the safety and well-being of all individuals, particularly vulnerable populations such as children and vulnerable adults, within the educational settings where our candidates provide supply services. As part of our commitment to safeguarding, we require candidates to undergo Disclosure and Barring Service (DBS) checks where necessary and adhere to our DBS Policy.

DBS Checks: rTriibe recognizes the importance of conducting DBS checks to assess the suitability of candidates for roles that involve working with vulnerable individuals. We conduct DBS checks as required by law and as specified by educational institutions.

Eligibility for DBS Checks: Candidates who will be working in roles that require DBS clearance will be informed during the recruitment process. The eligibility for DBS checks is determined by the specific role and the age group of the individuals being served.

DBS Application Process: Candidates are required to undergo a DBS check and will be provided with guidance on how to complete the DBS application process, including the necessary documentation and identification requirements. Please note the cost of the DBS application is not payable by rTriibe.

DBS Renewals: If a candidate is already in possession of a valid DBS certificate, they are responsible for ensuring that it remains up to date and valid throughout their work with rTriibe. Candidates must inform rTriibe if their DBS certificate is due for renewal.

DBS Disclosure: Candidates are obligated to disclose any relevant convictions, cautions, or warnings that occur after their DBS check has been completed. Failure to do so may result in disciplinary action or termination of employment.

Confidentiality: DBS certificates and any related information are treated with the utmost confidentiality. Access to DBS information is limited to authorised personnel involved in the recruitment and safeguarding process.

Refunds: Once a DBS check is in process with our third-party provider, UCheck, we are unable to offer refunds for any reason.

Update Service: Candidates have the option to join the DBS Update Service. If they choose not to join, they will be required to have a new DBS check done when rTriibe requires rechecking the DBS.

Certificate Responsibility: It is the responsibility of candidates to keep their DBS certificate safe and to bring it to every booking. Failure to provide the certificate to the school may result in the school refusing the candidate's services, and they may not receive payment for that assignment.

Lost or Undelivered Certificates: If a DBS certificate does not arrive in the post or is lost, candidates must promptly order a replacement certificate or apply for a

new certificate as necessary. Failure to do so may affect their eligibility to work on supply assignments.

Reporting Obligations: Candidates are required to promptly inform rTriibe if they become subject to any DBS investigation, receive a caution or conviction, or have their DBS clearance revoked. Failure to do so will result in disciplinary action.

Compliance:

Candidates are expected to comply with all DBS requirements as specified by rTriibe, educational institutions, and relevant legislation.

rTriibe is committed to safeguarding and ensuring the suitability of candidates working with vulnerable populations. Our DBS Policy outlines our procedures and expectations regarding DBS checks, disclosure of information, compliance with relevant regulations, and the responsibilities of candidates. Adherence to this policy is essential to maintain the highest standards of safeguarding.

If your DBS doesn't arrive in the post

You can request a free reprint if you meet the following criteria:

- your DBS certificate was issued over 14 days ago, but you haven't received it. You can find out the date your certificate was issued through online tracking.
- the reprint request has been made within 3 months (93 days) of the date of issue of your certificate
- the address you request your certificate to be reprinted and sent to matches the address on your DBS application

If you have moved address since your application was submitted, you will need to set up mail redirection before requesting a DBS certificate reprint. Go to the Royal Mail website for more information on how to do this. The address you gave us on your DBS application can't be changed.

If your reprint request meets the criteria complete the relevant reprint form and email it to DBSReprints@dbs.gov.uk

They will aim to process your request within 5 working days.

For more information on requesting a reprint of your DBS certificate please click the following link: <https://www.gov.uk/government/publications/dbs-certificate-reprint-guide/dbs-certificate-reprint-guide>

Your DBS is on its way

When we get a notification informing us that it's on its way to you, you will receive the following email from us.

"You will soon receive your new DBS certificate. It is crucial you send a photo of the entire certificate to me when it arrives. This is so I can add this to your file.

Most clients are willing to accept the UCheck report we receive for the first week or two, after they will insist on seeing your DBS certificate, while it is your responsibility to take this with you for every booking. We need a copy of this on file so that if there is a time when you forget your certificate, we can send this over to the school. If we are not able to do this, it could result in the school turning you away and you losing that day's work.

We highly recommend you join the update service, as this is more cost-effective than purchasing a new certificate each time you need one. You have 30 days to join the update service, including the date issued on your certificate. You can do this via the following link:

<https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>

Your certificate number is: (we will provide this information on the email when we have it for you).

You will need to change the option on the form to "use my certificate number."

For more information about the update service, please click:

<https://www.gov.uk/dbs-update-service>

Please also be aware if your DBS certificate was issued over 14 days ago, but you haven't received it you are able to request a reprint. Please inform us if this is the case and we can send you additional information to help with this process.

I look forward to hearing from you.

Update Service Renewal

We start to send reminders up to 2 months before your renewal is due to make sure you are aware it is coming up. You will get a like the following:

"I hope you are well, according to our records your DBS update service is due for renewal. You can check your renewal set up by logging into your account at: <https://secure.crbonline.gov.uk/crsc/subscriber>

Please be aware if you have renewed your bank card since setting up your subscription you will need to manually change your card details in your DBS Update Service account.

A subscription to the Update Service lasts for one year.

You can renew your subscription through the Update Service, either:

- When you first register, by choosing automatic renewal
- Up to 30 days before your current subscription ends – but you cannot renew on the last day of your subscription. If you do not renew your subscription before it ends, you'll need to apply for a new DBS check.

Here you can find out more about the update service: <https://www.gov.uk/dbs-update-service>

We do this to ensure we are doing everything we can to help you keep your account with us compliant, meaning you won't miss out on work, and you won't have to pay for a new DBS.

rTriibe Child Protection Policy for Supply Staff Working in Schools

rTriibe is dedicated to the safety and well-being of all individuals within educational settings, particularly children and vulnerable adults. This Child Protection Policy is designed to guide and inform supply staff on their roles, responsibilities, and procedures related to safeguarding and child protection when working in schools.

Commitment to Child Protection: rTriibe is committed to safeguarding and promoting the welfare of children and vulnerable adults. We recognise our responsibility to protect them from harm, neglect, abuse, or exploitation.

Legal and Regulatory Compliance: Our child protection practices align with all relevant UK legislation, including the Children Act 1989, the Education Act 2002, and the Keeping Children Safe in Education (KCSIE) statutory guidance.

Roles and Responsibilities: Supply staff share the responsibility for safeguarding and promoting the welfare of children and vulnerable adults while working in

educational settings. This includes identifying and reporting any safeguarding concerns.

Induction and Training: rTriibe provides induction and ongoing training to supply staff to ensure they are informed about child protection policies and procedures, including recognition of signs of abuse, reporting mechanisms, and their role in safeguarding.

Confidentiality: Information related to child protection concerns will be handled with the utmost sensitivity and confidentiality. Disclosure of information should only occur on a need-to-know basis and in line with data protection regulations.

Reporting Concerns: Supply staff must promptly report any concerns about the safety or well-being of a child or vulnerable adult to the designated safeguarding lead at the school and to rTriibe's designated safeguarding officer.

Record Keeping: Accurate records of safeguarding concerns, discussions, and actions taken will be maintained securely in compliance with data protection regulations.

Emergency Procedures: Supply staff should be familiar with the school's procedures for responding to emergencies or incidents involving child protection and follow them diligently.

Communication: Supply staff must maintain clear and effective communication with colleagues, school staff, and relevant agencies regarding any child protection issues or incidents.

Protection of Staff: rTriibe also acknowledges the importance of protecting staff members from false allegations. In the event of allegations against a supply staff member, rTriibe will ensure that the staff member is treated fairly and in accordance with relevant procedures.

Conclusion: The safety and well-being of children and vulnerable adults are paramount to rTriibe. By adhering to this Child Protection Policy, supply staff contribute to the protection and promotion of the welfare of those we serve in educational settings. This policy is subject to regular review and will be updated as necessary to reflect changes in legislation or best practice.

rTriibe Behaviour Policy for Supply Staff Working in Schools

rTriibe places a strong emphasis on maintaining a positive and respectful learning environment within educational settings. Our Behaviour Policy is designed to guide supply staff in their roles, responsibilities, and expectations when it comes to managing behaviour while working in schools.

Professional Conduct: Supply staff are expected to always demonstrate the highest standards of professionalism and behaviour when working in schools. This includes interactions with pupils, colleagues, and other members of the school community.

School Policies: Supply staff are required to familiarise themselves with and adhere to the behaviour policies and guidelines established by the school where they are working. This may include policies related to discipline, conduct, and expectations for behaviour.

Positive Role Models: Supply staff are expected to be positive role models for pupils, exhibiting respectful, inclusive, and supportive behaviour.

Effective Classroom Management: Supply staff should use effective classroom management techniques to maintain a positive and orderly learning environment. This may include implementing the school's behaviour management strategies, following lesson plans, and setting clear expectations for pupils' behaviour.

Consistency: Supply staff should strive to maintain consistency in behaviour expectations and consequences with those of the regular teaching staff.

Dealing with Challenging Behaviour: In the event of challenging behaviour from pupils, supply staff should follow the school's behaviour management procedures and seek assistance from school staff or designated behaviour coordinators as needed.

Communication: Open and respectful communication with pupils is essential. Supply staff should listen to pupils, address concerns, and provide feedback constructively.

Conflict Resolution: In cases of conflict or disagreement, supply staff should handle situations calmly, professionally, and in accordance with school policies. Seek guidance or support from school staff or management when necessary.

Data Protection: Supply staff should be mindful of pupil's confidentiality and data protection regulations when handling behaviour-related information.

Reporting Obligations:

Supply staff are required to promptly report any incidents of bullying, harassment, or concerning behaviour to the designated school staff or school leadership as per the school's policies and procedures.

rTriibe expects supply staff to contribute to maintaining a positive, respectful, and conducive learning environment within schools. By adhering to this Behaviour Policy and working in alignment with school policies, supply staff play a crucial role in supporting pupils' academic and personal development.

Three Month Gap

In the context of safer recruitment and child protection, the requirement to perform additional checks on candidates who have not worked for a certain period, such as 12 weeks, is outlined in the "Keeping Children Safe in Education" (KCSIE) statutory guidance in the UK. The purpose of these checks is to ensure that candidates remain suitable and safe to work with children and vulnerable individuals, especially if there has been a significant gap in their employment with rTriibe.

Here's an explanation of why these additional checks are necessary:

Ensuring Suitability: The safety and well-being of children and vulnerable adults are of paramount importance in educational settings. Candidates who have not worked for an extended period may not have undergone recent checks, which could potentially raise concerns about their suitability.

Changes in Circumstances: People's circumstances can change over time. A candidate who was initially deemed suitable for working with children may experience changes in their personal life, legal status, or health that could impact their suitability.

Continuous Monitoring: Regular checks and monitoring are essential to maintain the highest standards of safeguarding. Continuous monitoring helps identify any

changes in a candidate's background or behaviour that may pose a risk to children or vulnerable individuals.

Legislative Compliance: KCSIE and other relevant legislation require educational institutions and organisations like rTriibe to conduct thorough checks and assessments of all staff working with children. This includes conducting checks on an ongoing basis.

Risk Mitigation: By performing additional checks after a significant gap in employment, rTriibe can identify and address any potential risks or concerns promptly, mitigating potential harm to children and vulnerable adults.

These additional checks may include, but are not limited to, the following:

Enhanced DBS (Disclosure and Barring Service) Checks: Ensuring that a candidate's DBS certificate is up to date and reflects their current status.

References: Contacting previous employers or educational institutions to obtain updated references.

Right to Work: Verifying a candidate's eligibility to work in the UK, including any changes in immigration status.

Qualifications and Training: Confirming that a candidate's qualifications and training are current and relevant to their role.

Health Declaration: Ensuring that candidates are in good health and capable of fulfilling their duties safely.

These checks are crucial for maintaining a safe and secure learning environment for children and vulnerable individuals. They help rTriibe and educational institutions fulfil their duty to protect those in their care and ensure that individuals entrusted with these responsibilities are fit for the role.

We hope that this Induction Handbook has provided you with a comprehensive overview of our organisation, expectations, and the resources available to support your journey with us. At rTriibe, we are committed to fostering a positive, safe, and inclusive environment for both our candidates and the individuals we serve.

Remember that you are not alone in this journey. Our dedicated team is here to support you every step of the way. Whether you have questions, need guidance,

or seek opportunities for growth, please don't hesitate to reach out to your designated point of contact.

We look forward to working collaboratively, learning together, and achieving.

Thank you for choosing rTriibe we wish you great success in your role.

Best regards,

rTriibe