



Code of Conduct

What we expect:

- If you are off sick, please CALL the office on **0121 728 6677** and your consultant by **7:30am** at the very latest. (Phone lines open at 7am) **Texting or emailing will not be accepted**
- **8:30am start** - please arrive 10 minutes early. If you were booked on the morning of the assignment, please advise your consultant and office if you are going to be later than 08:30am
- **Always take your DBS and Photo ID to every assignment**
- To dress appropriately. Smart wear - No Trainers or Jeans
- To mark work (primary schools) and leave notes for the member of staff you have covered
- To remain in school until the classroom has been tidied and is in a suitable state the following day
- Deadline for timesheets is Monday at 5pm. Schools failing to meet this deadline may result in your pay being delayed until the following week.
- If you are not happy in an assignment please let us know ASAP. Failure to turn up without notification can be seen as a safeguarding concern and therefore could affect your employment.
- To provide evidence, such as a letter confirmation to take time off for an appointment
- To read and understand the most recent KCSIE, part 1