



Professional Guidelines

AT THE START OF THE DAY

Take your DBS and your photo ID to every placement.

CORRECT DRESS

Wear appropriate clothing for working with children - don't wear jeans or trainers, low-cut tops or short skirts. You may be asked to wear appropriate clothing if you are covering PE.

PUNCTUALITY

Try to be early on your first day and call us if you are running late. Please give us 24 hours notice if you need to cancel and call us by 7.15 if you are sick.

DO'S

Ask for the disciplinary/emergency/medical procedures (these will be different for every school). Follow the lesson plans and do any marking left for you, Ensure safeguarding guidelines are adhered to at all times.

DON'TS

Do not leave the children unattended at any time. Do not use your mobile on site, restrict use to off site or in the staff rooms.

FIND OUT

To ensure you are providing the right support to the pupils find out if you have any children in the class with behavioural/disability/learning issues.

AT THE END OF THE DAY

Hand back any property from the client (keys, equipment, books) and any marking and notes.

CALL US

Please call your recruitment consultant and report back on your working day.