

# Cover Policy

## **POLICY STATEMENT:**

It is the EKC Group's policy to ensure that all teaching and support services operate continually and without disruption. This policy endeavours to put in place the arrangements to ensure that this policy can be achieved. The policy applies to all taught classes, including those undertaken at outreach sites e.g. for community education.

Lessons should never be cancelled but may be moved with the approval of the **Principal** (or nominated representative) if it is in the best interests of the students or because of health and safety concerns. If there are exceptional circumstances where classes need to be cancelled or moved, the responsibility for taking this decision resides with the Programme Area Manager (or Head of Employability Programmes for community education provision) **who will request permission from the relevant Principal.**

## **PROCEDURES:**

### **Teaching Staff**

Expectations of senior managers

- To monitor the extent to which cover is used and ensure that the use of cover is equitable and fair

Expectations of Heads of Department (for short-term and medium-term absence)

- To ensure that a cover rota is in place for all teachers by either;

(a) determining cover slots for all teachers that clearly identifies a preferred order in which staff will be called to cover

(b) determining a cover rota for each programme that identifies who would cover in the event of staff absence

Heads of Department are also responsible for ensuring that the quality of delivery meets required standards and that the student experience is not adversely impacted in the case of staff absence.

Expectations of the absent teacher (for short-term absence):

- To set work for all lessons in which they will not be present by either;

(a) having pre-arranged work set

(b) setting work and communicating it (by 8.30am on the day of absence) to the Head of Department or Deputy

(c) Planned Schemes of Work should be held centrally for tutors to refer to

Any non-teaching staff requested to plan and cover classes would be paid at a lecturer's rate.

Role of Teacher Training Students/Premium Graduates - May cover lessons if they are willing to do so as part of their training on a voluntary basis.

**Policy Owner: Deputy Principal**

**Approving Body: Policy Committee**

**Stage of approval: Updated March 2017**

**Date of approval: May 2017**

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***Short-term (10 working days or fewer)***

Staff within the Department are expected to cover all lessons. Classes cannot be cancelled without the authority of the Campus Principal.

***Long-term***

All initial requests for cover at this level need to be approved by the Campus Principal through the Campus Resources Committee.

**Non- teaching Staff*****Short-term***

Managers can use their budget (funding permitting) to bring in cover staff using College procedures for arranging cover. If there is no budget cover needs to be found within the current resource.

***Long-term***

Managers can use their budget (funding permitting) to bring in cover staff using College procedures for arranging agency/supply staff or applying to the Campus Resources Committee to cover absence.

Please note the Campus Resources Committee will review every request based on funds available.